

Ordinary Council Meeting

Notice of Meeting | 27th April 2023

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on 27th April 2023 commencing at 2.00pm

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: 21 April 2023

Disclaimer

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

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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

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

Council Officers

Ms NJ Gibbs	Chief Executive Officer
Ms SC Caporn	Executive Manager, Works & Services
Ms NJ Ness	Executive Manager, Economic Development
Ms T Brown	Executive Manager, Corporate Services
Ms BJ Hadlow	Executive Officer

Observers/Visitor

Apologies

Nil.

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

No matters for consideration

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

No matters for consideration

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

No matters for consideration

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 – 30 March 2023

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on the 30 March 2023 be confirmed as a true and accurate record.

The minutes for the Ordinary Council Meeting were provided to Council under separate cover. The minutes can be found on Council's website: www.quairading.wa.gov.au.

BUSINESS ARISING

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

8.1 Reconciliation Action Plan Advisory Committee Meeting – 22nd February 2023

OFFICER RECOMMENDATION

That Council receive the minutes of the Reconciliation Action Plan Advisory Committee for its meeting on 22 February 2023.

The minutes for the Reconciliation Acton Plan Advisory Committee were provided to Council under separate cover. The minutes can be found on Council's website: www.quairading.wa.gov.au.

**ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL
CONSIDERATION**

9.1 Strategic Planning Committee Meeting – 11 April 2023

OFFICER RECOMMENDATION

That Council receive the minutes of the Strategic Planning Committee for its meeting on 11 April 2023.

The minutes for the Strategic Planning Committee were provided to Council under separate cover. The minutes can be found on Council's website: www.quairading.wa.gov.au.

9.1.1 Emerging Councillor Issue: Format of Strategic Planning Committee

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.
Responsible Officer: Nil.

COMMITTEE RESOLUTION: SPC 017-22/23

That the Strategic Planning Committee recommend to Council:

1. To hold concept forums after the Ordinary Council meetings in April, May and June 2023.
2. That Council foreshadow a possible resolution to abolish the Strategic Planning Committee subject to any legislative requirements at the July 2023 Ordinary Council meeting.

Council discussed the necessity and format of Strategic Planning Committee and the associated meetings.

The Shire of Quairading Strategic Planning Committee was established to provide strategic advice to Council, in accord with specified Terms of Reference. While Cr Hippisley considered this Committee had been useful to Councillors for a spectrum of reasons over the years, the formal mechanism of a Council Committee meant:

- Councillors were hindered in terms of informal strategising, innovation and discussion;
- Councillors could not initiate, present or champion projects without the formal support of Council; and
- Officers were spending onerous amounts of time writing agenda papers for back to back meetings, rather than performing the work attached to the agenda papers. There were only four staff members available to work on agenda item projects that are not a part of core business.

Cr Hippisley proposed abolition of the Strategic Planning Committee and the establishment of a less formal Concepts Forum. A Concepts Forum is an informal meeting that allows Elected Members and officers to discuss ideas and strategic issues in an informal setting. The Concepts Forum could either directly replace the current Information Session or replace the times allotted for the abolished Strategic Planning Committee.

There was hesitation to formally abolish the Strategic Planning Committee without first piloting the Concepts Forum.

It was noted that the removal of the SPC meetings would result in a loss of remuneration for Elected Members for that Committee Meeting.

9.1.2 Emerging Councillor Issue: Meeting Procedures

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

COMMITTEE RESOLUTION: SPC 018-22/23

The Strategic Planning Committee recommend to Council to move officers presenting options for meeting procedures/a relevant local laws at the next available Council meeting.

Cr Smith said Council currently do not have any meeting procedures or local laws pertaining to meeting procedures. When the local government reform is enacted, this will be a requirement.

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING**10.1 Bark Park Concept Plan****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Nicole Gibbs, Chief Executive Officer**Attachments** 1. Bark Park Concept Plan [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council:

1. Approves the Officer's Concept Plan for a designated off-leash dog exercise area at the Salmon Gums location.
2. Note officer's intentions to attempt to secure some external funds for the project.

IN BRIEF

- There is literally nowhere for a resident to walk a dog off-leash and off-property in the Shire of Quairading. Officers have been unable to find any other local government without such a facility.
- Officers were asked to investigate potential uses for two parcels of un-used areas in the townsite – Cuneata Park (Reid St) and the 'Salmon Gums' Reserve (between Harris St and Parker Rd). Since then, Cuneata Park was deemed too small and the sporting oval was suggested as an alternate option.
- A designated dog exercise area was suggested, and a brief concept plan developed.
- An off-leash dog exercise area (OLDEA) is a designated public area in which dog owners can exercise dogs without a leash.
- Under the Dog Act 1976, a local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a dog exercise area.

MATTER FOR CONSIDERATION

- Consideration of a concept plan for an off-leash dog exercise area within the Quairading Townsite.
- Allocation of financial resources in the 2022/23 Shire's Annual Budget.

BACKGROUND

Australia has one of the highest rates of dog ownership in the world with 36% of households owning a dog. There are currently 154 registered dogs in Quairading. Across the Shire of Quairading, there is no off-leash area to exercise dogs. This is highly irregular and a detriment to attracting new residents to town. Many existing residents and tourists have complained bitterly about this lack of amenity.

It has become more difficult to exercise dogs safely off the leash while still keeping them under effective control. Almost all local governments in metropolitan and regional areas have implemented designated off-leash dog exercise areas. Formal research has identified that there are numerous benefits to providing OLDEA's. These include benefits to dogs, to people and the broader community.

Physical and mental exercise

OLDEAs can provide an outlet for natural dog behaviours such as running, chasing, playing and barking with the result that the dog is less likely to engage in nuisance behaviour at home.

Outlet for dog owners to socialise

OLDEAs can provide a public space where dog owners can interact with each other and form community bonds.

Responsible dog ownership

OLDEAs can reduce the likelihood of dog owners letting their dogs off leash in other recreational areas.

Dog Socialisation

Dogs that are well socialised and exercised are healthier and happier as well as less likely to be aggressive.

Social wellbeing and mental health

OLDEAs can provide a space where dog owners can feel connected with other human beings improving their mental and emotional health. By building a more active lifestyle, you stand to gain several health benefits. Having an active dog has been linked to lower cholesterol, better heart health, better mental health, and an improved immune system.

Affordable recreation option

A free outdoor activity where the family can take their children and their pet to a safe environment for dogs to play.

Resting place for travelling community

OLDEAs can provide a safe resting spot for those owners travelling with their pets.

Two potential locations for an OLDEA in Quairading have been identified and are detailed in the attached 'Bark Park Concept Plan'.

Option 1: Parker St Quairading (Salmon Gums Reserve)

Option 2: Sporting Oval

Both options will need additional infrastructure installed including dog water stations, waste bag stations and bins and park benches to become effective, safe OLDEAs. Indicative costing below:

OPTION 1

ITEM	REQUIRED	COST	TOTAL
Park Bench	3	\$800	\$2400
Water Stations	2	\$1500	\$3000
Waste Stations	3	\$500	\$1500
Fencing	1.5km	\$8000/km	\$12,000
Path upgrades	1km	Various hourly rates for machinery plus sand/gravel	\$5000 (Works in-kind)
Signage	3	\$500	\$1500
TOTAL (approximate)			\$25,400

OPTION 2:

ITEM	REQUIRED	COST	TOTAL
Park Bench	2	\$800	\$1600
Water Stations	1	\$750	\$705
Waste Stations	1	\$500	\$500
Fencing	0.5km	Via direct quote	\$75,000 (required to be a certain standard and to include provision for drive through gates).
Signage	2	\$500	\$1000
TOTAL (approximate)			\$77,805

It is essential to consider the budget implications of increased maintenance and repairs including staff resources to maintain an OLDEA. Tasks such as mowing, tree maintenance and repair/replace park furniture is already undertaken in existing recreation areas, however additional maintenance tasks may not be able to be absorbed within current operational budgets and programs.

The key activities that are likely to require additional funding in OLDEA's are repairs to fencing, signage and ground surfaces. The routine maintenance tasks that need to be considered are listed below:

- Additional mowing and weed management;
- Increased whipper-snipping;
- Pruning of plants/tree management, maintenance and planting as required;
- Maintaining and replacing surface materials, turf, mulch, sand etc.;

- Repairing perimeter fencing and gate locks;
- Repairing or replacing park furnishings, and
- Emptying waste bins.

Given:

- The significant additional cost of fencing for the sports oval option;
- The constant and sometimes unreasonable arguing at the oval between dog and non-dog people (and the Shire resources taken in attempting to resolve these disputes);
- The need for the oval for formal and informal activity;
- The difficulty in keeping a dog under effective control if people are jogging or performing some other sort of exercise on an informal basis; and
- The fact that Salmon Gums is currently not used for any other purpose,

Officers recommend Option 1.

STATUTORY ENVIRONMENT

Local Government Act 1995

Dog Act 1976

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

2022-23 financial year

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

CONSULTATION

Consultation with the Quairading community can be undertaken via survey and could be included in the upcoming 2023 Community Perception Survey.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Implementation and ongoing costs are minimal.</i>
Health	Low <i>An OLDEA will create an addition recreation option within Quairading which will contribute to positive health outcomes for residents.</i>
Reputation	Low <i>An OLDEA will improve reputation with dog owners.</i>
Operations	Low <i>Additional maintenance activities will fit into current operations.</i>
Natural Environment	Low <i>Proposed OLDEAs are not in environmentally sensitive areas.</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.



CONCEPT PLAN:




Bark Park, Quairading

-  WALKING PATHS
-  SLASHING PROGRAM TO MAINTAIN GROUND COVER
-  PERIMETER CHAIN LINK FENCING
-  EXISTING VEGETATION & SHADE
-  DOG WASTE STATIONS
-  PARK BENCHES
-  WATER STATION
-  SOFT GRAVEL/SAND PATHWAYS (MOST EXISTING)





10.2 Worker's Accommodation Project**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Nicole Gibbs, Chief Executive Officer**Attachments**

1. Quairading Farmers Co-Op Workers Accommodation Proposal [↓](#) 
2. 26 & 28 Avon Street, Quairading [↓](#) 
3. 8 & 10 McLennan Street, Quairading [↓](#) 

Voting Requirements Simple Majority**Disclosure of Interest** Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council:

1. Note the update on the Worker's Accommodation Project, a partnership between the Quairading Farmers Co-op (Co-op) and the Shire.

IN BRIEF

The Shire of Quairading has a shortage of worker's accommodation of any type, particularly in terms of the townsite.

Last month the Chair of the Co-op formally requested that Council work in partnership with the Co-Op to develop and secure funding for a housing project in Quairading. In order to secure funding from the Rural Economic Development (RED) Grant Funding scheme for the project, the Shire will need to contribute land to demonstrate an active and tangible contribution to the partnership.

Recent investigations by Council and officers into constructing housing in Quairading have highlighted the fact that such construction is largely cost-prohibitive without external assistance.

At the March 2023 Ordinary Council Meeting (OCM), Council adopted the following motion:

Resolution: OCM 185-22/23

That Council:

1. *Approve the Quairading Farmers' Cooperative (Co-Op) project concept in principle, as detailed in the attached letter from the Co-Op President.*
2. *Note officers' intention to further investigate and develop this concept in partnership with the Co-Op.*

Officers have since been working with nominated Co-Op representatives to progress the project.

MATTER FOR CONSIDERATION

That Council considers:

1. Noting the progress of the Worker's Accommodation Project.

BACKGROUND

The Quairading Farmers' Co-Operative Board has identified a lack of short-term and medium-term accommodation availability in town. This aligns with the experience of Shire officers who receive anywhere between five to ten enquiries per month from people seeking this type of accommodation.

The excess demand relative to supply is demonstrated by:

1. The number of people continuously occupying the caravan park villas and hotel rooms for months or weeks.
2. The number of houses in Quairading which sit empty for most of the year, to host seasonal workers for just a few months.
3. The number of tradesmen that drive in and out of Quairading to neighbouring towns because there are limited suitable accommodation options in our town.

The consequences of not addressing this accommodation need are:

1. A reduction in genuine visitors to our community, as the short-term accommodation is full of medium-term tenants.
2. Quairading's private long-term rental market is limited. A lot of homes would be suitable for this market but are being saved to accommodate seasonal employees.
3. At times, neighbouring towns are better capitalising on the project work that occurs in Quairading. Not accommodating this workforce is lost business across the spectrum- fuel, food, accommodation.
4. Extreme labour market shortages partially fuelled by lack of appropriate accommodation.

There is a funding opportunity through the Regional Economic Development (RED) Grants. REDS provides funding of up to \$250,000 for regionally based projects to "promote sustainable jobs and workforce solutions, productivity, skills and capacity building, as well as stimulating new investment and industry diversification across the region."

There is an expectation that applications to this grant funding have some degree of local government contribution - be that financial or in-kind.

At the March 2023 OCM, the Co-Op proposed a contribution of:

1. Project co-ordination and management.
2. Securing necessary bank funding (pre-approval in place already).
3. Co-ordination of the necessary grant application support material.
4. Completion of RED grant submission.

At the same meeting, Council agreed in principle (subject to further detail) to:

1. Donate shire-owned land as the main source of local government contribution.
2. Work with the Co-Op staff collaboratively, with mutual sharing of data and other relevant information.

The Co-Op identified Lot 92 + 93 Avon Street (Street address: 26 & 28 Avon Street) as the preferred site of potential development (Attachment [2]). The site is clear, relatively level and it has a close location to main street businesses and the Quairading Club. The Co-Op also believe having a new development relatively visible from the main street, would show how progressive the community is. The Co-Op's less ideal, but potential secondary location is Lot 33 + 34 McLennan Street (street address 8 & 10 McLennan Street) (Attachment [3]).

The Co-Op has also taken this project opportunity to remind Council of the Co-Op's business structure.

"Whilst some might believe the Quairading Farmers' Co-Operative to be a business, unlike traditional businesses our sole driver and purpose is not profit. Our organisation is over 100-year-old and is owned by active shareholders. For a shareholder to be deemed 'active' they must retain their shareholding with us and do a nominal amount of shopping in our supermarket each year. This structure ensures any assets or income our organisation accumulates is either reinvested for the benefit of our community or distributed as dividends to our approx. 600 active, local shareholders. We must be open to say we have not paid a shareholder dividend in over 10 years, as the shareholders are currently very happy to see profits reinvested in town projects."

Unfortunately, investigation into either location option proposed by the Co-Op has raised issues that will need to be resolved:

The Shire's Town Planner, Mr Joe Douglas, has suggested that Lot 33 + 34 McLennan Street is a straighter forward option in terms of the requirements of Local Planning Scheme No.3. Mr Douglas proposes calling the proposed development 'residential buildings' which is a use class **not listed** in the zoning table of Local Planning Scheme No.3.

Residential Buildings means a buildings or portion of buildings, together with rooms and outbuildings separate from such buildings but ancillary thereto; such buildings being used or intended, adapted or designed to be used for the purpose of human habitation:

- (a) temporarily by two or more persons, or
- (b) permanently by seven or more persons,

who do not comprise a single family; but does not include a hospital or sanatorium, a prison, a hotel, a motel or a residential school.

This means Council has discretion to approve 'residential buildings' on both Residential and Commercial zoned land (i.e. there's far more flexibility in terms of choosing a suitable site).

The Co-Op would prefer the Avon Street location and to use the 'services apartment' definition to do so. However, Mr Douglas has advised that the use of class 'serviced apartment', which is currently listed in the zoning table of Local Planning Scheme No.3, is quite limited in terms of which zones it can be approved. Mr Douglas recommends that we do not apply this use class to the proposed development and instead apply the use class 'residential buildings' so we can deal with the proposal in accordance with clause 18(4) of Local Planning Scheme No.3 which reads as follows:

The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table:

(a) determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or

(b) determine that the use may be consistent with the objectives of a particular zone and advertise under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or

(c) determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.

Shire officers are continuing to meet regularly with Co-Op representatives to progress this project in a timely manner. The intention is to meet with the Wheatbelt Development Commission, as a group, within the next fortnight.

STATUTORY ENVIRONMENT

Local Government Act 1995

Planning and Development Act 2005

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Council have been in discussions about optimising the use of vacant blocks within the Shire of Quairading townsite.

If Council agrees to gift land to the Co-Op (with a caveat that a build commences in three years) Council will forfeit income from the sale of the block (approximately \$50,000 if ever sold) but Council will be able to recuperate this amount from annual rates over a period time.

At this moment, the lots are vacant with minimal to no interest from buyers. This is a way to bring a small amount of income to Council, bring new people and potentially families to town, and support families working locally in town that are currently affected by the housing crisis.

A budget amendment to the value of \$88,000 represents the book value of the two assets (26 & 28 Avon Street at \$44,000 each) which would be written off when the land is gifted, has been included in the March 2023 budget review.

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
- 2.4 Economy:** Encourage local workforce participation
- 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

Ms Fraser met with the CEO and the EMED to discuss whether it was a worthwhile project to bring to Council.

As housing is a priority of Council, the CEO and EMED suggested bringing the proposal to Council for consideration.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

The resale value/return on investment for local properties remains low.

Skills/qualifications shortage across the Shire.

Uncertainty of Quairading’s long-term future results in the further attenuation and closure of local businesses.

RISK ASSESSMENT

	Option 1
Financial	<p>Medium</p> <p><i>The long-term financial benefits are significant with a potential increase in residential housing, increase in employment, increase in the viability of small business, increase in light industry and increase in general population.</i></p> <p><i>There will be a loss of income for Council if the blocks were to sell, but there have been industry experts that have provided information to Council that the chances of selling the blocks are very low.</i></p> <p><i>Through this project, Council will be able to charge rates, meaning at least there will be some income from the blocks.</i></p>
Health	N/A
Reputation	<p>Medium</p> <p><i>There is little to no housing available for workers in the district. This means there is less options for families or individuals that want to work and live in the Shire, without buying and/or building.</i></p>
Operations	<p>Low</p> <p><i>The sale of the blocks is not outside of normal scope of work.</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.



29-37 Heal Street | PO Box 21 | Quairading WA 6383

Quairading Shire Council
C/O Nicole Gibbs, CEO
PO Box 38
Quairading WA 6383

1/03/2023

Dear Councillors,

Re: Short + Medium Term Accommodation Village

The Quairading Farmers' Co-Operative board ("the board") has identified there is lack of short- and medium-term accommodation availability in our town.

The excess demand relative to supply is demonstrated:

1. with the number of people occupying the caravan park villas and hotel rooms for months or weeks on end.
2. The number of houses in Quairading which sit empty for most of the year, in order to host seasonal workers for just a few months.
3. The number of tradesmen that drive in and out of Quairading to neighbouring towns when projects are on because there are limited suitable accommodation choices.

The consequences of not addressing this accommodation need are:

1. A reduction in genuine visitors to our community, as the short-term accommodation is full of medium-term tenants.
2. Quairading's private long term rental market is limited. A lot of homes would be suitable for this market but are being saved to accommodate seasonal employees.
3. At times, neighbouring towns are better capitalising on the project work that occurs in Quairading. Not accommodating this workforce is lost business across the spectrum- fuel, food, accommodation.
4. Extreme labour market shortages partially fuelled by lack of appropriate accommodation.

We have strong evidence to suggest that our town is already suffering from the above identified consequences.

Having successfully completed the rejuvenation of our supermarket and the development of our Avon Street site (and the attraction of Hutton and Northey Sales to town), the response from our community shareholders is very clear- they want progress, action, and development.

Quairading Farmers' Co-Operative Ltd
08 9645 1205 project@quairadingfarmerscoop.com.au

The board feels passionately that the most immediate limiter to growth in our community is accommodation, and we seek to do our part to address this.

There is a funding opportunity through the Regional Economic Development (RED) Grants. Which provides funding of up to \$250,000 for regionally based projects to “promote sustainable jobs and workforce solutions, productivity, skills and capacity building, as well as stimulating new investment and industry diversification across the region”. There is an expectation that applications to this grant funding have some degree of local government contribution- be that financial or in-kind.

Our contribution to this project is:

- Project co-ordination and management.
- Securing necessary bank funding (pre-approval in place already).
- Co-ordination of the necessary grant application support material.
- Completion of RED grant submission.

We seek the following support from you:

- Donation of shire owned land as your main source of local government contribution.
- Working relationship with shire staff, with mutual sharing of data and other relevant information.

The board has identified Lot 92 + 93 Avon Street as our preferred site of potential development. The site is clear, relatively level and it has a close location to main street businesses and the Quairading Club. We also believe having a new development relatively visible from the main street, would show how progressive our community is. Finally, being north of the main road, allows us more flexibility in terms of the building code.

A less ideal, but potential secondary location is Lot 33 + 34 McLennan Street.

We take this opportunity to remind council of our business structure. Whilst some might believe the Quairading Farmers’ Co-Operative to be a business, unlike traditional businesses our sole driver and purpose is not profit. Our organisation is over 100-year-old and is owned by active shareholders. For a shareholder to be deemed ‘active’ they must retain their shareholding with us and do a nominal amount of shopping in our supermarket each year. This structure ensures any assets or income our organisation accumulates is either reinvested for the benefit of our community or distributed as dividends to our approx. 600 active, local shareholders. We must be open to say we have not paid a shareholder dividend in over 10 years, as the shareholders are currently very happy to see profits reinvested in town projects.

We look forward to working with you on this project to unlock even more potential in our community.

Yours sincerely



Trevor Bond
Chairperson

Quairading Farmers’ Co-Operative Ltd
08 9645 1205 project@quairadingfarmerscoop.com.au








ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT**11.1 Accounts for Payment - March 2023**

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Tricia Brown, Senior Finance Officer/Accountant

Attachments

1. List of Accounts - March 2023 [↓](#) 
2. Credit Card Statement - March 2023 [↓](#) 
3. Transport Takings - March 2023 [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council note the following:

1. That schedule of accounts for March 2023 covering municipal vouchers 23944 to 23950 and EFT12205 to EFT12396 totalling \$534,690.13 be received (Attachment i);
2. That police licensing payments for the month of March 2023 totalling \$29,309.20 be received (Attachment ii); and
3. That fund transfers to the corporate credit card for March 2023 totalling \$4,640.10 be received (Attachment iii); and
4. That net payroll payments for the month of March 2023 totalled \$202,880.95; and
5. That the lease payments for the month of March 2023 totalled \$2,423.73 for the CESM vehicle lease.

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the accounts paid during March 2023.

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

Local Government Act 1995

POLICY IMPLICATIONS

Corporate Credit Card Policy

Purchasing Policy

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 draft 2022/2023 budget.

Payments made for the 2022/23 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 & 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 MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Financial misconduct by (a) a Shire employee, and (b) an executive/office holder results in financial, legal and/or reputational damage.

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 Creditors reviewed weekly and paid in accordance to agreed terms.
Operations	Low
Natural Environment	Low

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

COMMENT

The payment listing for March 2023 is included at **Attachment (i)**.

Previously, point 5 of the recommendation included the “lease” payment for the Skeleton Weed Vehicle, being a chattel mortgage repayment of \$1,043.80 per month. As per the ruling of the Office of the Auditor General (OAG) for the 2021/22 annual financial report, this vehicle is to no longer be recognised as a right of use (ROU) asset, and not recognised as a lease liability of the Shire. It is therefore removed from the financials as a liability, and removed from point 5 of the recommendation. The principal and interest repayments related to this vehicle, are now recognised as operating expenditure under the Rural Services sub-program.

11.1 (i) | List Of Accounts - March 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12205	03/03/2023	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS 26/02/2023	\$254.74	FULLY
EFT12206	03/03/2023	REECE GROUP PTY LTD.	METHVEN PARAFIT RAIL SLIDER - CARAVAN PARK	\$149.44	
EFT12207	03/03/2023	TELSTRA	TELSTRA ACCOUNT #941548000 - LANDLINE CHARGES 20.02.2023 - 19.03.2023: ADMIN, MEDICAL PRACTICE, LANDCARE, P/LICENSING, POOL, DEPOT AND QCRC	\$984.88	
EFT12208	03/03/2023	ARROW BRONZE	NICHE WALL PLAQUE - VINCENT HAYTHORNTHWAITE (INCL POSTAGE)	\$469.51	
EFT12209	03/03/2023	IT VISION	ALTUS PAYROLL IMPLEMENTATION AWARD CONFIGURATION, DATA CONFIGURATION SERVICES AND PARALLEL PAY RUNS (40% ON PP1 MILESTONE 1)	\$20,706.40	
EFT12210	03/03/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	WATC LOAN 119 - DEAL NO 50444, PRINCIPAL AND INTEREST REPAYMENTS	\$8,096.35	
EFT12211	03/03/2023	EASTERN HILLS CHAINSAWS & MOWERS	FILTER COVER FOR BLOWER, POLE SAW BAR AND CHAIN - PARKS AND GARDENS	\$268.20	
EFT12212	03/03/2023	QUAIRADING CLUB INC.	REFRESHMENTS FOR COUNCIL MEETINGS	\$214.00	
EFT12213	03/03/2023	BURGESS RAWSON	WATER USAGE VARIOUS PROPERTIES: PTA LAND DECEMBER 2022 TO FEBRUARY 2023	\$2,403.28	
EFT12214	03/03/2023	SURGICAL HOUSE	SHARPS COLLECTOR, PREGNANCY TESTS, GLOVES, FACE MASKS AND HAND SANITISER - MEDICAL CENTRE	\$329.23	
EFT12215	03/03/2023	QUAIRADING MEDICAL PRACTICE (KINGDOM MEDICALS)	WORKS AND SERVICES: PRE-EMPLOYMENT MEDICALS	\$300.00	
EFT12216	03/03/2023	WATER CORPORATION	WATER USAGE VARIOUS PROPERTIES: DEC 2022 - FEB 2023; TOURIST BAY, 50B SUBURBAN RD, DEPOT, STANDPIPES, MEDICAL, TENNIS CLUB, BOWLING CLUB, SHIRE HALL, 74 MCLENNAN ST, CARAVAN PARK, DAYCARE, GILLETT ST, 19 POWELL, 50A SUBURBAN, 8 MURPHY ST, 64 CORALING, YOUTH CENTRE, 31 DALL ST, 8 DALL ST, 1321 FORREST ST, ARTHUR KELLY VILLAGE	\$23,303.39	PARTIALLY
EFT12217	03/03/2023	BENTNAIL BUILDING & MAINTENANCE	COLLECT AND CONSTRUCT PATIO FACTORY ABLUTION BLOCK FOR KWIRRADING KOORT PARK INCL LABOUR, MATERIALS AND DELIVERY PLUS 3 DAY EXCAVATOR HIRE AND LABOUR - LOTTERYWEST / LRCI FUNDED PROJECT.	\$6,754.00	PARTIALLY
EFT12218	03/03/2023	J.A. GIMBEL PAINTING	SUPPLY AND INSTALL CHAIN BARRIER AROUND EL TORO AT THE TOWN HALL (21/22 PROJECT)	\$352.00	
EFT12219	03/03/2023	PETER ROBERT YORK	PICK UP PALLET OF ROOF SHEETING FROM AGRI SERVICES AND FIXING 2 X POLYCARBONATE SHEETS TO PATIO ROOF AT UNIT 1 AKV	\$150.00	
EFT12220	03/03/2023	JENNIFER GREEN	REIMBURSEMENT FOR THE PURCHASE OF VINYL STICKERS FOR SULO BINS - TOAPIN WEIR	\$61.75	
EFT12221	03/03/2023	PETER COLBUNG	PETER COLBUNG - REFUND OF KEY AND BUILDING BOND FOR TOWN HALL HIRE 24/02/2023	\$875.00	FULLY
EFT12222	03/03/2023	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES INCL TRAVEL 07.02.2023 & 15.02.2023	\$731.50	
EFT12223	03/03/2023	KINGDOM MEDICALS TY LTD	50% NURSES WAGES PLUS SUPERANNUATION FOR FEBRUARY 25.01.23 - 07.02.23 & 08.02.23 - 21.02.23	\$2,386.80	

11.1 (i) | List Of Accounts - March 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12224	03/03/2023	PERTH CARDIOVASCULAR INSTITUTE	1 X 1201 ECG MACHINE - ANNUAL EQUIPMENT RENTAL SERVICE 28 FEBRUARY 2023 - 27 FEBRUARY 2024 - MEDICAL CENTRE	\$1,100.00	
EFT12225	03/03/2023	QUAIRADING BOOK POST (2020)	MONTHLY PROVISION OF LIBRARY SERVICES FOR FEBRUARY 2023, ADMIN AND MEDICAL POSTAGE AND STATIONERY	\$2,657.48	
EFT12226	03/03/2023	RINGA CIVIL	LOTS 1 AND 75 WINMAR ROAD QUAIRADING STAGE 1 - CIVIL WORKS - RETENTION	\$19,336.64	
EFT12227	03/03/2023	LG BEST PRACTICES PTY LTD	CORRECTION OF GST CHARGED INCORRECTLY ON INVOICE 22063 (30.11.22)	\$138.75	
EFT12228	03/03/2023	CRISP WIRELESS	DEPOT BUILDING REWIRING SUPPLY AND INSTALL: 19 DATA POINTS, CABINET, PATCH PANEL, AND ASSOCIATED STRUCTURED CABLING. MONTHLY INTERNET CONNECTION ADMIN, DEPOT, YOUTH CENTRE AND EXECUTIVE RESIDENCES	\$8,112.40	
EFT12229	03/03/2023	NUTRIEN WATER	100 PACK OF RETICULATION MARKER FLAGS	\$58.41	
EFT12230	03/03/2023	90 DEGREES CREATIVE PTY LTD	KWIRRADING KOORT ABLUTION BLOCK MURAL DEPOSIT (LOTTERYWEST / LRCI FUNDED PROJECT)	\$4,400.00	PARTIALLY
EFT12231	03/03/2023	MIDLAND HYUNDAI AND KIA	SERVICE ON P5480 HYUNDAI TUCSON HIGHLANDER - 82,671KM PARTS AND SERVICES & 4X TYRES 245/45/19 WITH WHEEL ALIGNMENT. DEPOSIT FOR CEO VEHICLE - 2022 HYUNDAI SANTA FE 7S HIGHLANDER - REGISTRATION: HSG922	\$4,176.98	
EFT12232	03/03/2023	CITY OF KALAMUNDA	CITY OF KALAMUNDA BUILDING - REPORTS AND ADMINISTRATION 01.09.22 - 31.01.2023 - 6.9HRS WORKED	\$575.64	
EFT12233	03/03/2023	ANDATECH PTY LTD	HLTPAT005 DRUG AND ALCOHOL TESTING TRAINING & PURCHASE OF DRUG AND ALCOHOL TESTING EQUIPMENT TO COMPLY WITH COUNCIL ENDORSED DRUG & ALCOHOL POLICY AND TESTING PROCEDURES (2X ANDATECH PRODIGY S INDUSTRIAL BREATHALYSER AND MANAGEMENT, 2X MOUTHPIECES FOR BREATHALYSER PACK OF 100, AND 3X DRUGSENSE DSO8 PLUS SALIVA 8 PACK OF 25) - DEPOT	\$3,839.31	
EFT12234	03/03/2023	DEBBIE EVANS	REFUND OF CARAVAN PARK SITE - BOOKING #11593158 - BOOKED DATE 03.03.2023 (3 NIGHTS) EVANS	\$90.00	FULLY
EFT12235	03/03/2023	GRACE RECORDS MANAGEMENT	DESTRUCTION OF CARTON, SCAN COLOUR WIDE FORMAT, DATA ENTRY / INDEXING, QUALITY ASSURANCE, PREPARE DOCUMENTS - PER HOUR - ADMIN	\$651.20	
EFT12236	03/03/2023	DAVE PAULI	REFUND OF CARAVAN PARK STAY (CABIN) BOOKING #11501428 CHECK IN 01.03.23 - DAVE PAULI	\$140.00	FULLY
EFT12237	03/03/2023	BOC LIMITED	CONTAINER SERVICE - DAILY TRACKING FOR THE PERIOD 29.01.23 - 25.02.2023 - DEPOT AND MEDICAL	\$47.26	
EFT12238	03/03/2023	PLUMBERJ'S MOBILE PLUMBING	KWIRRADING KOORT PROJECT - 2ND PROGRESS PAYMENT (LOTTERYWEST / LRCI FUNDED PROJECT). PIPE AND FITTINGS AT RECYCLING CENTRE, LABOUR FOR PIPE AND FITTINGS AT RECYCLING CENTRE. REPAIRS TO HOT WATER LAUNDRY TAP - DUE TO TAP LEAKING - UNIT 4, ARTHUR KELLY VILLAGE	\$8,173.00	PARTIALLY

11.1 (i) | List Of Accounts - March 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12239	09/03/2023	QUAIRADING TYRE & BATTERY SUPPLIES	VARIOUS PURCHASES: OIL FILTERS, FIRE TRUCK OIL FILTERS, CESM VEHICLE TYRES, BATTERIES, TRAILER ADAPTOR, TYRE REPAIRS, BATTERY TERMINAL, TRUCK TYRES AND FITTINGS	\$9,223.00	PARTIALLY
EFT12240	09/03/2023	QUAIRADING FARMERS CO-OP	QUAIRADING COOP PURCHASES FOR FEBRUARY 2023 - ADMIN, DEPOT, MEDICAL PRACTICE, CARAVAN PARK, CATERING AND COUNCIL	\$935.48	
EFT12241	09/03/2023	QUAIRADING MEDICAL PRACTICE (KINGDOM MEDICALS)	WORKS AND SERVICES PRE EMPLOYMENT MEDICAL - WASTE FACILITY	\$150.70	
EFT12242	09/03/2023	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	FUEL PURCHASES FOR FEBRUARY 2023 - COMMUNITY CAR	\$123.66	FULLY
EFT12243	09/03/2023	BOB WADDELL & ASSOCIATES PTY LTD	2021/2022 ANNUAL FINANCIAL STATEMENT & ASSISTANCE WITH ANNUAL BUDGET REVIEW. MARCH 2023 RATES MANAGEMENT: W/E 05.03.23 END OF MONTH PROCESSES, RATES QUERIES/ADJUSTMENTS/GENERAL.	\$2,392.50	
EFT12244	09/03/2023	SYNERGY	SYNERGY ACCOUNT 857387870 - STREETLIGHTS TARIFF 25.01.23 - 24.02.23	\$2,642.33	PARTIALLY
EFT12245	09/03/2023	BENTNAIL BUILDING & MAINTENANCE	MATERIALS - 2 X FENCE POSTS AND RAPID SET CEMENT PLUS 2HRS LABOUR - DRS RESIDENCE	\$252.27	
EFT12246	09/03/2023	STATE WIDE TURF SERVICES	HOLLOW CORE AND SWEEP, ECO EMERALD GREEN SUPPLY AND SPREAD, PERMA WET SUPPLY AND SPREAD - OVAL AND GROUNDS	\$9,652.50	
EFT12247	09/03/2023	REDFISH TECHNOLOGIES PTY LTD	AUDIO VISUAL EQUIPMENT SUPPLY AND INSTALL FOR COUNCIL CHAMBERS. 86 PRESENTATION SCREEN WITH CAMERA. HANGING CEILING MICROPHONES (2) AND SPEAKERS (4). LIBERTY MEETING RECORDER SOFTWARE FOR LAPTOP INTEGRATION TO RECORD COUNCIL/COMMITTEE MEETINGS. INCLUDES CONFIGURATION	\$24,923.25	
EFT12248	09/03/2023	RURAL TRAFFIC SERVICES PTY LTD	RURAL TRAFFIC SERVICES - CORRIGIN BASE - JOB 1276 - LOCATION CORRIGIN QUAIRADING ROAD 2021/22 & 2022/23	\$34,575.67	PARTIALLY
EFT12249	09/03/2023	DAVID GRAY & CO PTY LTD	BINS X 4 FOR TOAPIN WEIR	\$1,320.00	
EFT12250	09/03/2023	GREAT SOUTHERN FUEL SUPPLIES	8000L DIESEL FOR DEPOT	\$14,392.40	
EFT12251	09/03/2023	COMBINED PEST CONTROL	EXTERNAL SPIDER FLY & MOSQUITO SPRAY - TOWN HALL, ADMIN, CARAVAN PARK, VET CLINIC, MEDICAL, AG HALL, RAM SHED, DEPOT, PANTAPIN, YOUTH CENTRE, FIRE STATION, FIRE SHED, DOCTORS, TOAPIN WEIR, LAYBY ABLUTIONS, CEMETERY, GILLET STREET UNITS, CORALING STREET, POWELL CRES, STAFF HOUSING.	\$5,874.00	
EFT12252	09/03/2023	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES INCL TRAVEL 23.2.23 & 1.03.23 (INCLUDED REMOVAL OF SURRENDERED DOGS)	\$783.75	
EFT12253	09/03/2023	KINGDOM MEDICALS TY LTD	MEDICARE WORKFORCE INCENTIVE PAYMENT (WIP) - 50% SHARE FOR KINGDOM MEDICALS FOR FEBRUARY 2023 QUARTER	\$2,935.63	FULLY
EFT12254	09/03/2023	AFGRI EQUIPMENT AUSTRALIA TRADING AS AFGRI	REPAIRS TO HYDRAULIC HOSE ON GRADER AND BOBCAT	\$1,209.08	

11.1 (i) | List Of Accounts - March 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12255	09/03/2023	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	FUEL PURCHASES FOR FEBRUARY 2023 - 48.78L FOR PLANT, 165.56L FOR Q0, 30.34L FOR OQ & 22.9L FOR FERRIS MOWER	\$518.84	
EFT12256	09/03/2023	COMPLETE OFFICE SUPPLIES PTY LIMITED	VARIOUS STATIONERY SUPPLIES: ADMIN, MEDICAL, DEPOT, CARAVAN PARK, CRC - LASER TONER, RINGFILES, INK, WALL CHARGER, TAPE, CLIPS, STICKY TAPE, BLUTAC, WHITEBOARD, WALLETS, DISWASHER TABS, HEADREST, STPLER, MIC, MARKERS, FRAMES, WEBCAM, CORDS ETC.	\$1,410.36	
EFT12257	09/03/2023	NICOLE GIBBS	PROFESSIONAL DEVELOPMENT AND MENTORING COURSE, CEO PROFESSIONAL DEVELOPMENT ANNUAL ALLOWANCE (AS PER EMPLOYMENT CONTRACT)	\$3,520.00	
EFT12258	09/03/2023	MARZOCCHI CONTRACTING	PROVIDING THE SHIRE WITH INFORMATION AND ADVISE FOR SUCCESSFUL TREE SPECIES FOR USE IN THE QUAIRADING TOWNSITE. A BASIC STRUCTURAL INTEGRITY REPORT AND ASSESSMENT FOR A TREE AT THE QDG - CORRIGIN ROADWORKS (RRG)	\$360.00	PARTIALLY
EFT12259	09/03/2023	INFOCOUNCIL PTY LTD	INFOCOUNCIL SOFTWARE CHANGE REQUEST - TO UPDATE THE CONFIDENTIAL BUSINESS IN THE OPEN MINUTES OF ALL COMMITTEES & COUNCIL MEETINGS	\$2,935.68	
EFT12260	09/03/2023	WFBS PTY LTD	INSTALL 5 SHOWER RINGD INCLUDING 40MM PIPE TO EACH AND TWO 300X300 STAINLESS DRAINS TO BE CONNECTED BY OTHERS (INCLUDING TWO TRIPS TO SITE AND 6NO BERMAD 40MM SOLENOIDS IN A MANIFOLD WITH BARREL UNIONS TOP AND BOTTOM FOR EASY REPLACEMENT) - KWIRRADING KOORT PARK (LOTTERYWEST/LRCI FUNDED)	\$11,154.00	PARTIALLY
EFT12261	09/03/2023	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	TECHNICIAN, SUPPORT AND ONLINE SUPPORT FOR MICROSOFT 365 BUSINESS PREMIUM PER USER PRO RATA LICENCE PERIOD 13TH JAN 2023 TO 16TH NO 2023	\$359.99	
EFT12262	09/03/2023	MIDLAND MOWERS	LAWN MOWER SERVICE AND FIT QUICK HEIGHT ADJUSTER	\$896.30	
EFT12263	09/03/2023	MIDLAND HYUNDAI AND KIA	PURCHASE OF NEW 2022 HYUNDAI SANTE FE (TM) 7 WHITE REG 1HSG922, PROTEKTIV SURFACE PROTECTION HYDRO, LESS TRADE IN OF 2019 HYUNDAI TUCSON HIGHLANDER TL3 MY20	\$38,100.00	
EFT12264	09/03/2023	BENJAMIN DAVIES	DAVIES, BENJAMIN - BOND U4 GILLETT ST	\$400.00	FULLY
EFT12265	09/03/2023	MAXTRAX	BUSHFIRE BRIGADES 4WD RECOVERY KITS (BUSHFIRE GRANT FUNDING)	\$3,935.90	PARTIALLY
EFT12266	09/03/2023	SPECIALE SMASH REPAIRS	REPAIRS TO 2019 HYUNDAI TUCSON HIGHLANDER	\$1,320.00	
EFT12267	09/03/2023	MIDLAND CEMENT MATERIALS	900 X 900 TANKS WITH BASE & STANDARD COVER - KWIRRADING KOORT (LOTTERWEST / LRCI FUNDED PROJECT)	\$339.90	PARTIALLY
EFT12268	09/03/2023	SHERIDAN'S FOR BADGES	EMWS NAME BADGE	\$61.06	
EFT12269	09/03/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	HENNESSY, JOHN - BOND U8 ARTHUR KELLY VILLAGE - DATE PAID 13/01/2023 - DATE LODGED 24/01/2023	\$336.00	FULLY
EFT12270 - EFT12284	09/03/2023	PAYCLEAR SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$9,080.49	

11.1 (i) | List Of Accounts - March 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12285	17/03/2023	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS 12/03/2023	\$254.74	FULLY
EFT12286	17/03/2023	AVON WASTE	AVON WASTE DOMESTIC AND RECYCLE SERVICES FOR FEBRUARY 2023	\$9,310.00	
EFT12287	17/03/2023	TELSTRA	TELSTRA ACCOUNT #3147560712 - MOBILE CALLS AND CHARGES 16.03.23 - 15.04.23 - DEPOT, ADMIN, MEDICAL, C/PARK, CESM & WASTE	\$706.26	PARTIALLY
EFT12288	17/03/2023	TOLL TRANSPORT PTY LTD	ROAD TRANSPORT FOR SURGICAL HOUSE, NATURE RESERVE & TOAPIN WEIR	\$273.30	
EFT12289	17/03/2023	WESFARMERS KLEENHEAT GAS PTY LTD	VARIOUS GAS SERVICE CHARGES, ANNUAL FEES; 31 DALL, 74 MCLENNAN, 8 MURPHY, 8 DALL, TOWN HALL, CARAVAN PARK	\$561.00	
EFT12290	17/03/2023	COUNTRY COPIERS NORTHAM	COLOUR COPIER METER READING 01.11.23 - 15.03.23 (134 DAYS)	\$596.94	
EFT12291	17/03/2023	EASTERN HILLS CHAINSAWS & MOWERS	SERVICE AND REPAIR OF TWO (2) STIHL FS250 BRUSHCUTTERS - PARKS & GARDENS	\$775.00	
EFT12292	17/03/2023	QUAIRADING AGRI SERVICES - DO NOT USE	TOILET PAPER, UNIPACK HAND HARDWARE, POLY NIPPLE FOR GARDENS, ANCHORS, SAW CHAIN, BAR LUBE, PAINT BRUSH, SUGAR SOAFP	\$146.15	
EFT12293	17/03/2023	COMMUNITY RESOURCE CENTRE - QUAIRADING	COMMUNITY RESOURCE CENTRE 2022/2023 BUILDING MANAGEMENT FEE - PRO-RATA FOR 8 MONTHS (JULY 2022 TO FEBRUARY 2023). FEBRUARY 2023 PRINTING, CLEANING, GYM, MANAGEMENT CHARGES	\$5,541.73	
EFT12294	17/03/2023	SURGICAL HOUSE	SHARPS COLLECTOR 17 LX'LGE BECTON DICKINSON	\$98.34	
EFT12295	17/03/2023	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	MENTAL HEALTH FIRST AID TRAINING -DEPOT, ADMIN, YOUTH & MEDICAL STAFF	\$1,560.00	
EFT12296	17/03/2023	BOB WADDELL & ASSOCIATES PTY LTD	2021/22 ASSISTANCE WITH ANNUAL FINANCIAL REPORT, ASSISTANCE WITH ANNUAL BUDGET REVIEW & ASSISTANCE WITH UPDATING THE ASSET REGISTER AS AT 30 JUNE 2022 FOLLOWING AUDIT ADJUSTMENTS PROCESSED IN COLLABORATION WITH EMCS. ASSISTANCE PROVIDED BY TARA WITH MARCH 2023 RATES QUERIES/ADJUSTMENTS/GENERAL W/E 12.03.23	\$2,145.00	
EFT12297	17/03/2023	SYNERGY	VARIOUS ELECTRICITY ACCOUNTS: JAN-MARCH 2023; RECYCLING CENTRE, 64 CORALING, DR SURGERY, DR RESIDENCE, YOUTH CENTRE, CRC, DEPOT, CARAVAN PARK, BORES, SHIRE HALL, AIRSTRIP, STREETLIGHTS, REED, 19 GILLET ST, ARTHUR KELLY VILLAGE, 50B SUBURBAN, 28 REID ST, 19 POWELL CRES, ADMIN, RAILWAY BUILDING, 8 DALL ST.	\$16,365.06	PARTIALLY
EFT12298	17/03/2023	YORK AUTO ELECTRICS & AIR CONDITIONING	FIRE TRAILER Q4110 REPAIRS, CREW CAB TRUCK REPAIRS, STREET SWEEPER REPAIRS, ISUZU D-MAX Q633 REPAIRS, ISUZU D-MAX Q190 REPAIRS, MAZDA BT-50 Q688 REPAIRS, MAZDA BT-50 Q3446 REPAIRS, BOBCAT REPAIRS, GRADER REPAIRS. AIR CON REPAIRS	\$3,755.07	
EFT12299	17/03/2023	COMBINED PEST CONTROL	INTERIOR SPIDER TREATMENT INSIDE OF ALL AREAS OF ADMIN BUILDING	\$220.00	
EFT12300	17/03/2023	AJ & BR COWCILL (CR. B COWCILL)	WAMENUSKING FIRE TRUCK - FIT NEW PRIMING PUMP TO REAR TENDER (INCLUDES TRAVEL)	\$367.18	

11.1 (i) | List Of Accounts - March 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12301	17/03/2023	DORMAKABA AUSTRALIA PTY LTD	DORMAKABA - WORK ORDER 03461088 - INSPECT/SERVICE FAULTY SENSOR AT MEDICAL PRACTICE AND INVESTIGATE IF LOCKING MECHANISM CAN BE LOCATED BEHIND THE COUNTER FOR EMERGENCIES.	\$324.50	
EFT12302	17/03/2023	HILLS FIRE EQUIPMENT SERVICE - ELLENFIELD NOMINEES (TRUST) T/A	1X 9.0KG DCP FIRE EXTINGUISHER FOR CESM VEHICLE & 1X 9.0LT FOAM FIRE EXTINGUISHER FOR FUEL BOWSER AT DEPOT	\$313.50	PARTIALLY
EFT12303	17/03/2023	OFFICEWORKS	COMSOL USB 3.0 TO GIGABIT ETHERNET ADAPTOR, SHARPIE PENS, CORRECTION TAPE & DELIVERY - ADMIN	\$108.91	
EFT12304	17/03/2023	FARMARAMA PTY LTD	VARIOUS PARKS AND GARDENS PURCHASES: KWIKSET CONCRETE, GLOVE CLIPS, CHAINS, CEMENT, MALE BARB, LIQUID SOAP & TOILET ROLLS.	\$907.99	
EFT12305	17/03/2023	RESONLINE PTY LTD	ROOM MANAGER (CARAVAN PARK BOOKING SYSTEM) MONTHLY FEE: FEBRUARY 2023	\$242.00	
EFT12306	17/03/2023	BUNNINGS GROUP LIMITED	VARIOUS PURCHASES: CHRISTMAS DECORATIONS, GARDEN SHOVEL, WELDING WIRE, DRILL BITS, CHAINS, TOILET ROLL DISPENSER, PADOCK, HANGING BASKET BOOKS, SANDER BELT, TOILET SEATS, SPAKFLA, TOOLS FOR Q190	\$980.50	
EFT12307	17/03/2023	COMPLETE OFFICE SUPPLIES PTY LIMITED	USE HAND SANITISER SIGN - MEDICAL CENTRE	\$19.26	
EFT12308	17/03/2023	OFFICE OF THE AUDITOR GENERAL	2021/22 ANNUAL FINANCIAL REPORT AUDIT FEE & ADDITIONAL COSTS DUE TO QUERIES FROM THE OAG AND EXTRA WORK REQUIRED BY AMD TO COMPLETE AUDIT ON MULTIPLE REVISED FINANCIAL REPORTS	\$35,442.00	
EFT12309	17/03/2023	RURAL INFRASTRUCTURE SERVICES	PROVISION OF ENGINEERING CONSULTANCY SERVICES FOR THE MONTH OF FEBRUARY 2023 - DEPOT	\$3,164.48	
EFT12310	17/03/2023	PWD	WEBSITE REDEVELOPMENT (40% ON DESIGN COMPLETION)	\$16,060.00	
EFT12311	17/03/2023	BELINDA KNIGHT	COMPLIANCE AUDIT RETURN 2022	\$2,640.00	
EFT12313	17/03/2023	ADARSH AUSTRALIA	50% PRODUCTION COST - THIRD BATCH OF FOOTPRINTS FOR KWIRRADING KOORT LOTTERYWEST FUNDED/ LRCI PROJECT	\$990.00	PARTIALLY
EFT12314	17/03/2023	GPS LINEMARKING	FIELD LINE MARKING - OVAL AND GROUNDS	\$1,650.00	
EFT12315	17/03/2023	BOSSTAB PTY LTD	RIGHT ANGLED CHARGING CABLE FOR BOSSTAB DEPOT IPAD HOLDER - COLOUR: BLACK, TABLET PORT TYPE: USB-C, POWER SUPPLY PORT TYPE: USB-C, LENGTH: 10FT (3M), BOSS TAB HOLDER FOR WORKS IPAD - TOUCH EVO, COLOUR: BLACK, STAND: EVO X - MOVEMENT, BASE: FREESTANDING & SHIPPING - DEPOT	\$247.90	
EFT12316 - EFT12362	22/03/2023	PAYCLEAR SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$25,288.74	
EFT12363	23/03/2023	VEECO LAUNDRY SYSTEMS	IPSO WINDOW - DRYER DOOR - CARAVAN PARK	\$186.56	
EFT12364	23/03/2023	TELSTRA	TELSTRA ACCOUNT WAP/INTERNET CHARGES 02.03.23 - 01.04.23, 04. 03. 23 - 03. 04. 23 - CESM EMERGENCY SATELLITE PHONE, MOBILE CALLS, MEDICAL CENTRE 01/03/23-28/03/23	\$409.95	PARTIALLY
EFT12365	23/03/2023	QDG LCDC	LCDC - REFUND OF MINOR COMMUNITY GROUP BOND	\$400.00	FULLY

11.1 (i) | List Of Accounts - March 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12366	23/03/2023	BOB WADDELL & ASSOCIATES PTY LTD	2021/2022 ANNUAL FINANCIAL REPORT, ASSISTANCE WITH THE ANNUAL BUDGET REVIEW, ASSISTANCE WITH UPDATING THE OPENING BALANCES ON THE AR FOR JUNE 2022 & FEBRUARY 2023 AFTER AUDIT ADJUSTMENT. MARCH 2023 RATES MANAGEMENT: ASSISTANCE PROVIDED BY TARA W/E 19.03.23 INTERIM SCHEDULES, RATES QUERIES/ ADJUSTMENTS/GENERAL.	\$2,103.75	
EFT12367	23/03/2023	WESTRAC PTY LTD	NEW RIGHT HAND SIDE DOOR GLASS PART NUMBER - 2015 GRADER	\$1,401.76	
EFT12368	23/03/2023	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES INCLUDING TRAVEL 07.03.23 & 18.03.23	\$627.00	
EFT12369	23/03/2023	HISCONF E	500 - 20ML SHAMPOO, 500 - 20ML CONDITIONER AND 500 - 15G SOAP - CARAVAN PARK	\$245.90	
EFT12370	23/03/2023	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	WET WATER CART HIRE FOR SOUTH BADJALING ROAD SHOULDER REPAIRS (HOURLY)	\$2,268.75	
EFT12371	23/03/2023	THOMAS ALAN LEE	REIMBURSEMENT OF 39.93L DIESEL	\$93.76	
EFT12372	23/03/2023	MARZOCCHI CONTRACTING	FULL VACATE CLEAN THROUGHOUT THE HOUSE - DOCTOR RESIDENCE 19 HARRIS STREET	\$2,800.33	
EFT12373	23/03/2023	PLUMBERJ'S MOBILE PLUMBING	KWIRRADING KOORT PROJECT - 1ST PROGRESS PAYMENT - LOTTERYWEST/LRCI FUNDED PROJECT	\$3,740.00	PARTIALLY
EFT12374	31/03/2023	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS 26/03/2023	\$254.74	FULLY
EFT12375	31/03/2023	TELSTRA	TELSTRA ACCOUNT #941548000 - CALLS AND CHARGES 20.03.23 - 19.04.23 - ADMIN, MEDICAL, LANDCARE, P/LICENSING, POOL, DEPOT AND QCRC	\$685.17	
EFT12376	31/03/2023	AUSTRALIAN TAXATION OFFICE	BAS PAYG DECEMBER 2022	\$30,907.00	
EFT12377	31/03/2023	EASTERN HILLS CHAINSAWS & MOWERS	REPAIR FOR HONDA MOWER SP GEAR - PARKS & GARDENS	\$35.00	
EFT12378	31/03/2023	COMMUNITY RESOURCE CENTRE - QUAIRADING	PRO RATA MARCH - JUNE 2023 GYM MANAGEMENT FEE, BUILDING MANAGEMENT FEE, CRC MEMBERSHIP	\$5,518.33	
EFT12379	31/03/2023	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	PURCHASE OF WALL MOUNT FIRST AID KIT FOR SHIRE HALL AND FIRST AID KIT SERVICING	\$1,186.61	
EFT12380	31/03/2023	BOB WADDELL & ASSOCIATES PTY LTD	MARCH 2023 RATES MANAGEMENT: ASSISTANCE PROVIDED BY TARA W/E 26/03/23 WITH RATES QUERIES/ADJUSTMENTS/GENERAL, & 4TH INSTALMENT NOTICE. ASSISTANCE WITH THE ANNUAL BUDGET REVIEW.	\$495.00	
EFT12381	31/03/2023	BENTNAIL BUILDING & MAINTENANCE	COLLECT AND CONSTRUCT PATIO FACTORY ABLUTION BLOCK FOR KWIRRADING KOORT PARK (INCL LABOUR, DELVERY & MATERIALS) LOTTERYWEST/LRCI FUNDED PROJECT. TWO DAYS OF EXCAVATOR HIRE - GRAVE DIGGING (10/03/2023 AND 17/03/2023)	\$13,200.00	PARTIALLY
EFT12382	31/03/2023	QUAIRADING RAINMAKERS INC	QUAIRADING RAIN MAKERS - REFUND OF BOND FOR GREATER SPORTS GROUND 11.03.23	\$625.00	FULLY
EFT12383	31/03/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC DEBT RECOVERY COSTS FOR JANUARY AND FEBRUARY 2023	\$404.25	

11.1 (i) | List Of Accounts - March 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12384	31/03/2023	JESSICA GEORGE	PRIVATE HIRE - REFUND OF COMMUNITY BUILDING BOND - JESSICA GEORGE - 25/03/23	\$625.00	FULLY
EFT12385	31/03/2023	AMD AUDIT & ASSURANCE PTY LTD	2022 CERTIFICATION - SIGN OFF OF DEFERRED PENSIONER RATE	\$550.00	
EFT12386	31/03/2023	CRISP WIRELESS	MARCH MONTHLY INTERNET SUBSCRIPTION - ADMIN & DEPOT, 31 DALL ST, 28 REID ST, 50A SUBURBAN ST, MEDICAL CLINIC, 8 DALL ST, YOUTH CENTRE	\$1,022.90	
EFT12387	31/03/2023	GREENWAY TURF SOLUTIONS	FLEET KOMBI LINE MARKER - OVAL & GROUNDS	\$2,528.90	
EFT12388	31/03/2023	THE QUAIRADING HOTEL	REFRESHMENTS FOR COUNCIL MEETING	\$113.94	
EFT12389	31/03/2023	METRO HOTEL PERTH	1NIGHT ACCOMMODATION FOR EXCAVATOR TRAINING - WORKS & SERVICES FOR TWO STAFF	\$324.00	
EFT12390	31/03/2023	MARSH PTY LTD	PRODUCTION AND SUPPLY OF 4X ORIENTATED EVACUATION DIAGRAMS FOR WH&S - COMPLIANCE - ALL SHIRE OWNED BUILDINGS	\$10,744.80	
EFT12391	31/03/2023	PLAYGROUPE WA	MICHELLE CRAIG (PLAYGROUPE WA) - REFUND OF BOND FOR HIRE OF COMMUNITY BUILDING 24/02/2023 AND 23/03/2023	\$1,250.00	FULLY
EFT12392	31/03/2023	BH GRAPHIC DESIGN	GRAPHIC DESIGN - QUAIRADING ANNUAL REPORT	\$2,359.50	
EFT12393	31/03/2023	ELDERS QUAIRADING	20L REVIVE DISINFECTANT - CARAVAN PARK	\$99.00	
EFT12394	31/03/2023	ARDATH ACQUISITIONS AND TRADING	BROKERAGE FEE - SOURCE A SECOND HAND BACKHOE - WORKS & SERVICES	\$1,550.00	
EFT12395	31/03/2023	THE TRUSTEE FOR CONSOLIDATED TRAINING TRUST	CONDUCT CIVIL CONSTRUCTION WHEELED FRONT END LOADER OPERATIONS - ASSESSMENT ONLY & CONDUCT CONSTRUCTION EXCAVATOR OPERATIONS	\$1,639.00	
EFT12396	31/03/2023	PLUMBERJ'S MOBILE PLUMBING	EXTRA PLUMBING WORK AT KWIRRADING KOORT -LOTTERYWEST/LRCI FUNDED PROJECT. CLEARING SHOWER 2/19 GILLETT ST, REPLACING GLASS WASHER AT BOWLING CLUB. REPLACING WASTE PIPE FROM LAUNDRY	\$3,206.50	PARTIALLY
23944	01/03/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	\$209.60	
23945	07/03/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	\$198.40	
23946	09/03/2023	AUSTRALIA POST	MEDIUM POST BOX RENTAL 2023 - 2024 - DOCTORS AND ADMIN BUILDING	\$372.00	
23947	21/03/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	\$350.00	
23949	24/03/2023	SHIRE OF QUAIRADING	QUAIRADING BOWLING CLUB - REFUND OF BOND FOR COMMUNITY BUS HIRE 10/01/2023 & 16-19/12/2022	\$300.00	FULLY
23950	28/03/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	\$199.90	
				\$534,690.13	

**Shire of Quairading
Credit Card Reconciliation - Page 1**

Statement From 28/02/2023 Statement Total
Statement To 27/03/2023 \$ 4,640.10



Credit Card Summary			
Card Name	Title	Card Ending	Amount Spent
Nicole Gibbs	CEO	1475	\$ 2,532.17
Leah Horton	EMCS	1336	\$ 977.72
Benjamin Davies	CESM	8917	\$ 597.08
Sarah Caporn	EMWS	3585	\$ 533.13

**** denotes an error by Westpac in linking personal purchases to corporate card. These are to be refunded**

Credit Card Transaction - GL Entry				
GL Code	Amount (incl GST)	GST (\$)	Narration/Summary	
P5480.2610.4000	\$ 772.74	\$ 70.25	Diesel Purchases CEO Vehicle	
W13216.2400.2104	\$ 44.00	\$ 4.00	Social Media Adverts/iStock Subscr CEO	
3140201.3810	\$ 53.15	\$ -	**Westpac error to be reimbursed CEO	
P360.2610.4001	\$ 74.94	\$ 6.81	Petrol OQ EMCS	
2050765	\$ 198.20	\$ 18.02	Refreshments incident 609851 to be reimbursed by Shire of Cunderdin	
PROU002.2610.2101	\$ 398.88	\$ 36.26	Fuel for CESM vehicle CESM	
BO7702	\$ 36.92	\$ 3.36	Safety Vests for Medical Centre	
2140204.2003	\$ 1,038.83	\$ 94.44	Training costs conference EMCS	
P5480.2660.2266	\$ 15.00		Licensing CEO Vehicle	
2140220.2101	\$ 1,075.31	\$ 97.76	SMS Messages subscription	
2140386	\$ 262.63	\$ 23.88	Minor tool assets purchased for depot	
BO13245	\$ 270.50	\$ 24.59	Caravan Park Kitchen Utensil replenishment	
P5480.2600.2100	\$ 399.00	\$ 36.27	Car Detailing prior to Trade-in	
9130001.00	-\$ 4,640.10		Bring credit card expenses into muni - March 2023 - evidence in Credit Card File	


Totals	\$ 4,640.10	\$ 415.63
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Shire Confirmation



Nicole Gibbs, Chief Executive Officer

Council Approval



Jo Haythornthwaite, Chair A&R Committee

ACCOUNTS PROCESSING
Journal Date (DD):
12/04/2023
Journal Number:
22 23 135
Journal Batch:
7043
Journal Posting Period:
10



BusinessChoice Everyday Mastercard® Statement

SHIRE OF QUAIRADING
LEAH HORTON
PO BOX 38
QUAIRADING WA 6383

SHIRE OF QUAIRADING	FILE NO:
	04 APR 2023
	TO: COPY TO:

Billing Account Number	5163 2800 9109 9937
Payment Due Date	21 APRIL 2023
Closing Balance	\$4,640.10
Minimum Payment Due	\$140.00
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	4	02752751	19.96%	14.25%		
Contact Name	Billing Account Number	Opening Balance	Credit Limit			
Leah Horton	5163280091099937	3,777.87	10,000			
Statement From	Statement To	Payment Due Date	Opening Balance	Minimum Payment Due	Closing Balance	Available Credit
28 FEB 2023	27 MAR 2023	21 APR 2023	3,777.87	140.00	4,640.10	5,359.90

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			
3,777.87	3,777.87 -	0.00	0.00	0.00	4,640.10	4,640.10	0.00	140.00

S002800 / M002800 / 087 / CN1VPCP2

CSF VPC

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WBCA4WFGI 0919 2427

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



Via Westpac Internet Banking

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



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.



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.



By Telephone Banking

Call 132 032 if you have another Westpac account.



In Person

At any of our Westpac branches in Australia.

S002800 / M002800 / 087 / 0N1VPCP2

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
14 MAR	Payments AUTOMATIC PAYMENT	
	Sub Total:	3,777.87 - 3,777.87 -
27 MAR	Miscellaneous Transactions NICOLE GIBBS 5163 2800 0122 7651 Monthly Balance	2,532.17
27 MAR	LEAH HORTON 5163 2800 0144 1336 Monthly Balance	977.72
27 MAR	SARAH CAPORN 5163 2800 0153 8917 Monthly Balance	533.13
27 MAR	BENJAMIN DAVIES 5163 2800 0197 3585 Monthly Balance	597.08
	Sub Total:	4,640.10
	Grand Total:	862.23

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

Important update to your Terms and Conditions

We're updating the Westpac BusinessChoice Cards Terms and Conditions, with effect from 13 December 2022. The update includes additional wording to confirm that a nominated cardholder is authorised to request a replacement card on behalf of the liable party (or parties) where the cardholder's existing card is lost, damaged or stolen, except where the card has been cancelled by the liable party (or parties). Please read these updated Terms and Conditions available at westpac.com.au

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

S002801 / M002801 / 087 / CN1VPCP2

**Shire of Quairading
Credit Card Reconciliation - Page 2**

Statement From 28/02/2023
Statement To 27/03/2023

**** denotes an error by Westpac in linking personal purchases to corporate card. These are to be refunded**

Credit Card Transactions - Nicole Gibbs, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
28/02/2023	Hong Kong BBQ Fast Food	\$ 43.80	\$ 3.98	Y	2140204	Refreshments - Employee Assistance
28/02/2023	Midland Threading Health & Beauty Spas	\$ 12.15	\$ 1.10	Y	3140201.3810	**Westpac error to be reimbursed CEO
28/02/2023	Nightowl Bellevue	\$ 16.25	\$ 1.48	Y	2140204	Refreshments - Employee Assistance
28/02/2023	Jules Shoppe Fast Food	\$ 20.50	\$ 1.86	y	2140204	Refreshments - Bullying Training
28/02/2023	West Coast Shine Midvale Car Washes	\$ 399.00	\$ 36.27	Y	P5480.2600.2100	Full Car Detail prior to Trade-in
1/03/2023	Istock.com	\$ 44.00	\$ 4.00	y	13216.2400.2100	Social Media Advert Subscription
1/03/2023	Jules Shoppe Fast Food	\$ 28.50	\$ 2.59	Y	2140204	Refreshments - James BW Training
6/03/2023	Ampol Mundaring Service Station	\$ 123.42	\$ 11.22	y	P5480.2610.4000	Diesel P5480
6/03/2023	Quairading Hotel	\$ 20.00	\$ 1.82	Y	3140201.3810	**Westpac error to be reimbursed CEO
8/03/2023	Jules Shoppe Fast Food	\$ 27.00	\$ 2.45	y	2140204	Refreshments - Regional Development
8/03/2023	Action & Safety NZ	\$ 36.92	\$ -	N	BO7702	White Classic Safety Vests
9/03/2023	Shire of Quairading	\$ 15.00	\$ -	N	P5480.2660.2266	Retained Licence Plate for transition to new vehicle
9/03/2023	The Golden Green Café	\$ 21.00	\$ 1.91	Y	3140201.3810	**Westpac error to be reimbursed CEO
10/03/2023	BP The Lakes Service Station	\$ 60.40	\$ 5.49	Y	P5480.2610.4000	Diesel P5480
12/03/2023	PUMA Energy Tarcoola Service Station	\$ 118.18	\$ 10.74	Y	P5480.2610.4000	Diesel P5480
14/03/2023	Dunnings Carnarvon	\$ 117.72	\$ 10.70	Y	P5480.2610.4000	Diesel P5480
20/03/2023	EG Group Service Stations	\$ 105.80	\$ 9.62	Y	P5480.2610.4000	Diesel P5480
21/03/2023	Message Media	\$ 1,075.31	\$ 97.76	y	2140220.2101	SMS Messages subscription
22/03/2023	Lancelin Roadhouse	\$ 136.83	\$ 12.44	y	P5480.2610.4000	Diesel P5480
26/03/2023	EG Group Service Stations	\$ 110.39	\$ 10.04	y	P5480.2610.4000	Diesel P5480
			\$ -	N		
Total		\$ 2,532.17	\$ 225.48			



BusinessChoice Everyday Mastercard® Statement

MISS N GIBBS
 SHIRE OF QUAIRADING
 28 REID ST
 QUAIRADING WA 6383

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

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Miss N Gibbs	5163 2800 0122 7651	5,000 ¹	5,000.00
Statement From	Statement To	Facility Number	
28 FEB 2023	27 MAR 2023	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	2,532.17	0.00	0.00	2,532.17 -	0.00	0.00	0.00

S002802 / M002802 / 087 / CN1VPCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

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

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
✓ 28 FEB	HONG KONG BBQ MIDLAND AUS	43.80	✓
X 28 FEB	FAST FOOD RESTAURANTS		
	MIDLAND THREADING PT MIDLAND AUS	12.15	- Reversed Transaction
	HEALTH & BEAUTY SPAS		
✓ 28 FEB	NIGHTOWL BELLEVUE Bellevue AUS	16.25	✓
	SERVICE STATIONS		
✓ 28 FEB	JULES SHOPPE QPS YORK AUS	20.50	✓
	FAST FOOD RESTAURANTS		
✓ 28 FEB	WEST COAST SHINE MIDLA MIDVALE AUS	399.00	✓
	CAR WASHES		
✓ 01 MAR	iStock.com New York AUS	44.00	✓
	COMMERICAL PHOTOGRAPHY, ART		
✓ 01 MAR	JULES SHOPPE QPS YORK AUS	28.50	✓
	FAST FOOD RESTAURANTS		
✓ 06 MAR	AMPOL MUNDARING 55498F MUNDARING AUS	123.42	✓
	SERVICE STATIONS		
X 06 MAR	THE QUAIRADING HOTEL QUAIRADING AUS	20.00	- Reversed Transaction
	HOTELS, MOTELS, RESORTS - LO		
✓ 08 MAR	JULES SHOPPE QPS YORK AUS	27.00	✓
	FAST FOOD RESTAURANTS		
✓ 08 MAR	ACTION & SAFETY NZ LTD AUCKLAND NZL	36.92	✓
	INC FX FEE AUD \$1.07		
	COMPUTER SOFTWARE		
✓ 09 MAR	SHIRE QUAIRADING QUAIRADING AUS	15.00	✓
	GOVERNMENT SERVICES NOT ELSE		
X 09 MAR	THE GLDN GRN CAF BKR QUAIRADING AUS	21.00	- Reversed Transaction
	EATING PLACES, RESTAURANTS		
✓ 12 MAR	PUMA ENERGY TARCOOLA TARCOOLA BEAC AUS	118.18	✓
	SERVICE STATIONS		

S002802 / M002802 / 087 / CN11VPCP2



BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
10 MAR	BP THE LAKES 1903 CHIDLOW AUS	60.40 ✓	
14 MAR	SERVICE STATIONS DUNNING'S CARNARVON CARNARVON AUS	117.72 ✓	
20 MAR	SERVICE STATIONS EG GROUP 4039 CARNARVON AUS	105.80 ✓	
21 MAR	MessageMedia Melbourne AUS	1,075.31 ✓	
22 MAR	COMPUTER NETWORK/INFORMATION Lancelin Roadhouse Lancelin AUS	136.83 ✓	
26 MAR	GROCERY STORES, SUPERMARKETS EG GROUP 4218 DIANELLA AUS	110.39 ✓	
	Sub Total:	2,532.17	
27 MAR	Miscellaneous Transactions		
	TRANSFER CLOSING BALANCE TO BILLING ACCT	2,532.17 -	
	Sub Total:	2,532.17 -	
	Grand Total:	0.00	

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

Cardholder Signature

Date 13/4/23

Transactions examined and approved.

Manager/Supervisor Signature

Date 20/4/2023

S002803 / M002803 / 087 / CN1VPCP2

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.

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BusinessChoice Everyday Mastercard® Statement

LEAH HORTON
 SHIRE OF QUAIRADING
 31 DALL ST
 QUAIRADING WA 6383

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

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Leah Horton	5163 2800 0144 1336	1,000	1,000.00
Statement From	Statement To	Facility Number	
28 FEB 2023	27 MAR 2023	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	977.72	0.00	0.00	977.72 -	0.00	0.00	0.00



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1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
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3. Charge interest on any unpaid purchases outstanding (No change)

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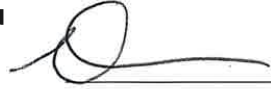
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BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
06 MAR	BP ARMADALE 1803 ARMADALE AUS	74.94	
	SERVICE STATIONS		
21 MAR	Blasta Brewing Co Burswood AUS	28.00	
	EATING PLACES, RESTAURANTS		
21 MAR	Crown Metropol Perth Burswood AUS	786.63	
	HOTELS, MOTELS, RESORTS - LO		
23 MAR	CROWN PERTH THE MERRYW BURSWOOD AUS	51.50	
	EATING PLACES, RESTAURANTS		
24 MAR	DOME MUNDARING MUNDARING AUS	36.65	
	EATING PLACES, RESTAURANTS		
	Sub Total:	977.72	
	Miscellaneous Transactions		
27 MAR	TRANSFER CLOSING BALANCE TO BILLING ACCT	977.72 -	
	Sub Total:	977.72 -	
	Grand Total:	0.00	

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

Cardholder Signature  Date 31/03/2023

Transactions examined and approved

Manager/Supervisor Signature  Date 18/4/23



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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 4**

Statement From 28/02/2023
Statement To 27/03/2023

Credit Card Transactions - Sarah Caporn, EMWS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
2/03/2023	Toolkit Depot Hardware Store	\$ 62.65	\$ 5.70	Y	2140386	Purchase of Tools for Depot
10/03/2023	Kmart	\$ 270.50	\$ 24.59	y	BO13245	Replenish Outdoor Kitchen items at
24/03/2023	Super Cheap Auto	\$ 199.98	\$ 18.18	y	2140386	Purchase of Tools for Depot
Total		\$ 533.13	\$ 48.47			



BusinessChoice Everyday Mastercard® Statement

MRS SARAH ELIZABETH CAPORN
 SHIRE OF QUAIRADING
 5056 OLD BEVERLEY RD EAST
 KWOLYIN WA 6385

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 Sarah Elizabeth Caporn	5163 2800 0153 8917	1,000 /	1,000.00
Statement From	Statement To	Facility Number	
28 FEB 2023	27 MAR 2023	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	533.13	0.00	0.00	533.13 -	0.00	0.00	0.00

S002806 / M002806 / 087 / CN1VPCP2

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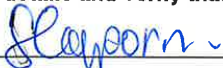
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BusinessChoice Everyday Mastercard®					
Date of Transaction	Description			Debits/Credits	Cardholder Comments
02 MAR	Purchases TOOL KIT DEPOT HARDWARE STORES	ROCKINGHAM	AUS	62.65	
10 MAR	KMART 3341 DISCOUNT STORES	NORTHAM	AUS	270.50	✓
24 MAR	SUPER CHEAP AUTO MOTOR VEHICLE SUPPLIES AND N	BELMONT	AUS	199.98	
			Sub Total:	533.13	
27 MAR	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT			533.13 -	
			Sub Total:	533.13 -	
			Grand Total:	0.00	

S002806 / M002806 / 087 / CN1VPCP2

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

Cardholder Signature  Date 13-04-23

Transactions examined and approved

Manager/Supervisor Signature  Date 21/04/23



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Email: info@afca.org.au

Phone 1800 931 678

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

S002807 / M002807 / 087 / CN1VPCF2

CSF VPC

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WBCA4WFGI 0919 2434



BusinessChoice Everyday Mastercard® Statement

BENJAMIN DAVIES
 SHIRE OF QUAIRADING
 14 ROBYN ST
 CUNDERDIN WA 6407

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 Benjamin Davies	Card Number 5163 2800 0197 3585	Credit Limit 1,000	Available Credit 1,000.00
Statement From 28 FEB 2023	Statement To 27 MAR 2023	Facility Number 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	597.08	0.00	0.00	597.08 -	0.00	0.00	0.00

S002808 / M002808 / 087 / CN1VPCP2

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Page 1 of 3

WBCA4WFGI 0919 2435

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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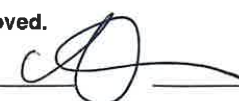
BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
02 MAR	FRESH TRADING CO OPS NORTHAM AUS SERVICE STATIONS	123.31 ✓	Fuel
08 MAR	AMPOL MECKERING ROADHO MECKERING SERVICE STATIONS	198.20 ✓	Welfare. inc 609931
09 MAR	AMPOL MECKERING ROADHO MECKERING SERVICE STATIONS	105.66 ✓	Fuel
14 MAR	COLES EXPRESS 2128 NORTHAM AUS SERVICE STATIONS	100.85 ✓	Fuel
14 MAR	HYDEN TRAVEL STOP HYDEN AUS SERVICE STATIONS	69.06 ✓	Fuel
	Sub Total:	597.08	
	Miscellaneous Transactions		
27 MAR	TRANSFER CLOSING BALANCE TO BILLING ACCT	597.08 -	
	Sub Total:	597.08 -	
	Grand Total:	0.00	

S002808 / M002808 / 087 / CN1VPCP2

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

Cardholder Signature  Date 13/4/23

Transactions examined and approved.

Manager/Supervisor Signature  Date 18/4/23



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Email: info@afca.org.au

Phone 1800 931 678

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

S002809 / M002809 / 087 / CN1VPCP2

CSF VPC

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WBCA4WFGI 0919 2436

11.2 Monthly Financial Statements - March 2023

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Tricia Brown, Senior Finance Officer/Accountant

Attachments 1. Statement of Financial Activity - March 2023 [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council receive the monthly Financial Statements for the period ending 31st March 2023.

IN BRIEF

- Monthly financial statements for the period ending 31st March 2023 attached.
- Monthly financial statements have been updated based on the Bob Waddell and Associated monthly statements model.
- The 22/23 annual budget was endorsed by Council on 25 August 2022.
- Depreciation has been calculated for the months of July to March 2023.
- Admin Allocations have been run for the months of July to March 2023.
- The (draft) 21/22 annual financial report was submitted to AMD auditors on 25 November 2022 who then performed the onsite audit on 12-13 December 2022. Subsequent amendments then saw the audited financials submitted to the OAG on 27 January 2023.
- The exit meeting with the OAG was held on 9 March 2023, with one finding related to fair value of land, building and infrastructure assets contained within the management report.
- The opinion package from the OAG for the 30 June 2022 annual financial audit was received 16 March 2023. The Shire is now preparing for the 2022/23 interim audit.

MATTER FOR CONSIDERATION

To receive the monthly financial report and statements.

BACKGROUND

The Statement of Financial Activity, a similar report to the Rate Setting Statement, is required to be produced monthly in accordance with the Local Government (Financial Management) Regulation 1996. This financial report is unique to local government drawing information from other reports to include operating and capital revenue and expenditure, transfers to reserves and loan funding.

The ongoing impact of COVID-19 in conjunction with other international events (such as the war in Ukraine) continue to cause uncertainty and supply shortages around the world, with significant impact on world economic activities. It has resulted in steep rises in inflation worldwide, including Australia. The December 2022 Perth CPI rose 8.3% from the corresponding quarter of the previous year. As a result of extensive inflation, the Australian Bureau of Statistics (ABS) commenced publication of a monthly CPI indicator. The first publication was released on 30 November 2022 and this release will occur on an ongoing basis, publishing the monthly CPI indicator around four weeks after the end of the reference month. The monthly CPI indicator rose 6.8% for the twelve months to February 2023 (published 29 March 2023). To curb the high inflation the Reserve Bank of Australia (RBA) have, in the last financial year, announced consecutive increases in the cash rate, until the most current month where there was no increase set in April. The current cash rate remains at 3.60%, increases since May 2022 amounted to 3.50%, exceeding market predictions.

In framing the Annual Budget 2022/23, the Shire considered the economic environment and the impact of COVID-19. In March 2020, in response to the COVID-19 pandemic, a State of Emergency and a Public State of Emergency were declared under section 56 of the *Emergency Management Act 2005* (WA) and section 167 of the *Public Health Act 2016* (WA), respectively. After 964 days, Western Australia's State of Emergency and the Public Health State of Emergency came to an end at 12:01am Friday, 4 November 2022.

Under the *Emergency Management Amendment (Temporary COVID-19 Provisions) Act 2022*, a 'Temporary COVID-19 Declaration' can be made by the State Emergency Coordinator if COVID-19 escalates and public health and social measures are needed to protect the community.

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, requires each local government to present a Statement of Financial Activity that reports on income and expenditure as set out in the annual budget. In addition, regulation 34(5) stipulates for a local government to adopt a percentage or value to report on material variances between budgeted and actual results. The 2022/23 budget adopted by Council on 25 August 2022, determined the variance analysis for significant amounts of \$10,000 and 10% for the financial year.

Each Financial Management Report contains only the Original Budget. A Revised (adjusted) Budget has not been presented as no budget adjustments have been presented to Council for approval.

STATUTORY ENVIRONMENT

Australian Accounting Standards

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

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

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

POLICY IMPLICATIONS

Significant Accounting Policies

FINANCIAL IMPLICATIONS

Council provided a budget provision of \$90,502.50 for accounting support expenses in the 2022/2023 year. This includes \$18,000 for completion of the annual financial report, \$36,300 in rates outsourcing and the remainder for completion of the new budget, budget template and general accounting and finance support.

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 MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Financial misconduct by (a) a Shire employee, and (b) an executive/office holder results in financial, legal and/or reputational damage.

Low rate-base results in an inability to keep up with inflation.

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 Additional experienced Accounting Support and Templates obtained to ensure that full Compliance to the Act, Regulations and Accounting Standards is achieved and maintained.
Operations	Low Additional External Accounting Contractor Services procured to support the new and existing Council Staff.
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

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).

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

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.

As the end of year process for 21/22 has been finalised, both depreciation and admin allocations (clearing journals) have been recorded for the months of July to March. The previous notification of an error in clearing journals and subsequent lodgement of a job with IT Vision has been corrected.

The 21/22 (draft) annual financial report was submitted to AMD Auditors on 25 November 2022. The final on-site audit was completed on Monday 12 December and Tuesday 13 December 2022. Further queries from AMD were received with adjustments made to the financial report in late December and early January. The final 21/22 annual financial report was then submitted to the Office of the Auditor General (OAG), through AMD on Friday January 27, 2023. Finalisation was achieved through the Audit meeting held on 9 March 2023 and the opinion package from the OAG being received 16 March 2023. is expected in mid-February 2023 through the audit report and exit meeting. The Shire is now preparing for the interim audit for the 2022/23 financial year.

The current aged creditors balance as of 31/03/2023 is \$133,819.89, with the majority of this balance being current or 30-day invoices that are March dated but received in April or later (therefore unable to be paid by 31/03/2023). An increase in late invoices has been noted by the Finance and Customer Service Officer, who in each instance is contacting the supplier to ensure that they have the correct details for delivery of creditor invoices.

The current aged debtors balance as of 31/03/2023 is \$397,425.16, with the majority of this balance being current invoices raised (i.e. March invoices). \$393,000 of this are March invoices raised to Main Roads WA (MRWA) for roads grant funding.



SHIRE OF QUAIRADING

**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 March 2023**

**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2023**

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire for the 2022/23 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
Significant Projects					
Dangin - Mears Road (Capital)	Unbudgeted	0.00	0	0	0
Groves Road Access (Capital)	6%	34,064.00	2,000	1,938	62
Old Beverley West Road (R2R)	0%	110,000.00	0	0	0
Badjaling North Road (R2R)	0%	100,000.00	0	0	0
RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.1	26%	602,386.00	127,907	155,776	(27,870)
RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.1	17%	599,183.00	74,908	101,680	(26,772)
Doodenanning - Mawson Road - LRCI Funded Expenditure	100%	265,118.31	265,118	265,118	0
Quairading - Cunderdin Road - WSFN Expenditure	3%	69,959.00	2,500	2,239	261
McLennan Street (Wood St - Heal St) - Footpath Capital	Unbudgeted	0.00	0	0	0
Construction Hall Carpark LRCI Funded Expenditure	Unbudgeted	0.00	0	0	0
Community Park - LRCI Funded Expenditure	59%	748,348.45	444,417	443,705	712
Grants, Subsidies and Contributions					
Operating Grants, Subsidies and Contributions	84%	809,144	677,084	680,132	3,048
Non-operating Grants, Subsidies and Contributions	12%	2,970,615	491,888	349,467	(142,421)
	27%	3,779,759	1,168,972	1,029,599	(139,373)
Rates Levied	100%	2,488,487	2,488,487	2,491,834	3,347

Financial Position		Current Year	
		Prior Year 31 March 2022	31 March 2023
Adjusted Net Current Assets	151%	\$ 994,086	\$ 1,502,706
Cash and Equivalent - Unrestricted	109%	\$ 1,793,379	\$ 1,950,681
Cash and Equivalent - Restricted	102%	\$ 3,580,888	\$ 3,657,665
Receivables - Rates	187%	\$ 190,429	\$ 355,846
Receivables - Other	1974%	\$ 25,186	\$ 497,179
Payables	126%	\$ 303,011	\$ 382,167

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

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

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2023**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 March 2023
Prepared by: Tricia Brown (A/EMCS)
Reviewed by: Nicole Gibbs (CEO)

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

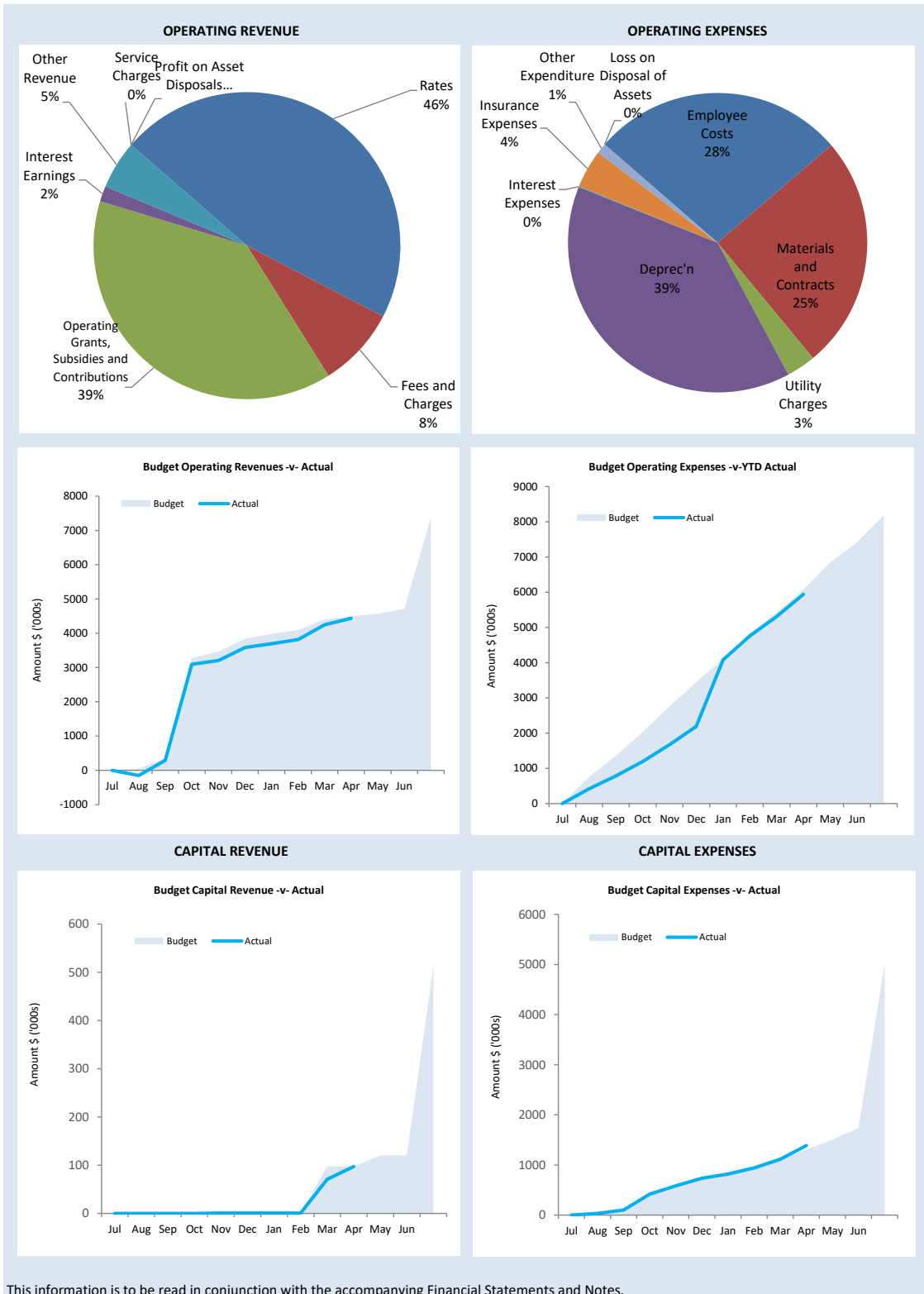
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

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

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2023**

SUMMARY GRAPHS



SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

STATUTORY REPORTING PROGRAMS

Note	Adopted	Amended	Amended YTD	YTD	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	Annual Budget (d) \$	Annual Budget (c) \$	Budget (a) \$	Actual (b) \$				
Opening Funding Surplus(Deficit)	1	2,127,487	2,079,787	2,079,787	2,079,787	0	0%	
Revenue from operating activities								
Governance		500	500	369	2	(367)	(100%)	▼
General Purpose Funding - Rates	6	2,488,487	2,488,487	2,488,487	2,491,834	3,347	0%	▲
General Purpose Funding - Other		542,912	635,912	517,255	513,014	(4,241)	(1%)	▼
Law, Order and Public Safety		210,384	281,264	198,659	156,095	(42,563)	(21%)	▼
Health		11,192	47,192	28,882	12,044	(16,838)	(58%)	▼
Education and Welfare		63,053	67,053	47,980	44,063	(3,917)	(8%)	▼
Housing		122,195	122,195	91,494	88,347	(3,147)	(3%)	▼
Community Amenities		172,522	198,022	188,018	180,829	(7,189)	(4%)	▼
Recreation and Culture		28,577	39,327	35,271	31,519	(3,752)	(11%)	▼
Transport		179,850	183,277	178,271	177,945	(326)	(0%)	▼
Economic Services		294,684	294,684	245,917	266,482	20,565	8%	▲
Other Property and Services		33,076	33,076	24,768	27,322	2,554	10%	▲
		4,147,432	4,390,989	4,045,371	3,989,496			
Expenditure from operating activities								
Governance		(714,290)	(713,224)	(571,052)	(518,716)	52,336	9%	▲
General Purpose Funding		(76,883)	(76,883)	(48,351)	(47,282)	1,069	2%	▲
Law, Order and Public Safety		(544,136)	(620,516)	(422,305)	(352,103)	70,202	17%	▲
Health		(366,622)	(424,441)	(308,856)	(268,817)	40,039	13%	▲
Education and Welfare		(249,561)	(267,061)	(177,359)	(163,714)	13,645	8%	▲
Housing		(418,337)	(339,417)	(174,007)	(156,872)	17,135	10%	▲
Community Amenities		(539,724)	(593,395)	(458,878)	(459,003)	(125)	(0%)	▼
Recreation and Culture		(1,048,165)	(1,096,108)	(829,562)	(772,038)	57,524	7%	▲
Transport		(3,165,567)	(2,901,382)	(2,292,939)	(2,139,455)	153,484	7%	▲
Economic Services		(1,045,114)	(1,072,314)	(740,215)	(702,282)	37,933	5%	▲
Other Property and Services		(39,700)	(75,476)	(51,319)	(359,996)	(308,677)	(601%)	▼
		(8,208,099)	(8,180,217)	(6,074,843)	(5,940,280)			
Operating activities excluded from budget								
Add back Depreciation		3,152,569	3,152,569	2,363,382	2,310,778	(52,604)	(2%)	▼
Adjust (Profit)/Loss on Asset Disposal	7	229,131	116,947	28,947	0	(28,947)	(100%)	▼
Movement in Leave Reserve (Added Back)		464	3,940	0	2,920	2,920		▲
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0		
Movement in Employee Benefit Provisions		0	0	0	0	0		
Rounding Adjustments		(2)	0	0	0	0		
Movement Due to Changes in Accounting Standards		0	0	0	0	0		
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0		
Loss on Asset Revaluation		0	0	0	0	0		
Adjustment in Fixed Assets		0	0	0	0	0		
		(678,504)	(515,772)	362,857	362,914			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	13	2,610,017	2,970,615	491,888	349,467	(142,421)	(29%)	▼
Proceeds from Disposal of Assets	7	96,100	159,364	96,364	96,364	0	0%	
Land Held for Resale	8	0	0	0	0	0		
Land and Buildings	8	(40,000)	(391,629)	(41,629)	(43,440)	(1,812)	(4%)	▼
Plant and Equipment	8	(384,223)	(396,226)	(92,502)	(92,502)	(0)	(0%)	▼
Furniture and Equipment	8	(72,000)	(83,000)	(83,000)	(81,699)	1,301	2%	▲
Infrastructure Assets - Roads	8	(1,917,231)	(2,348,752)	(490,011)	(564,073)	(74,061)	(15%)	▼
Infrastructure Assets - Drainage	8	0	0	0	0	0		
Infrastructure Assets - Footpaths	8	(60,565)	(32,079)	(32,079)	(32,079)	0	0%	
Infrastructure Assets - Other	8	(1,336,598)	(831,098)	(450,942)	(450,230)	712	0%	▲
Infrastructure Assets - Bridges	8	0	0	0	0	0		
		(1,104,501)	(952,807)	(601,912)	(818,193)			
Financing Activities								
Proceeds from New Debentures	9	0	0	0	0	0		
Repayment of Debentures	9	(66,151)	(66,151)	(33,065)	(40,154)	(7,089)	(21%)	▼
Repayment of Lease Financing	9	(40,850)	(29,389)	(22,023)	(19,542)	2,481	11%	▲
Advances to Community Groups		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		1,787	1,787	884	884	0	0%	
Transfer from Reserves	10	351,900	351,900	0	0	0		
Transfer to Reserves	10	(570,000)	(835,000)	(63,747)	(62,991)	756	1%	▲
		(323,314)	(576,853)	(117,951)	(121,802)			
Closing Funding Surplus(Deficit)	1	21,168	34,357	1,722,782	1,502,706			

KEY INFORMATION

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

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

The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

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

**SHIRE OF QUAIRADING
KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MARCH 2023**

STATUTORY REPORTING PROGRAMS

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

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

**SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

BY NATURE OR TYP

Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	\$	%		
Opening Funding Surplus (Deficit)	1	2,127,487	2,079,787	2,079,787	2,079,787	0	0%	
Revenue from operating activities								
Rates	6	2,488,487	2,488,487	2,488,487	2,491,834	3,347	0%	▲
Operating Grants, Subsidies and Contributions	12	720,087	809,144	677,084	680,132	3,048	0%	▲
Fees and Charges		543,171	584,671	467,042	455,719	(11,323)	(2%)	▼
Service Charges		0	0	0	0	0		
Interest Earnings		31,127	124,127	93,051	87,688	(5,364)	(6%)	▼
Other Revenue		364,560	364,560	299,707	274,124	(25,583)	(9%)	▼
Profit on Disposal of Assets	7	0	20,000	20,000	0	(20,000)	(100%)	▼
Gain FV Valuation of Assets		0	0	0	0	0		\$
		4,147,432	4,390,989	4,045,371	3,989,496			
Expenditure from operating activities								
Employee Costs		(2,382,511)	(2,210,785)	(1,726,192)	(1,624,183)	102,009	6%	▲
Materials and Contracts		(1,865,959)	(2,107,068)	(1,498,486)	(1,501,161)	(2,675)	(0%)	▼
Utility Charges		(199,750)	(199,750)	(151,285)	(187,562)	(36,277)	(24%)	▼
Depreciation on Non-Current Assets		(3,152,569)	(3,152,569)	(2,363,382)	(2,310,778)	52,604	2%	▲
Interest Expenses		(14,661)	(13,596)	(6,398)	(6,149)	249	4%	▲
Insurance Expenses		(198,267)	(198,267)	(169,307)	(245,553)	(76,246)	(45%)	▼
Other Expenditure		(165,251)	(161,235)	(110,846)	(64,894)	45,952	41%	▲
Loss on Disposal of Assets	7	(229,131)	(136,947)	(48,947)	0	48,947	100%	▲
Loss FV Valuation of Assets		0	0	0	0	0		\$
		(8,208,099)	(8,180,217)	(6,074,843)	(5,940,280)			
Operating activities excluded from budget								
Add back Depreciation		3,152,569	3,152,569	2,363,382	2,310,778	(52,604)	(2%)	▼
Adjust (Profit)/Loss on Asset Disposal	7	229,131	116,947	28,947	0	(28,947)	(100%)	▼
Movement in Leave Reserve (Added Back)		464	3,940	0	2,920	2,920		▲
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0		
Movement in Employee Benefit Provisions		0	0	0	0	0		
Rounding Adjustments		(2)	0	0	0	0		
Movement Due to Changes in Accounting Standards		0	0	0	0	0		
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0		
Loss on Asset Revaluation		0	0	0	0	0		
Adjustment in Fixed Assets		0	0	0	0	0		
Amount attributable to operating activities		(678,504)	(515,772)	362,857	362,914			
Investing activities								
Non-Operating Grants, Subsidies and Contributions	13	2,610,017	2,970,615	491,888	349,467	(142,421)	(29%)	▼
Proceeds from Disposal of Assets	7	96,100	159,364	96,364	96,364	0	0%	\$
Land Held for Resale	8	0	0	0	0	0		
Land and Buildings	8	(40,000)	(391,629)	(41,629)	(43,440)	(1,812)	(4%)	▼
Plant and Equipment	8	(384,223)	(396,226)	(92,502)	(92,502)	(0)	(0%)	▼
Furniture and Equipment	8	(72,000)	(83,000)	(83,000)	(81,699)	1,301	2%	▲
Infrastructure Assets - Roads	8	(1,917,231)	(2,348,752)	(490,011)	(564,073)	(74,061)	(15%)	▼
Infrastructure Assets - Drainage	8	0	0	0	0	0		\$
Infrastructure Assets - Footpaths	8	(60,565)	(32,079)	(32,079)	(32,079)	0	0%	
Infrastructure Assets - Other	8	(1,336,598)	(831,098)	(450,942)	(450,230)	712	0%	▲
Infrastructure Assets - Bridges	8	0	0	0	0	0		
Amount attributable to investing activities		(1,104,501)	(952,807)	(601,912)	(818,193)			
Financing Activities								
Proceeds from New Debentures		0	0	0	0	0		
Repayment of Debentures	9	(66,151)	(66,151)	(33,065)	(40,154)	(7,089)	(21%)	▼
Repayment of Lease Financing	9	(40,850)	(29,389)	(22,023)	(19,542)	2,481	11%	▲
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Self-Supporting Loan Principal	9	1,787	1,787	884	884	0	0%	
Transfer from Reserves	10	351,900	351,900	0	0	0		
Transfer to Reserves	10	(570,000)	(835,000)	(63,747)	(62,991)	756	1%	▲
Amount attributable to financing activities		(323,314)	(576,853)	(117,951)	(121,802)			
Closing Funding Surplus (Deficit)	1	21,168	34,357	1,722,782	1,502,706			

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

The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

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

SHIRE OF QUAIRADING

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MARCH 2023

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGEES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

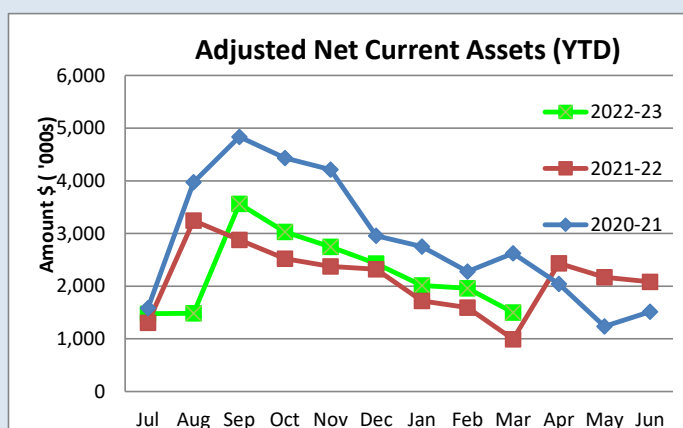
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2022	This Time Last Year 31/03/2022	Year to Date Actual 31/03/2023
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,526,862	1,793,379	1,950,681
Cash Restricted - Reserves	2	3,594,674	3,580,888	3,657,665
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	175,772	190,429	355,846
Receivables - Other	3	179,152	25,186	497,179
Other Financial Assets	3	1,787	1,716	902
Other Assets Other Than Inventories	4	194,881	6,294	2,954
Inventories	4	4,513	15,704	(116,750)
		6,677,641	5,613,597	6,348,477
Less: Current Liabilities				
Payables	5	(348,295)	(303,011)	(382,167)
Contract Liabilities	11	(473,280)	(530,238)	(607,478)
Bonds & Deposits	14	(100,368)	(93,193)	(121,030)
Loan Liability	9	(66,151)	(32,411)	(25,997)
Lease Liability	9	(40,850)	(12,556)	(21,308)
Provisions	11	(246,085)	(276,993)	(246,085)
		(1,275,030)	(1,248,402)	(1,404,065)
Less: Cash Reserves	10	(3,594,674)	(3,580,888)	(3,657,665)
Add Back: Component of Leave Liability not Required to be funded		166,636	166,530	169,556
Add Back: Loan Liability		66,151	32,411	25,997
Add Back: Lease Liability		40,850	12,556	21,308
Less: Loan Receivable - clubs/institutions		(1,787)	(1,716)	(902)
Net Current Funding Position		2,079,787	994,086	1,502,706

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD
Surplus(Deficit)
\$1.5 M
Last Year YTD
Surplus(Deficit)
\$.99 M

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MARCH 2023

OPERATING ACTIVITIES
 NOTE 2
 CASH AND FINANCIAL ASSETS

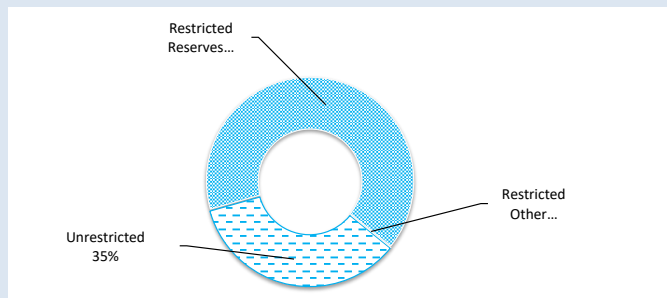
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	0			0	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	902,753			902,753	Westpac		Ongoing
Municipal Investment Cash at Bank	420,000			420,000	Westpac	0.01%	Ongoing
Reserve Cash at Bank		66,481		66,481	Westpac	0.01%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
Term Deposits							
Municipal - Term Deposit Investment 1	315,109			315,109	Westpac	4.28%	5/06/2023
Municipal - Term Deposit Investment 2	311,519			311,519	Westpac	4.28%	3/06/2023
Reserve - Term Deposit Investment 1		978,426		978,426	Westpac	3.82%	4/04/2023
Reserve - Term Deposit Investment 2		635,151		635,151	Westpac	4.17%	22/05/2023
Reserve - Term Deposit Investment 3		1,055,075		1,055,075	Westpac	3.88%	12/04/2023
Reserve - Term Deposit Investment 4		922,531		922,531	Westpac	4.28%	3/06/2023
		0		0			
		0		0			
Investments							
Total	1,950,681	3,657,665	0	5,608,346			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Unrestricted
\$5.61 M	\$3.66 M

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MARCH 2023

OPERATING ACTIVITIES
 NOTE 3
 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2022	31 Mar 23
	\$	\$
Opening Arrears Previous Years	239,115	206,403
Levied this year	2,482,356	2,611,686
Less Collections to date	(2,515,069)	(2,431,612)
Equals Current Outstanding	206,403	386,477
Net Rates Collectable	206,403	386,477
% Collected	92.42%	86.29%

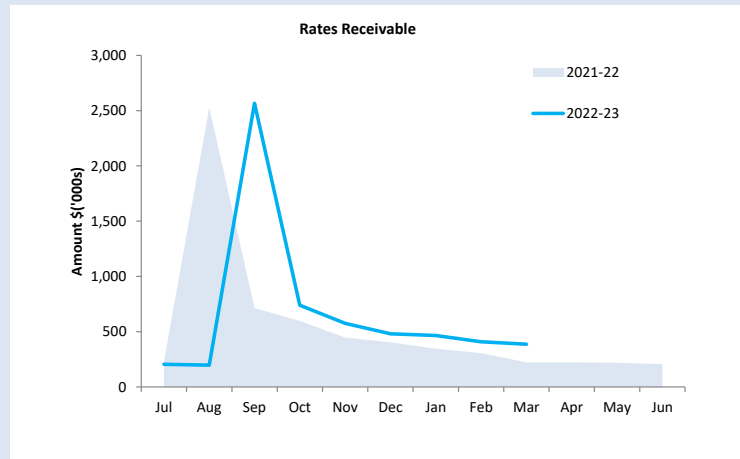
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	407,076	6,323	3,117	(19,090)	397,425
Percentage	102%	2%	1%	-5%	
Balance per Trial Balance					
Sundry Debtors					397,425
Receivables - Other					99,754
Total Receivables General Outstanding					497,179
Amounts shown above include GST (where applicable)					

KEY INFORMATION

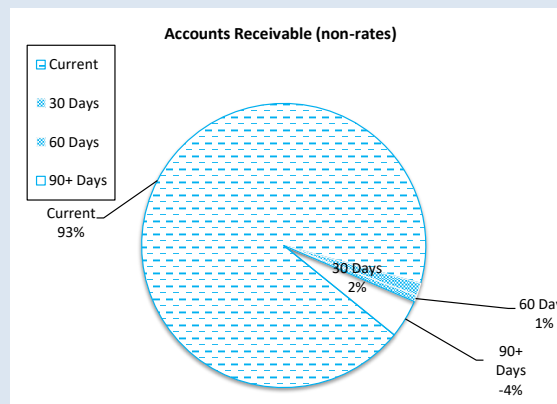
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
86%	\$386,477



Debtors Due
\$497,179
Over 30 Days
-2%
Over 90 Days
-5%

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MARCH 2023

OPERATING ACTIVITIES
 NOTE 4
 OTHER CURRENT ASSETS

	Opening Balance 1 Jul 2022	Asset Increase	Asset Reduction	Closing Balance 31 Mar 2023
Other Current Assets	\$	\$	\$	\$
Other Financial Assets at Amortised Cost				
Financial assets at amortised cost - self supporting loans	1,787	0	(884)	902
Inventory				
Fuel, Visitor and Rec Centres stock on hand	4,513	0	(121,263)	(116,750)
Accrued income and prepayments				
Accrued income and prepayments	7,173	0	(4,219)	2,954
Contract assets				
Contract assets	187,708	0	(187,708)	0
Total Other Current assets				(62,893)
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:
 - the asset is held within a business model whose objective is to collect the contractual cashflows, and
 - the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.
 Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Borrowing costs and holding charges incurred after development is completed are expensed.

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

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

CONTRACT ASSETS

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



**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

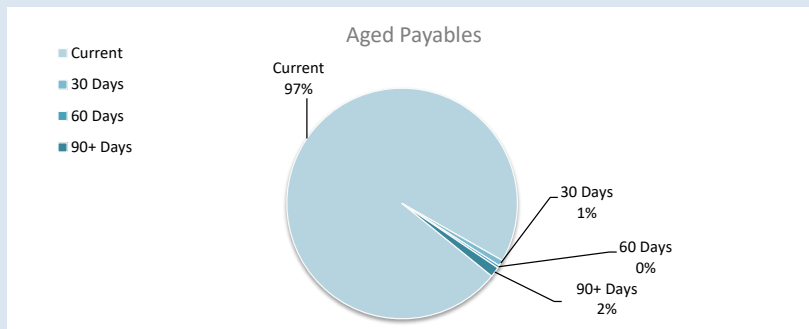
**OPERATING ACTIVITIES
NOTE 5
Payables**

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	130,336	1,114	500	1,870	133,820
Percentage	97.4%	0.8%	0.4%	1.4%	
Balance per Trial Balance					
Sundry creditors - General					133,820
Other creditors					7,513
Accruals/Income in Advance					780
ATO liabilities					198,677
Other accruals/payables					41,377
Total Payables General Outstanding					382,167

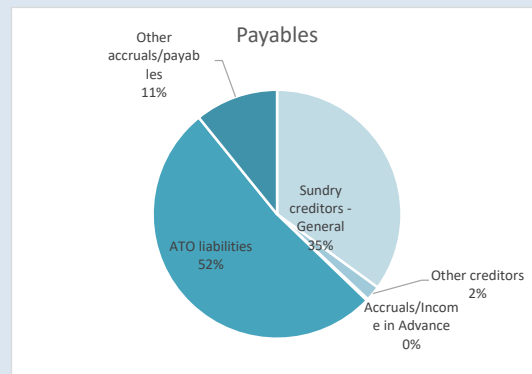
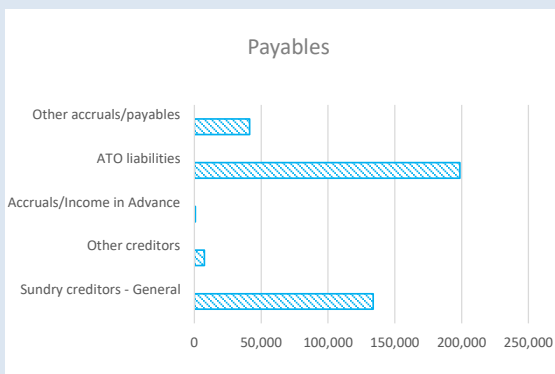
Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Creditors Due
\$382,167
Over 30 Days
3%
Over 90 Days
1.4%



SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MARCH 2023

OPERATING ACTIVITIES
 NOTE 6
 RATE REVENUE

RATE TYPE	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross rental valuations											
GRV - Residential	0.144781	316	2,567,764	371,764	0	0	371,764	371,764	0	0	371,764
GRV - Industrial	0.144781	22	280,765	40,649	0	0	40,649	40,649	0	0	40,649
GRV - Commercial	0.144781	11	248,376	35,960	0	0	35,960	35,960	0	0	35,960
Unimproved valuations											
UV - Rural	0.009743	360	199,965,500	1,948,264	0	0	1,948,264	1,948,264	0	0	1,948,264
Sub-Totals		709	203,062,405	2,396,637	0	0	2,396,637	2,396,637	0	0	2,396,637
Minimum Payment											
\$											
Gross rental valuations											
GRV - Residential	680	61	62,032	41,480	0	0	41,480	41,480	0	0	41,480
GRV - Industrial	680	5	6,315	3,400	0	0	3,400	3,400	0	0	3,400
GRV - Commercial	680	0	0	0	0	0	0	0	0	0	0
Unimproved valuations											
UV - Rural	680	50	1,668,770	34,000	0	0	34,000	34,000	1,263	2,083	37,347
Sub-Totals		116	1,737,117	78,880	0	0	78,880	78,880	1,263	2,083	82,227
		825	204,799,522	2,475,517	0	0	2,475,517	2,475,517	1,263	2,083	2,478,864
Amount from General Rates											
Ex-Gratia Rates							2,475,517				2,478,864
							12,970				12,970
Total Rates							2,488,487				2,491,834

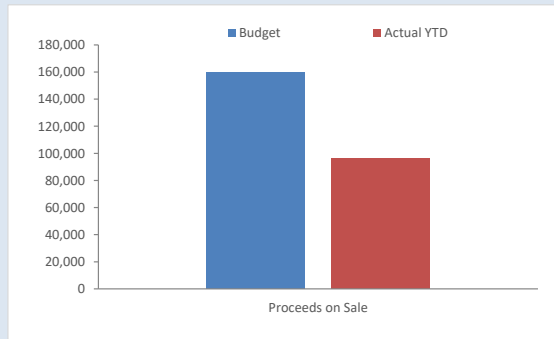
SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book				Net Book			
		Value	Proceeds	Profit	(Loss)	Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land Held for Resale								
1216	Lhfr - Lot 97 (3) Hinkley Way, Quairading.	25,000	35,000	10,000	0	35,000	0		
1217	Lhfr - Lot 98 (1) Hinkley Way, Quairading.	25,000	35,000	10,000	0	35,000	0		
	Land and Buildings								
1036	Build - Lot 321 (8) Murphy Street	0	0		0	0			
1138	Land - Lot 92 (26) Avon Street	44,000	0		0	0		(44,000)	
1034	Land - Lot 93 (28) Avon Street	44,000	0		0	0		(44,000)	
	Plant and Equipment								
Q5480	2019 Hyundai Tucson Highlander T13 My20	40,533	26,364		0	26,364	0	(14,170)	
Q5122	2012 Ud Nissan Truck	73,480	40,000		0	0		(33,480)	
4Q360	2020 Mazda Cx-5 Touring	24,298	23,000		0	0		(1,298)	
		0	0						
		276,311	159,364	20,000	(136,947)	0	96,364	0	0

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$159,364	\$96,364	60%

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2023

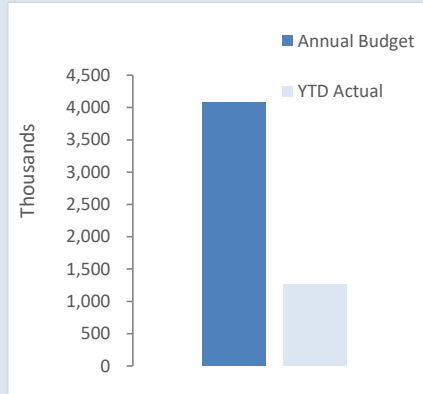
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted		Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget	YTD Actual Total		
	\$	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0	0
Land and Buildings	40,000	41,629	391,629	43,440	1,812	
Plant and Equipment	384,223	92,502	396,226	92,502	0	
Furniture and Equipment	72,000	83,000	83,000	81,699	(1,301)	
Infrastructure Assets - Roads	1,917,231	490,011	2,348,752	564,073	74,061	
Infrastructure Assets - Drainage	0	0	0	0	0	
Infrastructure Assets - Footpaths	60,565	32,079	32,079	32,079	0	
Infrastructure Assets - Other	1,336,598	450,942	831,098	450,230	(712)	
Infrastructure Assets - Bridges	0	0	0	0	0	
Capital Expenditure Totals	3,810,618	1,190,163	4,082,785	1,264,024	73,860	
Capital acquisitions funded by:						
	\$	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,610,017	491,888	2,970,615	349,467	(142,421)	
Borrowings	0	0	0	0	0	
Other (Disposals & C/Fwd)	96,100	96,364	159,364	96,364	0	
Council contribution - Cash Backed Reserves						
Various Reserves	351,900	0	351,900	0	0	
Council contribution - operations	752,601	601,912	600,907	818,193	216,281	
Capital Funding Total	3,810,618	1,190,163	4,082,785	1,264,024	73,860	

SIGNIFICANT ACCOUNTING POLICIES

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

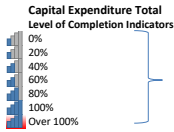
KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.08 M	\$1.26 M	31%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.97 M	\$0.35 M	12%

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

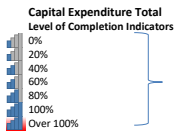


Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Assets	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over
						Annual Budget	Annual Budget	YTD Budget	Total YTD	
						\$	\$	\$	\$	\$
		Buildings - Specialised								
		Housing								
0.00		Lot 190 McLennan St - Greater Sports Ground (GSG) - Building (Ca	4090114	514	BC9109	0	(11,629)	(11,629)	(11,629)	0
		1 (Lot 325) Edwards Way - Building (Capital)	4090114	514	BC9114	0	(350,000)	0	0	0
		Total - Housing				0	(361,629)	(11,629)	(11,629)	0
1.06		Community Amenities								
		Recycling Centre - Building (Capital)	4100112	512	BC10102	(30,000)	(30,000)	(30,000)	(31,812)	(1,812)
		Total - Community Amenities				(30,000)	(30,000)	(30,000)	(31,812)	(1,812)
1.00		Recreation And Culture								
		Golf Club - Building (Capital)	4110312	512	BC11305	(10,000)	0	0	0	0
		Total - Recreation And Culture				(10,000)	0	0	0	0
0.11		Total - Buildings - Specialised				(40,000)	(391,629)	(41,629)	(43,440)	(1,812)
		Plant & Equipment								
		Transport								
0.00		UD Auto Truck	4120330	530	PE12303	(180,000)	(180,000)	0	0	0
1.00		Ferris ISX 2200 Zero Turn Mower	4120330	530	PE12305	(22,223)	(22,863)	(22,863)	(22,863)	0
0.02		Second hand backhoe	4120330	530	PE12306	(60,000)	(60,000)	(1,409)	(1,409)	(0)
0.20		Tie down load covers - plant additions	4120330	530	PE12307	(34,000)	(34,000)	(6,867)	(6,867)	0
		Total - Transport				(296,223)	(296,863)	(31,138)	(31,139)	(0)
1.00		Other Property & Services								
0.00		Purchase of New CEO Vehicle	4140230	530	PE14201	(50,000)	(61,364)	(61,364)	(61,364)	0
0.00		Purchase of New EMCS Vehicle	4140230	530	PE14202	(38,000)	(38,000)	0	0	0
		Total - Other Property & Services				(88,000)	(99,364)	(61,364)	(61,364)	0
0.23		Total - Plant & Equipment				(384,223)	(396,226)	(92,502)	(92,502)	(0)
		Furniture & Equipment								
0.98		Other Property & Services								
		ADMIN - Furniture & Equipment (Capital)	4140220	520		(72,000)	(83,000)	(83,000)	(81,699)	1,301
		Total - Other Property & Services				(72,000)	(83,000)	(83,000)	(81,699)	1,301
0.98		Total - Furniture & Equipment				(72,000)	(83,000)	(83,000)	(81,699)	1,301
		Infrastructure - Roads								
		Transport								
1.00		Dangin - Mears Road (Capital)	4120141	540	RC010	(35,000)	0	0	0	0
0.06		Groves Road Access (Capital)	4120142	540	RC998	(34,064)	(34,064)	(2,000)	(1,938)	62
1.00		Winmar Road (R2R)	4120144	540	R2R133	0	(17,579)	(17,579)	(17,579)	0
1.00		Old Beverley East Road (Capital)	4120146	540	R2R006	0	0	0	(961)	(961)
0.00		Old Beverley West Road (R2R)	4120146	540	R2R007	(289,470)	(110,000)	0	0	0
0.00		Badjaling North Road (R2R)	4120145	540	R2R014	(110,395)	(100,000)	0	0	0
0.00		Stockpool Road (R2R)	4120145	540	R2R106	0	(110,000)	0	0	0
0.22		Pantapin South Road (R2R)	4120145	540	R2R016	0	(79,865)	0	(17,580)	(17,580)
0.26		RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.92 - 9.3	4120149	540	RRG166	(602,386)	(602,386)	(127,907)	(155,776)	(27,870)
0.17		RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.92 - 5.92	4120149	540	RRG166A	(599,183)	(599,183)	(74,908)	(101,680)	(26,772)
1.00		Doodenanning - Mawson Road - LRCI Funded Expenditure	4120162	540	LRC027	(176,774)	(265,118)	(265,118)	(265,118)	0
0.03		Quairading - Cunderdin Road - WSNF Expenditure	4120162	540	WSF162	(69,959)	(69,959)	(2,500)	(2,239)	261
0.00		Dangin - Mears Road - WSNF Expenditure	4120162	540	WSF010	0	(360,598)	0	(1,200)	(1,200)
		Total - Transport				(1,917,231)	(2,348,752)	(490,011)	(564,073)	(74,061)
0.24		Total - Infrastructure - Roads				(1,917,231)	(2,348,752)	(490,011)	(564,073)	(74,061)

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS



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

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over
					Annual Budget	Annual Budget	YTD Budget	Total YTD	
					\$	\$	\$	\$	\$
	Infrastructure - Footpaths								
	Transport								
1.00	McLennan Street (Wood St - Heal St) - Footpath Capital LRCI Funded Expenditure	4120170	560	FC123B	(60,565)	0	0	0	0
1.00	McLennan Street (Stacey St - Southern Terminus) - Footpath Capital LRCI Funded Expenditure	4120170	560	FC123C	0	(14,700)	(14,700)	(14,700)	0
1.00	Cubbine Road (Murphy St - QDHS ELC Campus) - Footpath Capital LRCI Funded Expenditure	4120170	560	FC163A	0	(17,379)	(17,379)	(17,379)	0
	Total - Transport				(60,565)	(32,079)	(32,079)	(32,079)	0
1.00	Total - Infrastructure - Footpaths				(60,565)	(32,079)	(32,079)	(32,079)	0
	Infrastructure - Other								
	Law, Order & Public Safety								
0.00	OLOPS - Infrastructure Other (Capital)	4050390	590		(8,000)	(8,000)	0	0	0
	Total - Law, Order & Public Safety				(8,000)	(8,000)	0	0	0
	Recreation And Culture								
1.00	Construction Hall Carpark LRCI Funded Expenditure	4110190	590	OC11101	(505,500)	0	0	0	0
0.00	Directional Shades - Oval Lighting	4110390	590	OC11340	(25,000)	(25,000)	0	0	0
0.00	BMX Bike Track - Cubbine Road	4110390	590	OC11341	(25,000)	(25,000)	0	0	0
0.59	Community Park - LRCI Funded Expenditure	4110390	590	LRC11322	(748,348)	(748,348)	(444,417)	(443,705)	712
0.33	OTH CUL - Infrastructure Other (Capital)	4110790	590		(19,750)	(19,750)	(6,525)	(6,525)	0
	Total - Recreation And Culture				(1,323,598)	(818,098)	(450,942)	(450,230)	712
	Transport								
0.00	AERO - Infrastructure Other (Capital)	4120690	590		(5,000)	(5,000)	0	0	0
	Total - Transport				(5,000)	(5,000)	0	0	0
0.54	Total - Infrastructure - Other				(1,336,598)	(831,098)	(450,942)	(450,230)	712
0.31	Grand Total				(3,810,618)	(4,082,785)	(1,190,163)	(1,264,024)	(73,860)
	Summary by Balance Sheet Category								
	Land Held For Resale (Current)		340		0	0	0	0	0
	Land Held For Resale (Non Current)		507		0	0	0	0	0
	Land - Freehold		508		0	0	0	0	0
	Buildings - Specialised		512		(40,000)	(30,000)	(30,000)	(31,812)	(1,812)
	Buildings - Non Specialised		514		0	(361,629)	(11,629)	(11,629)	0
	Furniture & Equipment		520		(72,000)	(83,000)	(83,000)	(81,699)	1,301
	Plant & Equipment		530		(384,223)	(396,226)	(92,502)	(92,502)	(0)
	Infrastructure - Roads		540		(1,917,231)	(2,348,752)	(490,011)	(564,073)	(74,061)
	Infrastructure - Bridges		555		0	0	0	0	0
	Infrastructure - Footpaths & Cycleways		560		(60,565)	(32,079)	(32,079)	(32,079)	0
	Infrastructure - Other		590		(1,336,598)	(831,098)	(450,942)	(450,230)	712
					0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
					(3,810,618)	(4,082,785)	(1,190,163)	(1,264,024)	(73,860)

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MARCH 2023

FINANCING ACTIVITIES
 NOTE 9
 LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2022	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport													
Loan 118 - Depot Building	293,540	0	0	0	24,719	49,813	49,813	268,821	243,727	243,727	4,336	10,647	10,647
Economic Services													
Loan 119 - Park Cottages	114,547	0	0	0	14,551	14,551	14,551	99,996	99,996	99,996	1,491	2,431	2,431
	408,087	0	0	0	39,270	64,364	64,364	368,818	343,723	343,723	5,826	13,078	13,078
Self supporting loans													
Recreation and Culture													
Loan 115 - Bowling Club	0	0	0	0	0	0	0	0	0	0	0	0	0
Loan 117 - Golf Club	1,787	0	0	0	884	1,787	1,787	902	0	0	35	77	77
	1,787	0	0	0	884	1,787	1,787	902	0	0	35	77	77
Total	409,874	0	0	0	40,154	66,151	66,151	369,720	343,723	343,723	5,860.87	13,154	13,154
Current loan borrowings	66,151							25,997					
Non-current loan borrowings	343,723							343,723					
	409,874							369,720					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

Particulars/Purpose	01 Jul 2022	New Financing			Lease Financing Principal Repayments			Lease Financing Principal Outstanding			Lease Financing Interest Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, Order & Public Safety													
Lease 2 - CESM Vehicle	43,646	0	0	0	19,542	26,092	26,092	24,105	17,555	17,555	289	349	349
Economic Services													
Lease 4 - Skeleton Weed Vehicle	0	0	0	0	0	0	11,461	0	0	(11,461)	0	0	1,064
Other Property & Services													
Lease 3 - Canon Photocopier	6,640	0	0	0	0	3,297	3,297	6,640	3,343	3,343	0	93	93
	50,287	0	0	0	19,542	29,389	40,850	30,745	20,898	9,437	289	442	1,506
Total	50,287	0	0	0	19,542	29,389	40,850	30,745	20,898	9,437	289	442	1,506
Current financing borrowings	40,850							21,308					
Non-current financing borrowings	9,437							9,437					
	50,287							30,745					

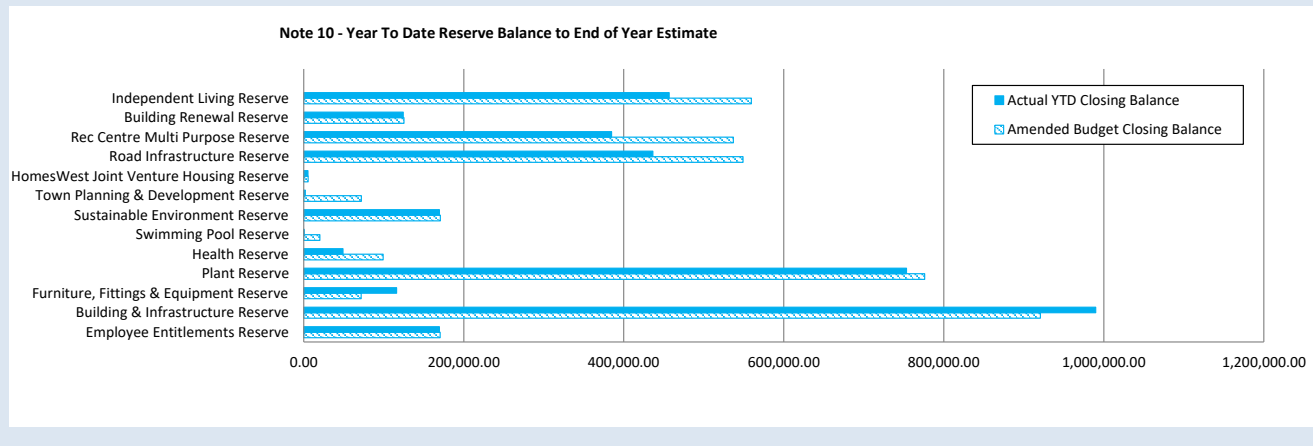
SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MARCH 2023

OPERATING ACTIVITIES
 NOTE 10
 CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlements Reserve	166,636.01	3,940.00	2,920.02	0.00	0.00	0.00	0.00	170,576.01	169,556.03
Building & Infrastructure Reserve	972,784.37	23,003.00	17,046.44	0.00	0.00	(75,000.00)	0.00	920,787.37	989,830.81
Furniture, Fittings & Equipment Reserve	114,059.78	2,697.00	1,998.72	0.00	0.00	(45,000.00)	0.00	71,756.78	116,058.50
Plant Reserve	740,496.48	17,510.00	12,975.99	250,000.00	0.00	(231,900.00)	0.00	776,106.48	753,472.47
Health Reserve	48,225.22	1,140.00	845.06	50,000.00	0.00	0.00	0.00	99,365.22	49,070.28
Swimming Pool Reserve	264.36	6.00	4.63	20,000.00	0.00	0.00	0.00	20,270.36	268.99
Sustainable Environment Reserve	166,742.97	3,943.00	2,921.91	0.00	0.00	0.00	0.00	170,685.97	169,664.88
Town Planning & Development Reserve	2,000.00	47.00	35.04	70,000.00	0.00	0.00	0.00	72,047.00	2,035.04
HomesWest Joint Venture Housing Reserve	5,277.16	125.00	92.47	0.00	0.00	0.00	0.00	5,402.16	5,369.63
Road Infrastructure Reserve	428,917.52	10,142.00	7,516.09	110,000.00	0.00	0.00	0.00	549,059.52	436,433.61
Rec Centre Multi Purpose Reserve	378,024.36	8,939.00	6,624.27	150,000.00	0.00	0.00	0.00	536,963.36	384,648.63
Building Renewal Reserve	122,313.53	2,892.00	2,143.35	0.00	0.00	0.00	0.00	125,205.53	124,456.88
Independent Living Reserve	448,932.00	10,616.00	7,866.81	100,000.00	0.00	0.00	0.00	559,548.00	456,798.81
	3,594,673.76	85,000.00	62,990.80	750,000.00	0.00	(351,900.00)	0.00	4,077,773.76	3,657,664.56

KEY INFORMATION



**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

Other Current Liabilities	Note	Opening Balance 1 Jul 2022	Liability Increase	Liability Reduction	Closing Balance 31 Mar 2023
		\$	\$	\$	\$
Contract Liabilities					
Unspent grants, contributions and reimbursements					
- operating	12	1,750	1,100	(2,850)	0
- non-operating	13	471,530	518,347	(382,399)	607,478
Total unspent grants, contributions and reimbursements		473,280	519,447	(385,249)	607,478
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
Total current unspent grants, contributions and reimbursements		473,280	519,447	(385,249)	607,478
Provisions					
Annual leave		141,148	0	0	141,148
Long service leave		104,938	0	0	104,938
Total Provisions		246,085	0	0	246,085
Total Other Current Liabilities					853,564
Amounts shown above include GST (where applicable)					

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

CONTRACT LIABILITIES

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



**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Mar 2023	Current Liability 31 Mar 2023	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies									
General purpose funding									
Grants issued in General Records AGG	0	0	0	0	0	324,627	324,627	323,955	323,955
Grants issued in Records AGG	0	0	0	0	0	179,685	179,685	94,211	94,211
Law, order, public safety									
FES Grants for Fire Force	0	0	0	0	0	38,819	38,819	31,423	31,423
Community Safety Fund Grants	0	0	0	0	0	0	66,585	33,292	33,292
Fire Officers Grants	0	0	0	0	0	0	4,295	4,295	4,295
Health									
Healthcare Grants for Nurses Staff	0	0	0	0	0	10,000	10,000	10,000	11,854
Education and welfare									
Community Centre Grants	0	1,100	(1,100)	0	0	0	4,000	1,000	4,100
Recreation and culture									
Grant for Learning Support	0	0	0	0	0	2,000	2,000	2,000	0
National Aboriginal Day Grant	0	0	0	0	0	0	8,000	8,000	8,000
National Day Grant	1,750	0	(1,750)	0	0	0	1,750	1,750	1,750
Transport									
Freight Grants for Road	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	159,330	162,757	162,757	162,757
	1,750	1,100	(2,850)	0	0	714,461	802,518	672,683	675,637
Operating Contributions									
Education and welfare									
Carroll Rotary Anniversary	0	0	0	0	0	250	250	0	0
Recreation and culture									
Rangers Entertainment Error	0	0	0	0	0	(500)	500	0	0
Other property and services									
Asphalt works for Council	0	0	0	0	0	5,876	5,876	4,401	4,495
	0	0	0	0	0	5,626	6,626	4,401	4,495
TOTALS	1,750	1,100	(2,850)	0	0	720,087	809,144	677,084	680,132

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**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

NOTE 13

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Mar 2023	Current Liability 31 Mar 2023	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies									
Recreation and culture									
Recreation Grants	178,597	0	0	178,597	178,597	359,693	359,693	0	0
Recreation Grants	0	0	0	0	0	478,109	478,109	154,776	154,776
Recreation Grants	0	0	0	0	0	122,013	122,013	0	0
Transport									
Transport Grants	0	0	0	0	0	246,135	110,000	0	0
Transport Grants	0	0	0	0	0	110,395	100,000	0	0
Transport Grants	0	0	0	0	0	0	110,000	0	0
Transport Grants	0	0	0	0	0	0	36,530	0	0
RRG Grants	145,586	149,279	(155,776)	139,089	139,089	369,504	369,504	108,240	155,776
RRG Grants	0	319,564	(101,680)	217,884	217,884	399,455	399,455	54,673	101,680
RRG Grants	0	0	0	0	0	0	0	0	(53,278)
RRG Grants	123,742	0	(123,742)	0	0	176,774	176,774	123,742	123,742
Research									
Research Grants	0	0	0	0	0	163,690	163,690	0	0
Research Grants	0	0	0	0	0	0	0	0	(33,515)
Research Grants	23,605	0	0	23,605	23,605	60,565	28,486	0	0
Research Grants	0	0	0	0	0	0	14,700	0	0
Research Grants	0	0	0	0	0	0	17,379	0	0
Research Grants	0	0	0	0	0	50,457	50,457	50,457	(100,915)
Research Grants	0	49,504	(1,200)	48,304	48,304	0	360,598	0	1,200
Total Non-Operating Grants, Subsidies and Contributions	471,530	518,347	(382,399)	607,478	607,478	2,536,790	2,897,388	491,888	349,467
Non-Operating Contributions									
Community amenities									
Community amenities	0	0	0	0	0	73,227	73,227	0	0
Total Non-Operating Contributions	0	0	0	0	0	73,227	73,227	0	0
Total Non-operating grants, subsidies and contributions	471,530	518,347	(382,399)	607,478	607,478	2,610,017	2,970,615	491,888	349,467

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SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

NOTE 15

EXPLANATION OF SIGNIFICANT VARIANCES

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

The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

Favourable Variance. ▲
Unfavourable Variance. ▼

Community Amenities	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Law, Order and Public Safety	(42,563)	(21%)	▼	S	Timing	Reimbursements (income) related to CESM funding behind budget phasing (invoices not sent to MOU partners)
Health	(16,838)	(58%)	▼	S		Budgeted income from the mid-year budget review related to takings from LOCUM is behind due to delays setting up practice bank account with Medicare rebates.
Expenditure from operating activities						
Law, Order and Public Safety	70,202	17%	▲	S	Timing	Expenditure for Bush Fire Brigades behind budget phasing for the majority of expenditure budgeted (clothing, plant maintenance)
Health	40,039	13%	▲	S	Timing	Medical practice operating costs are behind budget phasing, mainly due to the Nurse position being vacant and timing of invoices related to the LOCUM services.
Other Property and Services	(308,677)	(601%)	▼	S	Timing	Administration employee costs are above budget, public works annual leave costs are above budget, admin and public works motor vehicle costs are above budget, admin building operating costs are above budget. Public works fuels and oil expenditure is significantly over budget.
Investing Activities						
Non-operating Grants, Subsidies and Contributions	(142,421)	(29%)	▼	S	Timing	At 30.06.2022 an accrual was made to recognise accrued income. This accrual is reversed 01.07.2022 (financial year accruals). This was done to recognise contract assets as funds have been spent on certain grant funded jobs yet the income has not yet been received (spent in advance). This will be offset once the funds are received. This is shown in Note 13.

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MARCH 2023

NOTE 16
 BUDGET AMENDMENTS

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
		Budget Adoption		Closing Surplus/(Deficit)			21,168	21,168
		<i>Opening surplus adjustment</i>		(Not yet endorsed) To be presented at budget review			(47,700)	(26,532)
		<i>(Adjusted 2021/22 Closing Balance)</i>						
3030245		GEN PUR - Interest Earned - Reserve Funds		Operating Income		75,000		48,468
3030246		GEN PUR - Interest Earned - Municipal Funds		Operating Income		18,000		66,468
4030280		GEN PUR - Transfers to Reserve - NON-INTEREST		Capital Expenditure			(70,000)	(3,532)
4030280		GEN PUR - Transfers to Reserve - NON-INTEREST		Capital Expenditure			(50,000)	(53,532)
4030280		GEN PUR - Transfers to Reserve - NON-INTEREST		Capital Expenditure			(50,000)	(103,532)
4030280		GEN PUR - Transfers to Reserve - NON-INTEREST		Capital Expenditure			(20,000)	(123,532)
4030281		GEN PUR - Transfers to Reserve		Capital Expenditure			(75,000)	(198,532)
2040113		MEMBERS - Members Sitting Fees		Operating Expenditure		4,016		(194,516)
2040116		MEMBERS - Election Expenses		Operating Expenditure		731		(193,784)
2040116		MEMBERS - Election Expenses		Operating Expenditure		4,079		(189,706)
2040141		MEMBERS - Subscriptions & Publications		Operating Expenditure			(1,759)	(191,465)
2040287		OTH GOV - Other Expenses		Operating Expenditure			(4,500)	(195,965)
2040287		OTH GOV - Other Expenses		Operating Expenditure			(1,500)	(197,465)
2050165	BVG5102	Bushfire Volunteers Grant Expenditure		Operating Expenditure			(4,295)	(201,760)
2050165	MAF5101	Mitigation Activity Fund Expenditure		Operating Expenditure			(66,585)	(268,345)
2050289		ANIMAL - Animal Pound Maintenance		Operating Expenditure			(2,500)	(270,845)
2050289		ANIMAL - Animal Pound Maintenance		Operating Expenditure			(2,500)	(273,345)
2050289		ANIMAL - Animal Pound Maintenance		Operating Expenditure			(500)	(273,845)
3050110	BVG5102	Bushfire Volunteers Grant Income		Operating Income		4,295		(269,550)
3050110	MAF5101	Mitigation Activity Fund Income		Operating Income		66,585		(202,965)
2070400		HEALTH - Employee Costs		Operating Expenditure		1,385		(201,580)
2070400		HEALTH - Employee Costs		Operating Expenditure		14,369		(187,211)
2070450		HEALTH - Contract Services		Operating Expenditure			(7,000)	(194,211)
2070553	W7501	Mosquito & Fly Control		Operating Expenditure			(6,573)	(200,784)
2070765		OTH HEALTH - Maintenance/Operations MUN		Operating Expenditure			(60,000)	(260,784)

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
3070720		OTH HEALTH - Fees & Charges		Operating Income		36,000		(224,784)
2080689	BM8600	Arthur Kelly Village - Common Area - Building Maintenance		Operating Expenditure			(13,500)	(238,284)
2080753	EV08701	Youth Week Expenditure		Operating Expenditure			(4,000)	(242,284)
3080710	EVI08701	Youth Week Income		Operating Income		4,000		(238,284)
2090191		STF HOUSE - Loss on Disposal of Assets		Operating Expenditure	(44,000)			(238,284)
2090191		STF HOUSE - Loss on Disposal of Assets		Operating Expenditure	(44,000)			(238,284)
2090191		STF HOUSE - Loss on Disposal of Assets		Operating Expenditure	186,920			(238,284)
2090289	BM9211	Doctor's Residence - Building Maintenance		Operating Expenditure			(20,000)	(258,284)
4090114	BC9114	1 (Lot 325) Edwards Way - Building (Capital)	OCM 151-22/23	Capital Expenditure			(350,000)	(608,284)
4090144	BC9109	Lot 190 McLennan St - Building (Capital)		Capital Expenditure			(11,629)	(619,913)
2100665		PLAN - Maintenance/Operations		Operating Expenditure			(8,000)	(627,913)
2100711	W10700	COM AMEN - Cemetery Maintenance/Operations		Operating Expenditure			(18,012)	(645,925)
2100711	W10700	COM AMEN - Cemetery Maintenance/Operations		Operating Expenditure			(14,659)	(660,584)
2100711	W10700	COM AMEN - Cemetery Maintenance/Operations		Operating Expenditure			(8,000)	(668,584)
2100711	W10700	COM AMEN - Cemetery Maintenance/Operations		Operating Expenditure			(5,000)	(673,584)
3100690		PLAN - Profit on Disposal of Asset		Operating Income	20,000			(673,584)
3100720		COM AMEN - Cemetery Fees (Burial)		Operating Income		5,000		(668,584)
3100721		COM AMEN - Cemetery Fees (Niche Wall & Rose Garden)		Operating Income		500		(668,084)
5100650		PLAN - Proceeds on Asset Disposal		Capital Income		70,000		(598,084)
2110189	BM11104	Doodenanning Hall - Building Maintenance		Operating Expenditure			(3,000)	(601,084)
2110365	W11301	Bark Park (Dog Park)		Operating Expenditure			(25,400)	(626,484)
2110389	BM11305	Golf Club - Buildings Maintenance		Operating Expenditure			(810)	(627,294)
2110521		LIBRARY - Information Technology		Operating Expenditure			(4,973)	(632,267)
2110711	EV11701	Australia Day Expenditure		Operating Expenditure			(9,500)	(641,767)
2110713	EV11703	NAIDOC Week Expenditure		Operating Expenditure			(260)	(642,027)
2110723		OTH CUL - Artwork Storage		Operating Expenditure			(1,000)	(643,027)
2110743	EV11702	OTH CUL - Christmas Events		Operating Expenditure			(3,000)	(646,027)
3110700		OTH CUL - Contributions & Donations		Operating Income		1,000		(645,027)
3110710	EVI11701	Australia Day Income		Operating Income		8,000		(637,027)
3110710	EVI11703	NAIDOC Week Income		Operating Income		1,750		(635,277)
4110190	OC11101	Construction Hall Carpark LRCI Funded Expenditure		Capital Expenditure		505,500		(129,777)

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
4110312	BC11305	Golf Club - Building (Capital)		Capital Expenditure		10,000		(119,777)
2120211		ROADM - Road Maintenance Budgeting		Operating Expenditure		40,519		(79,257)
2120211		ROADM - Road Maintenance Budgeting		Operating Expenditure		45,957		(33,300)
2120211		ROADM - Road Maintenance Budgeting		Operating Expenditure		98,896		65,595
2120211		ROADM - Road Maintenance Budgeting		Operating Expenditure		114,628		180,223
2120235		Traffic Signs & Equipment		Operating Expenditure			(17,000)	163,223
2120287		ROADM - Other Expenses MUN		Operating Expenditure			(18,815)	144,408
3120111		Old Beverley West Road (R2R) Income		Operating Income			(136,135)	8,273
3120111		Badjaling North Road (R2R) Income		Operating Income			(10,395)	(2,122)
3120111		Pantapin South Road (R2R) Income		Operating Income		36,530		34,408
3120111		Stockpool Road (R2R) Income		Operating Income		110000		144,408
3120113		Dangin - Mears Road - WSNF Income		Operating Income		360,598		505,006
3120210		ROADM - Direct Road Grant (MRWA)		Operating Income		3,427		508,433
4120141		Dangin - Mears Road (Capital)		Capital Expenditure		35,000		543,433
4120144		Winmar Road (R2R)		Capital Expenditure			(17,579)	525,854
4120145		Badjaling North Road (R2R)		Capital Expenditure		1,028		526,883
4120145		Badjaling North Road (R2R)		Capital Expenditure		2,886		529,768
4120145		Badjaling North Road (R2R)		Capital Expenditure		3,136		532,904
4120145		Badjaling North Road (R2R)		Capital Expenditure		3,345		536,249
4120145		Pantapin South Road (R2R)		Capital Expenditure			(67,885)	468,364
4120145		Pantapin South Road (R2R)		Capital Expenditure			(4,278)	464,086
4120145		Pantapin South Road (R2R)		Capital Expenditure			(4,011)	460,075
4120145		Pantapin South Road (R2R)		Capital Expenditure			(3,691)	456,384
4120145		Stockpool Road (R2R)		Capital Expenditure			(35,397)	420,987
4120145		Stockpool Road (R2R)		Capital Expenditure			(33,188)	387,799
4120145		Stockpool Road (R2R)		Capital Expenditure			(30,534)	357,265
4120145		Stockpool Road (R2R)		Capital Expenditure			(10,881)	346,384
4120146		Old Beverley West Road (R2R)		Capital Expenditure			(77,000)	269,384
4120146		Old Beverley West Road (R2R)		Capital Expenditure		6,267		275,651
4120146		Old Beverley West Road (R2R)		Capital Expenditure		76,703		352,354
4120146		Old Beverley West Road (R2R)		Capital Expenditure		84,581		436,935
4120146		Old Beverley West Road (R2R)		Capital Expenditure		88,919		525,854
4120162		Doodenanning - Mawson Rd - LRCI Funded Expenditure		Capital Expenditure			(250,118)	275,736
4120162		Doodenanning - Mawson Rd - LRCI Funded Expenditure		Capital Expenditure		161,774		437,510
4120162		Dangin - Mears Road - WSNF Expenditure		Capital Expenditure			(360,598)	76,912

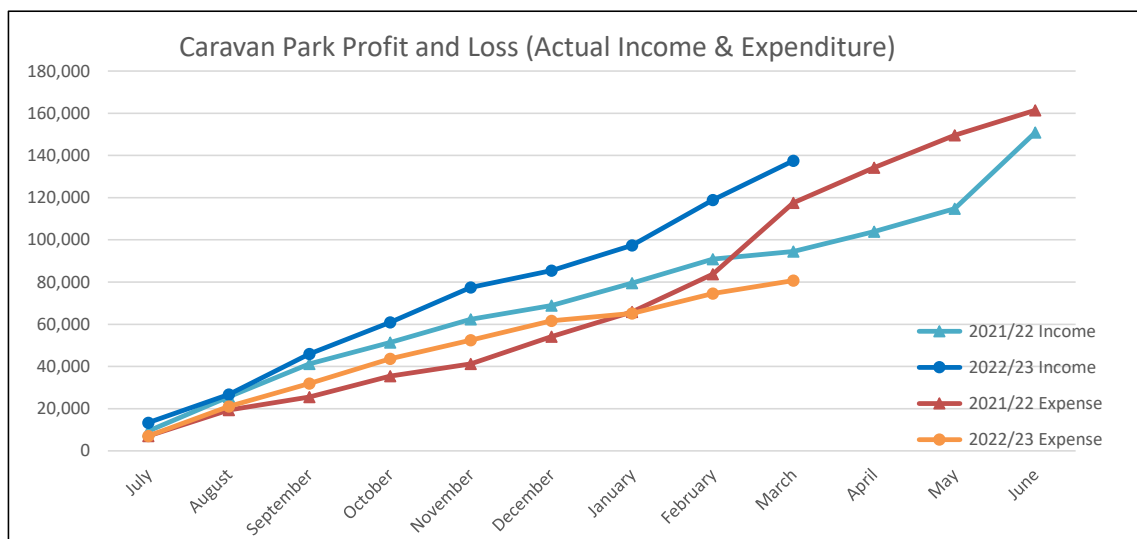
GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
4120170		McLennan Street (Wood St - Heal St) - Footpath Capital LRCI Funded Expenditure		Capital Expenditure		60,565		137,477
4120170		McLennan Street (Stacey St - Southern Terminus) - Footpath Capital LRCI Funded Expenditure		Capital Expenditure			(14,700)	122,777
4120170		Cubbine Road (Murphy St - QDHS ELC Campus) - Footpath Capital LRCI Funded Expenditure		Capital Expenditure			(17,379)	105,398
4120330		Ferris ISX 2200 Zero Turn Mower		Capital Expenditure			(640)	104,759
3120114		McLennan Street (Wood St - Heal St) Footpath LRCI Funded Income		Operating Income			(32,079)	72,680
3120114		McLennan Street (Stacey St - Southern Terminus) Footpath LRCI Funded Income		Operating Income		14,700		87,380
3120114		Cubbine Road (Murphy St - QDHS ELC Campus) Footpath LRCI Funded Income		Operating Income		17,379		104,759
2130112		RURAL - Skeleton Weed Control		Operating Expenditure			(12,526)	92,233
2130175		RURAL - Lease Interest Repayments		Operating Expenditure		1,064		93,298
2130240		Tourism Photography & Videography		Operating Expenditure			(8,000)	85,298
2130288		Town Clock and Town Centre (Gazebos & Misc Exp) - Building Operations		Operating Expenditure			(3,025)	82,272
2130288		Town Clock and Town Centre (Gazebos & Misc Exp) - Building Operations		Operating Expenditure			(2,518)	79,754
2130288		Town Clock and Town Centre (Gazebos & Misc Exp) - Building Operations		Operating Expenditure			(2,196)	77,558
4130185		RURAL - Lease Principal Repayments		Capital Expenditure		11,461		89,019
2140288		Works Supervisors Office - Building Operations		Operating Expenditure			(5,000)	84,019
2140291		ADMIN - Loss on Disposal of Assets		Operating Expenditure	(6,736)			84,019
2140304		PWO - Training & Development		Operating Expenditure			(14,659)	69,360
2140304		PWO - Training & Development		Operating Expenditure			(4,000)	65,360
2140341		PWO - Subscriptions & Memberships		Operating Expenditure			(5,381)	59,979
4140220		ADMIN - Furniture & Equipment (Capital)		Capital Expenditure			(11,000)	48,979
4140230		Purchase of New CEO Vehicle		Capital Expenditure			(11,364)	37,615
5140250		ADMIN - Proceeds on Disposal of Assets		Capital Income			(6,736)	30,879
9673104		Movement in leave reserve (added back)				3,476		34,355
					112,183	2,213,050	(2,178,695)	34,355

KEY INFORMATION

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

NOTE 17
CARAVAN PARK

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	YTD Budget (Amended)	YTD Var %	Annual Budget (Original)	Annual Budget (Amended)	Annual (Amd) Var %
INCOME							
Caravan Park Charges	452	\$ 39,737.26	\$ 44,982.00	88%	\$ 60,000.00	\$ 60,000.00	66%
Cabin and Unit Charges	514	\$ 97,249.76	\$ 74,970.00	130%	\$ 100,000.00	\$ 100,000.00	97%
Fees, Charges & Reimbursements		\$ 527.75	\$ -	0%	\$ -	\$ -	0%
TOTAL INCOME	966	\$137,514.77	\$119,952.00	115%	\$ 160,000.00	\$ 160,000.00	86%
EXPENDITURE							
Caravan Park							
Salaries & Wages		\$ 14,914.93	\$ 49,320.00	30%	\$ 65,796.00	\$ 65,796.00	23%
Materials & Contracts		\$ 10,711.23	\$ 3,465.00	309%	\$ 4,640.00	\$ 4,640.00	231%
Utilities & Insurance		\$ 7,858.16	\$ 9,504.00	83%	\$ 12,700.00	\$ 12,700.00	62%
Caravan Park Total		\$ 33,484.32	\$ 62,289.00	54%	\$ 83,136.00	\$ 83,136.00	40%
Cabins (3x 2 bedroom Cabins)							
Salaries & Wages		\$ 18,875.60	\$ 27,594.00	68%	\$ 36,843.00	\$ 36,843.00	51%
Materials & Contracts		\$ 208.18	\$ 1,890.00	11%	\$ 2,532.00	\$ 2,532.00	8%
Utilities & Insurance		\$ 9,976.21	\$ 4,911.00	203%	\$ 6,585.00	\$ 6,585.00	151%
Cabins Total		\$ 29,059.99	\$ 34,395.00	84%	\$ 45,960.00	\$ 45,960.00	63%
Caretaker Reception							
Salaries & Wages		\$ 755.24	\$ 2,898.00	26%	\$ 3,870.00	\$ 3,870.00	20%
Materials & Contracts		\$ 207.50	\$ 666.00	31%	\$ 892.00	\$ 892.00	23%
Utilities & Insurance		\$ 7,330.85	\$ 2,742.00	267%	\$ 3,683.00	\$ 3,683.00	199%
Caretaker Reception Total		\$ 8,293.59	\$ 6,306.00	132%	\$ 8,445.00	\$ 8,445.00	98%
Units (4x 1 bedroom units)							
Salaries & Wages		\$ 7,542.07	\$ 7,245.00	104%	\$ 9,676.00	\$ 9,676.00	78%
Materials & Contracts		\$ -	\$ 630.00	0%	\$ 844.00	\$ 844.00	0%
Utilities & Insurance		\$ 2,335.98	\$ 831.00	281%	\$ 1,116.00	\$ 1,116.00	209%
Units Total		\$ 9,878.05	\$ 8,706.00	113%	\$ 11,636.00	\$ 11,636.00	85%
TOTAL EXPENDITURE		\$ 80,715.95	\$111,696.00	72%	\$ 149,177.00	\$ 149,177.00	54%
Closing Funding Surplus(Deficit)		\$ 56,798.82	\$ 8,256.00	688%		\$ 10,823.00	525%



SHIRE OF QUAIRADING

11.3 Options Paper Stage 2 Light Industrial Lots

Responsible Officer	Nicole Gibbs, Chief Executive Officer
Reporting Officer	Tricia Brown, Senior Finance Officer/Accountant
Attachments	Nil
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Nil. Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council;

1. Authorise the CEO to apply for a \$300,000 Loan with WATC in accordance with Option 2.

Authorise the CEO to draw down Reserve Funds as per Option 2 and include in the 2023/2024 Annual Budget the first 2 payments for 2023/2024 Loan repayments, 6 October 2023 \$18,144.47 and 8 April 2024 \$18,144.47, totalling \$36,288.94.

That Council;

1. Directs the CEO to attempt to pre-sell the lots through an Expression of Interest process.
2. Approves an advertising budget of \$10,000 in the new financial year to commence this process.
3. Notes that the CEO's key performance indicator related to the remaining four lots will not be met this year.

IN BRIEF

For Council to consider:

- a. Self-funding the development of the remaining four Light Industrial Area lots on Winmar Road (Stage 2 subdivision) without confirmation of purchase of the lots. The three proposed funding options available are tabled for consideration. This option would see the Light Industrial Area within the Shire of Quairading completed in full, giving the Shire of Quairading four new lots available for sale. OR
- b. Directing officers to carry out a 12-month expression of interest process to attempt to pre-sell the lots prior to development.

MATTER FOR CONSIDERATION

For Council to consider the following funding Options to develop the remaining four Light Industrial Area lots on Winmar Road (Stage 2 subdivision) prior to selling the lots:

1. \$600,000 fully funded using Shire of Quairading Reserve Funds.
2. \$300,000 funded using Shire of Quairading Reserve Funds and \$300,000 funded by applying for WA Treasury Corporation Loan.
3. \$600,000 Fully funded by WA Treasury Corporation Loan.

OR

For Council to consider directing officers to carry out a 12-month expression of interest process to attempt to pre-sell the lots prior to development.

BACKGROUND

Stage 1 of the development has been fully completed and in December 2022 the CEO sold Lot 97 and Lot 98 (previously Lot 4 and Lot 5), Winmar Road for \$35,000 plus GST for each lot. Stage 1 cost \$850,000 to develop. Council's intent has always been long-term investment and development across the Shire.

The proposed Stage 2 subdivision would see the creation of four lots, with four of these lots becoming new light industrial lots and the sixth lot remaining as a Reserve for Recreation to be maintained as an information area, toilet block and potential truck parking area.

On 08 August 2022, the CEO received correspondence from Porter Consulting Engineers (via Development WA) confirming the development cost for Stage 2 of the light industrial area is \$590,810. Development WA paid for the quote to ensure it was based on a comprehensive assessment of the works required.

Development WA has confirmed that the 10-year program for funding light industrial areas has concluded, and the State is now focused on funding residential developments.

Officers provide Council with two options:

- a. Self-fund the development of the remaining four Light Industrial Area lots on Winmar Road (Stage 2 subdivision) without confirmation of purchase of the lots. The three proposed funding options available are tabled for consideration. This option would see the Light Industrial Area within the Shire of Quairading completed in full, giving the Shire of Quairading four new lots available for sale. OR
- b. Direct officers to carry out a 12-month expression of interest process to attempt to pre-sell the lots prior to development.

Development WA ceased funding the development of Light Industrial Areas last year to focus on the development of residential lots. There is now no external funding available to complete this project.

STATUTORY ENVIRONMENT

Local Government Act 1995

Planning and Development Act 2005

POLICY IMPLICATIONS

Asset Management Policy

FINANCIAL IMPLICATIONS

The financial implications are significant with the estimated cost to complete Stage 2 development being \$590,810.

Option 1. \$600,000 fully funded from Shire of Quairading Reserve Account;

IMPLICATION TO INTEREST EARNED ON RESERVE FUNDS							
Amount	Interest earned at current rate of Term Deposit	Interest Rate	Term				Reduced Income per Budget
\$600,000	\$276,000	4.60%	10 Years				-\$27,600.00
REDUCED RESERVE FUNDS FOR THE SHIRE							-\$628,000.00

Option 2. \$300,000 funded using Shire Reserve Funds and \$300,000 funded with WATC Loan

Capital Borrowed	Interest	Total Repayment	Interest Rate	Term	Repayments	Repayment Value	Payments per budget	Value per Budget
\$300,000	\$62,889.51	\$362,889.51	3.771%	10 Years	20	\$18,144.47	2	\$36,288.94
IMPLICATION TO INTEREST EARNED ON RESERVE FUNDS								
Amount	Interest Earned at current rate of Term Deposit	Interest Rate	Term				Reduced Income per Budget	
\$300,000	\$138,000	4.60%	10 Years				-\$13,800.00	
TOTAL ANNUAL BUDGET IMPLICATIONS – REPAYMENT PLUS REDUCTION IN INTEREST EARNED							-\$50,088.94	

Option 3. \$600,000 fully funded by WA Treasury Loan

Capital Borrowed	Interest	Total Repayment	Interest Rate	Term	Repayments	Repayment Value	Payments per budget	Value per Budget
\$600,000	\$138,644.06	\$738,644.06	3.947%	10 Years	21	\$35,176.59	2	\$70,353.18
IMPLICATION TO INTEREST EARNED ON RESERVE FUNDS								
Amount	Interest Earned at current rate of Term Deposit	Interest Rate	Term				Reduced income per Budget	
\$300,000	\$138,000	4.60%	10 Years				-\$13,800.00	
TOTAL ANNUAL BUDGET IMPLICATIONS – REPAYMENT PLUS REDUCTION IN INTEREST EARNED							-\$84,153.18	

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

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)

CONSULTATION

Council would be required to advertise its intention to borrow for a period of 1 month. Any submissions would be considered by Council.

Porter Engineers

Joe Douglas (Town Planner)

Development WA

Wheatbelt Development Commission

Regional Development Australia

Potential buyers

WA Treasury Corporation

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Uncertainty of Quairading’s long-term future results in the further attenuation and closure of local businesses.

RISK ASSESSMENT

	Option 1
Financial	<p>High</p> <p><i>The financial implications are significant, and decision-making must be relevant, informed and considered once all options and recommendations are tabled. At this juncture, approximately \$850,000 has been expended with an additional \$590,810 required to complete the project. There is currently no external grant funding available, and it is unlikely that any will become available. Council will be required to deplete reserve funds by \$300,000 and borrow \$300,000 to fund the final stage of the subdivision.</i></p> <p><i>If Stage 2 of the development is to be completed, the blocks are only worth between \$25,000 - \$45,000.</i></p>

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 little to 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

As of 15 February 2022, the WATC current indicative rates for 10 years was at 2.48%. Several rate increases have occurred since then and are currently significantly higher now for both options 2 & 3. When borrowing from the WATC the interest rate is fixed for the life of the loan, therefore consideration should be given to the possible decrease or increase of indicative rates in the future.




Consideration should be given by Council to include in future budgets an amount to replace the Reserve Funds used over the next 10 years for future projects. \$300,000 over 10 years would result in a transfer from Muni to Reserves of \$30,000 per year.

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION**12.1 Abolishment of the Strategic Planning Committee**

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments

1. Strategic Planning Committee Terms of Reference [↓](#) 
2. Council Forums Policy [↓](#) 
3. Local Government Operational Guidelines Number 5 - Council Forums [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council:

1. Convene a “Concept Forum” as per the Policy provided on a trial basis after the April, May and June 2023 Ordinary Council meetings.
2. Endorse the Council Forum Policy review.

IN BRIEF

The Shire of Quairading Strategic Planning Committee (SPC) was established in October 2017, (Resolution 56-2017/18) to provide strategic advice to Council, in accord with specified Terms of Reference (Attachment [1]).

While this Committee has been useful to Councillors for a spectrum of reasons over the years, the formal mechanism of a Council Committee means:

1. Councillors are hindered in terms of informal strategising, innovation and discussion.
2. Councillors cannot initiate, present or champion projects without the formal support of Council.
3. Officers are spending onerous amounts of time writing agenda papers for back to back meetings, rather than performing the work attached to the agenda papers. There are only four staff members available to work on agenda projects that are not a part of core business.

This paper outlines how Council can abolish the SPC and establish a less formal Concepts Forum. A Concept Forum is an informal meeting that allows Elected Members and staff to discuss ideas and strategic issues in a more informal setting.

MATTER FOR CONSIDERATION

That Council considers:

1. Convening a “Concept Forum” as per the Policy provided on a trial basis after the April, May and June 2023 Ordinary Council meetings, in place of the Information/Participation session.
2. Endorsing the Council Forum Policy review.

Other items for Council consideration are:

1. As the Policy currently stands, Concept Forums are open for the public to attend. Would Council prefer Concept Forums to remain closed or be opened to the public?
2. Should the minutes of the Council Forums be published on the website for public viewing, or only shared amongst Councillors and Executive Management?

BACKGROUND

The Shire of Quairading SPC was established in October 2017 Resolution 56-2017/18 to provide strategic advice to Council. The Terms of Reference are attached as (Attachment [1]).

According to WALGA, SPCs are usually established by larger local governments for the purposes of:

- (a) Providing advice to the Council in relation to the extent to which the Council's strategic planning and development policies accord with the Planning Strategy.
- (b) Assisting the Council in undertaking strategic planning and monitoring to achieve:
 - (i) Orderly and efficient development within the area of the Council.
 - (ii) High levels of integration of transport and land-use planning.
 - (iii) Relevant targets set out in the Planning Strategy within the area of the Council.
 - (iv) The implementation of affordable housing policies set out in the Planning Strategy within the area of the Council.
 - (v) Other outcomes of a prescribed kind (if any).
- (c) Providing advice to the Council (or to act as its delegate) in relation to strategic planning and development policy issues when the Council is preparing:
 - (i) A Strategic Directions Report; or
 - (ii) Development Plan Amendment proposal.
- (d) Other functions (other than functions relating to development assessment or compliance) assigned to the committee by the Council.
- (e) Considering and providing advice to the Council (or its delegate) in relation to any representation made in relation to a Development Plan Amendment; or appointing a committee to consider and provide advice to the Council (or its delegate) in relation to any representation made in relation to a Development Plan Amendment.

Historically, these are not the purposes nor roles that the Shire of Quairading SPC has been used to perform. Rather, the Committee has been used to discuss items that are not considered important enough, or have not yet been explored in enough detail, to warrant an agenda item at the Ordinary Council Meeting (OCM). On some occasions, agenda items from the OCM have been further explored at the SPC Meeting or simply re-presented.

While this model has been useful to Councillors for a spectrum of reasons over the years, the formal mechanism of a Council Committee means:

1. Councillors are hindered in terms of informal strategising, innovation and discussion.
2. Councillors cannot initiate, present or champion projects without the formal support of Council.
3. Officers are spending onerous amounts of time writing agenda papers for back-to-back meetings, rather than performing the work attached to the agenda papers. There are only four staff members available to work on agenda projects that are not a part of core business.

Officers are proposing the abolition of the SPC and the establishment of a less formal Concepts Forum. A Concept Forum is an informal meeting that allows Elected Members and staff to discuss ideas and strategic issues in an informal setting. Such a Forum assists Elected Members who may have an idea, initiative, or concept they want to introduce to Council and Officers for discussion, debate and possible progression. If the idea is worth progressing, then through a Consensus Forum outcome, officers are directed to research the item and prepare a future Council agenda item. If the idea is not worth progressing, then the Consensus Forum outcome is to take no further action and not waste the time of Elected Members nor officers. A recommended protocol is attached for consideration.

The advantages of the establishment of a Concepts Forum include:

- Councillors are encouraged, motivated and not restrained from participating in informal strategising, innovation and discussion.
- Councillors can initially initiate, present and champion projects without the formal support of Council.
- Officers can redirect resourcing into implementation and completion of projects and other initiatives; and (most importantly).
- Elected Members and officers can jointly focus energy on progressing the strategic initiatives within the Strategic Community Plan.

Officers have sought advice from WALGA with regard to the required process to abolish the SPC. Given the SPC is not a legal requirement of Council, there are no legislative requirements to advertise to the community the intent to abolish the SPC, nor any required timeframes that must be adhered to.

As per section 5.8 of the *Local Government Act 1995* and the *Interpretation Act 1984* a committee of Council can be abolished the same way as it is established – by an absolute majority resolution through Council. Once a recommendation of this nature is moved, the abolishment comes into effect immediately.

WALGA also advised:

1. It is best practice to have a Policy pertaining to Council Forums to ensure the meetings are run with good governance, Council already has a Council Forum Policy (Attachment [2]). An in-depth review has been conducted to ensure it is relevant to the purpose of the Concept Forum. The Policy includes:
 - a. How the agenda is formed.
 - b. How items are brought to the meeting/included in the agenda.

- c. How a consensus decision is made.
 - d. The expectations of Elected Members.
 - e. The expectations of Administration.
2. That the forums are minuted and shared amongst Councillors to:
 - a. Keep a record of conversations and consensus' that come from the meeting for transparency.
 - b. Maintain consistency of information in meetings (removing "hearsay").
 - c. Allow absent members to refer to minutes so they remain up to date with where discussions are up to.
 3. It is a good idea to run a few Concept Forums on a trial basis before abolishing the SPC to ensure the Concept Forum is meeting the needs of Council. This way Council can make an informed decision before the final decision of whether to abolish the SPC.

The Policy has been based off WALGA recommendations as well as the Local Government Operational Guidelines Number 5 – January 2004 Council Forums (Attachment [3]). Please note as they are guidelines, it is not a statutory requirement to follow the items listed within the document.

There are some items for consideration that Council officers would like Councillors to discuss as outlined below. Council have the option of accepting or not accepting the Policy as it stands:

1. As the Policy currently stands, Concept Forums are open for the public to attend. Would Council prefer Concept Forums to remain "behind closed doors", or remain open to the public.

Should the minutes of the Council Forums be published on the website for public viewing, or only shared amongst Councillors and Executive Management. It is proposed that Council run three Concept Forum sessions after the April, May and June 2023 Ordinary Council meetings (in place of the Information/Participation Session) as a trial. Officers will bring an agenda paper to the July 2023 Ordinary Council meeting for Council to decide whether to continue with the Concept Forums and abolish the SPC or keep the running of meetings as it is.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

5.8. Establishment of committees

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

** Absolute majority required.*

Note: A decision to adopt a policy or to establish an 'informal' Concept Forum or Council Forum or Agenda Briefing Forum, will be by simple majority as per s.5.21 relating to voting at Council meetings.

Local Government Operational Guidelines Number 05 – January 2004 Council Forums

POLICY IMPLICATIONS

Member Policy - Council Forums

FINANCIAL IMPLICATIONS

If a Concept Forum is convened and the SPC is abolished, Councillors will no longer be paid sitting fees.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Officers engaged the WALGA Governance team to ensure all legislative requirements were met.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Councillors will no longer be eligible for the committee meeting sitting fees should the Concept Forum be convened, and the Strategic Planning Committee be abolished.</i>
Health	N/A
Reputation	Low <i>The Strategic Planning Committee meetings are not open to the public so community members will not be disappointed to not be able to attend.</i> <i>WALGA have advised officers of legislative requirements required to abolish a committee.</i>
Operations	Low <i>The Strategic Planning Committee meeting could be considered unnecessary for the reasons outlined in this report.</i> <i>The Concept Forum, while still requiring an agenda, allows for a more informal agenda. Councillors or administration are able to conduct their own research. This forum also allows discussion to go ahead to determine whether a project is worthwhile before officers commence research into a paper for Council decision.</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.



STRATEGIC PLANNING COMMITTEE TERMS OF REFERENCE

Document Status	Under Review
Statutory Environment	Local Government Act 1995

Record of Policy Review					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Graeme Fardon	28 September 2017	56-17/18	New Policy	
02	Graeme Fardon	26 October 2017	72-17/18	New Committee Structures formed.	
03	Graeme Fardon	30 November 2017	98-17/18	Updated	
04	Graeme Fardon			Annual Review	04/10/2018

SHIRE OF QUAIRADING**POLICY****G.6 STRATEGIC PLANNING COMMITTEE - TERMS OF REFERENCE****PURPOSE**

This Policy sets out the role, responsibilities, structure and processes of the Strategic Planning Committee.

OBJECTIVE

The Strategic Planning Committee will provide advice, recommendations and reports to Council on matters including strategic planning, new strategic projects, asset management; (including physical infrastructure and information technology), strategic human resources and other matters as determined by the Committee and by Council.

POLICY

The Strategic Planning Committee does not have executive powers or authority to implement actions in areas where Management has the responsibility and does not have any delegated financial responsibility. The Strategic Planning Committee does not have any management functions and is therefore independent from Management.

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference in order to facilitate decision making by the Committee and Council in relation to the discharge of its responsibilities.

1. MEMBERSHIP

- 1.1 Members of the Strategic Planning Committee are appointed by Council. The Committee is to consist of all Elected Members. The Elected Members are to vote and elect the Chairperson.
- 1.2 Only members of the Strategic Planning Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member has to vote on every matter that is before the Committee for decision.
- 1.3 The Chief Executive Officer, Senior Management and other administration staff may attend any meeting as observers or be responsible for preparing papers for the Strategic Planning Committee.
- 1.4 Appointment of all members of the Strategic Planning Committee will be for a term of two (2) years at the commencement of each Council term after a Council Election.
- 1.5 Strategic Planning Committee members are paid meeting attendance fees in accordance with the requirements of the Local Government Act.

2. SECRETARIAL/ADMINISTRATIVE RESOURCES

- 2.1 The Chief Executive Officer is required to provide sufficient administrative resources to the Strategic Planning Committee to enable it to adequately carry out its functions.

3. QUORUM

- 3.1 The quorum necessary for the transaction of business shall be five (5) members of the Strategic Planning Committee.

4. FREQUENCY OF MEETINGS

- 4.1 The Committee may meet quarterly at a minimum or as determined by the Committee.
- 4.2 A schedule of meetings is to be developed for the Year and agreed to by the members of the Strategic Planning Committee.
- 4.3 The Chief Executive Officer is delegated the authority to vary the meeting schedule after liaison with the Strategic Planning Committee Chairperson.
- 4.4 The Chief Executive Officer is delegated not to call an ordinary meeting of the Strategic Planning Committee should the Committee have no Matters for Consideration. Such Delegation to only be exercised after liaison with the Strategic Planning Committee Chairperson.

SHIRE OF QUAIRADING**POLICY****G.6 STRATEGIC PLANNING COMMITTEE - TERMS OF REFERENCE**

5. NOTICE OF MEETINGS

- 5.1 Ordinary meetings of the Strategic Planning Committee may be held at times determined by Committee.
- 5.2 A Special Meeting of the Strategic Planning Committee may be called with the approval of all the Committee members.
- 5.3 The Agenda of the Strategic Planning Committee meetings, subject to any items that are discussed in confidence under Sections 5.22 and 5.23 of the Act and subsequently retained as confidential under Section 5.23 of the Act, are also required to be made available to the public.
- 5.4 The Notice of Meeting and Supporting Papers is to be lodged in the Document Centre on the Quairading Website no later than three (3) clear days prior to the date of the Meeting.

6. MINUTES OF MEETINGS

- 6.1 The Minutes of the Committee Meetings are to be in accordance with the provisions of the LG Act, LG Regulations and Departmental Guidelines.
- 6.2 Minutes of the Strategic Planning Committee are to be lodged in the Document Centre on the Quairading Website within five (5) working days after a meeting.

7. ROLES OF THE STRATEGIC PLANNING COMMITTEE**7.1 Strategic Planning**

The Strategic Planning Committee is required to assist Council in promoting and advocating sound management within the Shire and provide advice to Council on strategic management issues. In particular, to advise Council on:

- How funding can be achieved for any major capital works project or program before Council makes a commitment to a project;
- Levels of service delivery in determining which services are to be provided and the standards of service with reference to best industry standards where applicable and internally agreed standards which will be determined by local expectations;
- Review of the Strategic Community Plan and Corporate Business Plan with a high priority being given to ensure that the plans are achievable in the long term;

7.2 Budget

The Strategic Planning Committee is required to:

- Review, prepare and consider estimates, budgets and recommendations based on projects and recommendations emanating from officers and other sources in regard to considerations for long term financial planning.

7.3 Asset Management including Capital Works

The Strategic Planning Committee is required to:

- Assess long term strategies, policies and plans in relation to the Asset Management Plan.
- Oversee and make recommendations to Council regarding roads, bridges and drainage taking the Ten Year Road Programme into consideration.
- Oversee and make recommendations to Council regarding plant and equipment taking the Ten Year Plant Replacement Programme into consideration.

7.4 Integrated Planning

The Strategic Planning Committee shall monitor and review the Corporate Business Plan, Community Strategic Plan, Workforce Plan, Transport Asset Management Plan, Building Asset Management Plan and Long Term Financial Plan annually in accordance with its schedule of milestones set by the Committee.

*SHIRE OF QUAIRADING**POLICY*

G.6 STRATEGIC PLANNING COMMITTEE - TERMS OF REFERENCE

8. REPORTING RESPONSIBILITIES

The Strategic Planning Committee is to report to the Council after every meeting to identify and present advice and recommendations.

9. OTHER MATTERS

The Strategic Planning Committee is to: -

- 9.1 Have access to, at the Council's expense, legal or other professional advice on any matter within its Terms of Reference.
- 9.2 Give due consideration to all laws and regulations of the Local Government Act 1995 and other relevant Legislation.
- 9.3 The Committee may consider the formation of smaller working groups to address specific issues that are not necessarily in a strategic context. The request to form a working group will be made to Council.
- 9.4 At least once per year, review its own performance, membership and Terms of Reference to ensure it is operating at a maximum effectiveness and recommend changes it considers necessary to the Council for approval.

GUIDELINES

Local Government Act 1995



MEMBER POLICY – COUNCIL FORUMS

PURPOSE

Council Forums enable Council Members and the Administration to meet informally to exchange information, discuss strategic concepts, develop mutual understanding and consensus views as set out in the Local Government Guideline Number 5 – Council Forums.

OBJECTIVE

This policy establishes the Shire's Council Forums governance framework consistent with Department of Local Government Guideline Number 5 – Council Forums.

DEFINED TERMS

"Council Forum Program" provides the order of matters for discussion at a Forum and is named as such so that a distinction can be made between a Council Forum Program where no decisions are made by Council and a Council Meeting Agenda where decisions are made by Council in the form of Council Resolutions.

"Presentations" is included as a heading within the Council Forum Program for the purpose of (Consultants and/or the CEO and his Senior Management Team) making "presentations" in relation to matters for discussion as described below. Note: "Presentations" means the act of presenting information on a particular topic.

"Public Questions" is included as a heading within the Council Forum Program for the purpose of an individual member of the public using the opportunity to ask a question relating to a matter included in the Council Forum Program. Public Questions may be made in accordance with Council's Public Question Time Information Sheet Guidelines.

"Submissions" is included as a heading within the Council Forum Program for the purpose of an individual member of the public, who can demonstrate that they may be affected (whether adversely or favourably) by a matter included in the Council Forum Program, making a submission. Public submissions may be made in accordance with Council's Public Submission Information Sheet Guidelines.

"Concept Forum" is a heading in the Council Forum Program to provide opportunity to discuss Concept Forum Items which:

- (a) Provide an opportunity for the Chief Executive Officer and the Executive Management Team to inform Councillors of significant and strategic matters, provide updates on major projects, and introduce and consult on matters that will be provided for consideration at a future Council meeting.
- (b) Enable Councillors to identify matters for future consideration by Council.
- (c) Enable Councillors to ask questions and seek additional information in respect to matters for future consideration by Council.

MEMBER POLICY – COUNCIL FORUMS



- (d) Enable the administration to obtain guidance through Council Member consensus in respect to the early development of matters for future consideration by Council.
- (e) Enable, where required, external consultants to provide presentations to Council on matters for future consideration by Council.
- (f) Provide an opportunity to discuss, propose, formulate philosophies, ideas, strategies and concepts for the good government of local government and the district that it serves.

"Confidential Matters" - both agenda and Concept Forums may include Confidential Matters, which are determined in accordance with Section 5.93 of the *Local Government Act 1995*.

POLICY STATEMENT

The following provisions establish the governance framework by which the Shire will conduct Council Forums:

- (a) The chairperson for the forum will be elected by Council. In the chair's absence, Councillors in attendance at the forum will elect a Councillor to preside at the forum.
- (b) The Council Member, Committee Member and Candidate Code of Conduct and the Employee Code of Conduct apply respectively to Council Member and staff participation in a Council Forum.
- (c) The chair of the Council Forum will facilitate the meeting's progress through the order of business listed in the Council Forum Program.
- (d) The chair will maintain order of persons in attendance and all persons in attendance must comply with the directions of the chair.
- (e) Elected members, staff consultants and other participants are to disclose direct and indirect financial or proximity interests and interests affecting impartiality in relation to matters discussed at forums.
 - i. Persons disclosing a direct or indirect financial or proximity interest are required to leave the room while the matter in which they have declared an interest is discussed.
- (f) Forums are not formal Council meetings and therefore debate of items included in a Council agenda and decision making (resolutions) are prohibited at Council Forums.
- (g) All questions and discussions are to be directed through the chair.
- (a) Council Forums will be open to the public, except when matters of a confidential nature are discussed. The chairperson is to be guided by the principles set out in, subject to the provisions of Section 5.23 of the *Local Government Act 1995*.
- (b) Where a confidential matter is to be discussed, the forum will when determining when to go behind closed doors, meaning members of the public will be required to leave the meeting venue and will only be asked to return after discussion of confidential matters has been concluded.

MEMBER POLICY – COUNCIL FORUMS



- (c) Notes are to be retained in respect to the business of the Council Forum. The notes are to include a precis of the information exchanged or provided in the forum. The notes are to be distributed within five days following the Council Forum. The notes are to be tabled and be "received" by Council at its next Ordinary Meeting of Council.
- (d) Where a particular idea or concept is raised at a Council Forum and is consensually agreed by Council to be worthy of further Council discussion and/or deliberation, Shire officers will be asked to prepare a discussion paper which sets out salient points relevant to the idea or concept.
- (e) Where a discussion paper is produced for presentation at a Council Forum, a Consensus Forum Outcome shall be recorded in a Council Forum Outcomes schedule.
- (f) Any Consensus Forum Outcome arising as a consequence of the presentation of a discussion paper to a Council Forum shall be tabled at the next available Council meeting in the form of an agenda item, with the resulting officer recommendation reflecting the Consensus Forum Outcome arising from the Council Forum.
- (g) No formal decisions will be made at Council Forums. All outcomes arising from Council Forums will be by consensus agreement amongst those Councillors present.

Council Forum Program

The Council Forum Program is to consist of the following headings:

1. **DECLARATION OF OPENING**
2. **RECORD OF ATTENDANCE/APOLOGIES**
3. **DECLARATIONS OF INTEREST**
4. **PRESENTATIONS**
5. **PUBLIC QUESTIONS (relating to the contents of the program)**
6. **PUBLIC SUBMISSIONS (relating to the contents of the program)**
7. **CONCEPT FORUM MATTERS**
8. **CONFIDENTIAL MATTERS**
9. **COUNCILLOR UPDATE ON MEETINGS ATTENDED**
10. **MEETING CLOSURE**

Distribution of Program

The Council Forum Program is to be distributed to Elected Members at least three days prior to the meeting.

Council Forum Schedule

- (a) Council Forums are to be convened two weeks prior to a scheduled Ordinary Meeting of Council; and
- (b) Council may set the date, time and duration of Council Forums when adopting its meeting schedule for Ordinary Meetings of Council.

GUIDELINES

MEMBER POLICY – COUNCIL FORUMS



Department of Local Government Guideline Number 5 – Council Forums

Local Government Act 1995

STATUTORY ENVIRONMENT

Department of Local Government Guideline Number 5 – Council Forums.

Record of Policy Review						
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01	Neville Hale (ACEO)	28/09/17	56-17/18	New Policy		
02	Graeme Fardon	27/09/18	41-18/19	<i>Policy Review Project – 1/09/2018</i>		
03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review	Dec 2020	



Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 05 – January 2004

Council Forums

1. Introduction

Over recent years many local governments have introduced procedures that allow elected members and officers to meet and discuss matters relating to the operation and affairs of their local government outside of the formal council meeting framework. This has been done through an informal meeting process that has been given a range of titles including briefing or [information sessions, workshops and corporate discussions](#). For the purposes of this guideline the term “forum” will be used to encompass such meetings.

The forum approach has allowed the ordinary meeting of council to focus on the decision-making needs of the local government. Many local governments that have adopted the forum process in preference to standing committees claim that it has led to better informed elected members and a more efficient and effective decision-making regime.

This guideline is designed to assist those local governments that do conduct forums by listing appropriate procedural and behavioural controls. The adoption of such controls should reassure the community that the council decision-making mechanisms are accountable, open and transparent.

Local government forums range from one-off events discussing a particular issue through to regular, structured meetings, albeit not convened under the auspices of the *Local Government Act 1995* (the Act). This guideline is intended to address those forums that are held on a regular basis.

While acknowledging that regular forums are invaluable and legitimate, the Department advises that the conduct of such has generated complaints regarding the potential for a reduced level of transparency in the decision-making process and hence a reduction in accountability to and involvement by the community. Local governments need to make a clear distinction between forums and the formal debate and decision-making process.

It is recognised that local governments may conduct other sessions or workshops which would include items such as team building exercises, strategic planning workshops and community input forums. It is not intended that these guidelines would necessarily be applied to such sessions, but some of the suggested procedural controls may have relevance.

Issues relating to council forums that are addressed in these guidelines include:

- accountability;
- openness and transparency;
- probity and integrity;
- authority for the presiding person;
- participation by elected members and staff;
- proposals under Town Planning Schemes;
- formulating management documents; and
- forums immediately prior to an ordinary meeting of council.

2. Principles of the Act

Part 5 of the Act sets out the framework whereby elected members meet as the governing body for the purpose of decision-making on behalf of the local government.

It is an intention of the Act that councils conduct business and make decisions –

- openly and transparently;
- with a high level of accountability to their community;
- efficiently and effectively;
- with due probity and integrity;
- acknowledging relevant community input;
- with all available information and professional advice; and
- with the fullest possible participation of elected members.

The Act establishes ordinary, special and committee meetings. Each council must decide the meeting structure it will adopt within the legal framework for it to achieve the most efficient and effective decision-making process. It is a legal requirement that all decisions made on behalf of the local government are to be made at meetings called and convened under the provisions of the Act.

In addition to ordinary and special meetings, elected members can meet as a committee, membership of which may vary in number from three to all members of council. Committees can discuss matters and make recommendations to the council or, if given delegated authority by the council, can make decisions on its behalf. A council does not need to have committees and can have all matters presented to it directly for decision. A recent trend has been

for councils to abolish the system of standing committees or limit the number and/or range of committees and adopt a forum approach.

3. Council Forums

Local government forums range from a once-only event to discuss and explore a particular issue, a number of sessions to address matters such as a specific project or the compilation of a report for internal or external use, through to forums held at regular intervals with a consistent structure and objectives.

Regular forums run in local governments exhibit two broad categories which we have titled agenda and concept. They are differentiated by the stage of development of issues which are discussed by elected members and staff. The two types are described below along with the variations in procedural controls and processes suggested for each.

Concept Forums

Concept forums involve elected members and staff meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning stage and are some time away from being presented to council for decision. In discussing such issues, staff are looking for guidance from the elected members as they research the matter and draft the report. Elected members and staff are also looking to present ideas and concepts for future consideration. If the response is favourable staff can proceed with their research and eventual report on the matter.

Examples of the type of issues concept forums may cover include –

- current matters of a local or regional significance;
- matters relating to the future development of the local government;
- significant revenue-raising requirements or expenditure needs;
- the development of internal strategic, planning, management and financial documents; and
- development of the selection criteria and performance objectives for the Chief Executive Officer (CEO).

Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive or impractical and never adopted.

Discussion on such proposals in a public forum would be counter-productive. Privacy and informality allows elected members to propose ideas, ask questions and discuss issues for the better understanding of those in attendance. Such forums assist individuals to become better informed and to clarify their views.

The privacy and informality of concept forums also has pitfalls including the risk of neglecting proper standards of probity and public accountability. Over time, participants can become too familiar, and therefore more lax, with the procedure and purpose of the meeting. Unless procedures are adopted and rigorously applied to these forums, there is a danger that collective or collaborative decisions may be made, implied and otherwise.

Agenda Forums

For proper decision-making, elected members must have the opportunity to gain maximum knowledge and understanding of any issue presented to the council on which they must vote. It is reasonable for elected members to expect that they will be provided with all the relevant information they need to understand issues listed on the agenda for the next or following ordinary council meetings. The complexity of many items means that elected members may need to be given information additional to that in a staff report and/or they may need an opportunity to ask questions of relevant staff members. Many local governments have determined that this can be achieved by the elected members convening as a body to become better informed on issues listed for council decision. Such assemblies have been termed **agenda forums**. It is considered they are much more efficient and effective than elected members meeting staff on an individual basis for such a purpose with the added benefit that all elected members hear the same questions and answers.

To protect the integrity of the decision-making process it is essential that **agenda forums** are run with strict procedures.

4. Principles Governing Procedural and Behavioural Controls for Forums

Local governments that conduct forums or are considering doing so have the right to implement a forum system that best suits their needs. The principles and associated procedures set out below, if adopted by local governments when conducting

forums, will ensure that all requirements of accountability, openness and transparency are satisfied.

The identified principles and associated procedures are accountability, openness and transparency, probity and integrity, authority for the chair and meeting notification. Each of these is explained below.

Accountability

The Act requires that ordinary and special council meetings and committee meetings that have delegated authority must be open to the public. Most local governments also open committee meetings even where there is no delegated authority. This openness allows the community to view the decision-making process from the time an issue is first presented to elected members through to the final decision.

There must be no opportunity for a collective council decision or implied decision that binds the local government to be made during a forum.

Agenda forums should be for staff presenting information and elected members asking questions, not opportunities to debate the issues. A council should have clearly stated rules that prohibit debate or vigorous discussion between elected members that could be interpreted as debate. Rules such as questions through the chair and no free-flowing discussion between elected members should be applied.

If there is minimum debate in the ordinary meeting because the elected member attitudes have been established through the item being thoroughly canvassed in the [agenda forum](#) then the community

is denied the opportunity to witness any debate and understand how the council reached its decision. Other concerns relate to elected members agreeing on movers, seconders and/or amendments. Such an approach must not be allowed by the council whether the [agenda forum](#) is open or closed to the public but a closed forum will almost certainly generate a perception by the community of secret meetings where the decisions are made beyond public scrutiny.

Councils, when considering conducting closed forums, need to consider their reasons for justification against the likely damage to their public standing from the perception of secrecy. A policy that the forums will generally be open to the public will make a significant contribution to the community perception of council accountability. A clearly delineated distinction between agenda and concept forums is important for these reasons.

Openness and Transparency

A significant strength of local government is the openness and accessibility of its processes to the community. In conducting forums each local government should make a conscious decision to promote the community perception that it embraces the concept of openness and transparency. Therefore, whenever appropriate, forums should be open to the public.

Probity and Integrity

The legislation provides that in ordinary meetings and committee meetings elected members must disclose conflicts of interest and exclude themselves from proceedings where they have a financial interest.

Disclosure in forums is a matter of ethics. The disclosure requirements only apply to meetings that are convened under the provisions of the Act. Elected members can legally participate at forums without being in breach of the legislation even where they have a clear financial interest or conflict of interest. Such participation is ethically unacceptable and is clearly at odds with the probity and accountability principles of the Act and codes of conduct. It is essential that councils adopt standards for forums that stipulate that disclosure rules applying to meetings constituted under the Act also apply at all forums. Disclosure should lead to an individual departing the forum.

Authority for the Chair

Many councils have established a forum process without specifying how the forums should be chaired and what authority the chair is given to control proceedings. In some local governments, the CEO chairs the forums in certain circumstances. This latter approach is not supported because it confuses the roles and relationships established in the Act.

It is recommended that the mayor or president or, if appropriate, another elected member, chairs all forums that involve elected members. Properly managed forums rely on strength and leadership from the chair. Therefore, a forum's chair should be supported by established rules similar to the standing orders that apply to formal meetings.

Meeting Notification

The provisions of the Act are designed to ensure that members are given timely notice of, and information for, council and committee meetings. Formal provisions

do not apply to forums but the principles remain the same. Adequate notice needs to be given of the time, location and content of the forum.

The forum process is most successful in those local governments where forums are held on a regular basis such as on the alternative weeks to the ordinary council meeting (where they are held fortnightly) or a week before the ordinary council meeting. By setting the dates for forums well in advance, elected members, staff and the community can plan for their attendance.

Forums that are organised without adequate notice or a proper agenda are often poorly attended and inefficiently run. This will be detrimental to the purpose of the forum.

5. Particular Issues of Concern in the Forum Process

There are a number of concerns relating to the content and conduct of forums. These are set out below. Councils need to be aware of these and take action to overcome the concerns if such apply to them.

Dealing With Proposals Under the Town Planning Scheme

The discretion available to council when making decisions under the Act is not always available when making decisions under town planning legislation. When a council is dealing with town planning matters, it does so under the powers conferred by the State planning legislation. Council assumes the role of a planning authority (ie Western Australian Planning Commission) and an elected member the

role of a planning commissioner. Council is not only constrained by the conditions of its Town Planning Scheme but also by the relevant State Acts.

Decision-making in town planning matters requires the decision-maker to maintain a high degree of independence from the process leading up to the decision being made. The elected member needs to be in a position of being able to make his or her decision after taking into account the relevant and material facts and circumstances as presented to all fellow elected members. These same comments apply whether councils do or do not work with specialist planning committees. Elected members need to be wary of involvement in the lead-up process to a certain decision, especially as a sole agent or member of a small group and being subjected to information from the developer or parties associated with the developer. This may be interpreted as reducing the independence of the decision-maker.

Councils will often have briefings relating to development issues and these are important in terms of the elected members becoming fully informed on the matter on which they have to vote. The nature of the decision means that briefing sessions involving planning matters should be conducted with the strictest of rules. There should be no implication of debate between elected members; the session should primarily involve information being given by the relevant officer and other parties with questions from the floor directed through the chair. In cases where an elected member has relevant information on a development matter to be conveyed to the meeting, it must be done through the chair so that all decision-makers are privy to that information.

Formulating Management Documents

Many local governments prepare their management documents, such as budgets, plans for the future and policy manuals, through a forum process. In many cases this involves a number of forums to which all elected members are invited and the public are excluded. Such forums are not set up under the auspices of the Act. There are no formal decisions made as in due course the documents are adopted at a formal meeting of council. Nevertheless, as the forums proceed and the document is developed, some issues are included, some are discarded and others may need further research by staff. If records of the matters discussed at the forums are not kept, development stages of the documents will be uncertain and hence any orderly progress inhibited. Additionally, the process may lack accountability and the probity of elected members and staff could be challenged. Change of membership of the group by either staff or elected members would again place doubt on the validity of the process.

A more suitable procedural process for the development of management documents would be the formal establishment of a committee under the Act with that assigned purpose. Although the committee meetings, if no power or duty has been delegated to the committee, are not required by legislation to be open to the public, the integrity of the process is protected by the legislative requirement for the agenda and minutes to be available for public inspection. Such committees, upon completion of their assigned task(s), could be wound up or reconvened the following year when the task was again required. Examples would be a committee reviewing standing orders and a "Budget

Committee". The former would be wound up upon submission of its report to council. The "Budget Committee" would be an ongoing but occasional committee which would meet each year from (say) March to early July.

Some committees could have a select and limited membership whereas others (such as the budget committee) could include all elected members.

Forums Immediately Prior to an Ordinary Meeting of Council

Some local governments hold forums immediately prior to ordinary council meetings. Anecdotal evidence suggests that in discussing the agenda of the forthcoming meeting at such forums implied decisions may be made. This familiarity with the issues and known attitudes can lead to debate at the ordinary council meeting being stifled or non-existent much to the chagrin of the public who are not privy to the earlier discussions. Forums held immediately prior to ordinary council meetings cause more complaints of secret meetings and predetermined decisions than any other type of forums.

Pre-meeting forums may be beneficial where an elected member has additional or alternative information to that contained in a staff report which may be controversial or cause problems within the ordinary meeting at the time the item is discussed. Certainly, it is an advantage for the CEO, council and particularly the presiding member to be aware of potential problems in the forthcoming ordinary meeting. While a pre-meeting forum provides the opportunity to inform others of the potential problem it would be preferable to raise the matter with likely concerned

parties such as the presiding member, CEO and reporting officer much earlier than immediately before the meeting. Early advice will give those concerned the opportunity to undertake action to address the identified problems.

It is recognised that with many local governments, especially those that are in rural locations, the timing of the pre-meeting forum is understandable in that the elected members can only get together once a month because of travel time and they need an opportunity to discuss issues with the freedom of a forum.

After consideration of these issues, it is recommended that if a council determines that the only time available for a forum is prior to an ordinary council meeting and it is to be closed to the public, then it be established as a [concept forum](#) and reference to the forthcoming agenda should be prohibited unless a special circumstance is conveyed to the presiding member. An example of a special circumstance would be information additional to, or contradicting the staff report which is likely to lead to non-adoption or significant variation of the recommendation and it has not been possible to convey such information at an earlier time. Adoption of the [concept forum](#) approach means elected members needing additional information or explanations from staff on forthcoming agenda items will have to make alternative arrangements to meet their requirements.

The adoption of such rules on pre-meeting forums should be conveyed to the public. Advice of the conducting of such a forum and its general content at the ensuing ordinary meeting will reinforce the openness and accountability of council.

6. Forums that Incorporate Both Concept and Agenda Items

Many local governments will run only one forum and it will cover both agenda items to be addressed at the next council meeting and wide-ranging concept issues. It is suggested that the different requirements of the two types are recognised and they be categorised as such in the forum agenda. The most important aspect is that the presiding person apply appropriate procedures regarding debate and discussion between elected members when agenda items are being covered.

Such forums should also be open to the public.

7. Model Procedures for Forums

Before introducing, or continuing with forums, councils have a responsibility to weigh carefully the risks as well as the benefits associated with such a process and consider if there are better, alternative ways of achieving the desired outcomes.

Councils that hold forums should adopt meeting rules and processes to ensure that proper standards of probity and public accountability are adhered to. Particular emphasis must be placed on ensuring that there is no decision-making during these forums and that this is rigidly enforced.

Procedures Applying to Both Concept and Agenda Forums

The Department recommends that councils adopt a set of procedures for both types of forums which include the following –

- Dates and times for forums should be set well in advance where practical;
- The CEO will ensure timely written notice and the agenda for each forum is provided to all members;
- Forum papers should be distributed to members at least three days prior to the meeting;
- The mayor/president or other designated elected member is to be the presiding member at all forums;
- Elected members, employees, consultants and other participants shall disclose their financial and conflicts of interest in matters to be discussed;
- Interests are to be disclosed in accordance with the provisions of the Act as they apply to ordinary council meetings. Persons disclosing a financial interest will not participate in that part of a forum relating to their interest and leave the meeting room;
- There is to be no opportunity for a person with an interest to request that they continue in the forum; and
- A record should be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

Procedures Specific to Concept Forums

The Department recommends that councils adopt specific procedures for **concept forums** which include the following –

- Concept forums may be open to the public when an issue is being discussed that council believes would benefit from public awareness and debate;

- Discussion between members is to be limited to those issues which are in the preliminary development stages. Items already listed on a council meeting agenda are not to be discussed; and
- As discussion items are not completely predictable there is to be some flexibility as to disclosures of interest. A person may disclose an interest at the time discussion commences on an issue not specifically included on the agenda.

Procedures Specific to Agenda Forums

The Department recommends that councils adopt specific procedures for [agenda forums](#) which include the following –

- Agenda forums should be open to the public unless the forum is being briefed on a matter for which a formal council meeting may be closed;
- Items to be addressed will be limited to matters listed on the forthcoming agenda or completed and scheduled to be listed within the next two meetings (or period deemed appropriate);
- Briefings will only be given by staff or consultants for the purpose of ensuring that elected members and the public are more fully informed; and
- All questions and discussions will be directed through the chair. There will be no debate style discussion as this needs to take place in the ordinary meeting of council when the issue is set for decision.

8. General Discussions in Councils Without Forums

Travel and time constraints mean that many councils can convene for a limited time; for many, only one day per month. As a result, some local governments have continued with the traditional ordinary meeting format where the decision-making is combined with wide-ranging discussion on other matters. A major problem with this approach is that the wide-ranging discussions result in meetings continuing for long periods of time.

There are benefits to elected members, the public and the staff if the issues requiring decision are dealt with during one continuous stage early in the meeting.

Elected members can have more effective broad ranging discussion during the same time frame as the traditional council meeting with a revised structure. It is suggested a better format would be for the ordinary meeting to be closed as soon as the required decisions have been made. The general discussions would then be pursued in a [concept format](#) environment. The advantages of this approach are the opportunity for councillors to discuss issues of concern in an informal environment.

9. Summary

With most local governments, elected members need opportunities to discuss issues outside of the formal ordinary meeting process. The Department acknowledges this approach because those elected members that have the maximum opportunities for input will obtain the greatest satisfaction emanating from their time in local government.

The opportunity for input can be best gained through forums or committees of the full council.

Councils that wish to hold forums of either the concept or [agenda type](#) are encouraged to adopt rules and processes that are in line with these guidelines. This will assist with openness and accountability, minimise public criticism and lead to a more effective and efficient local government.

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

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12.2 Code of Conduct - Elected Members Committee Members and Candidates - Two Year Review

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments 1. Code of Conduct for Elected Members, Committee Members & Candidates [↓](#) 

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council endorse the Model Code of Conduct for Elected Members, Committee Members & Candidates.

IN BRIEF

In February 2021 changes to the *Local Government Act 1995* required all local governments to adopt a Model Code of Conduct for Elected Members, Committee Members & Candidates.

Council endorsed the code of conduct in March 2021. It is timely that the code of conduct is coming up to its two-year review, as it is also a requirement to review the code of conduct within a year of an election, which is being held in October 2023.

MATTER FOR CONSIDERATION

That Council consider endorsing the Model Code of Conduct for Elected Members, Committee Members & Candidates.

BACKGROUND

In March 2021, Council revoked the previous Shire of Quairading Code of Conduct for Elected Members and endorsed the new Code of Conduct for Council Members, Committee Members and Candidates for local government elections as per section 5.104 of the *Local Government Act 1995* (which was new legislation at the time).

The Code of Conduct is modelled off the *Local Government (Model Code of Conduct) Regulations 2021*.

The Model Code of Conduct sets standards for the behaviour and conduct of Elected Members, Committee Members and Candidates. Each local government must have an endorsed Code of Conduct that reflects the Model. A local government may add to the Model if it considers further requirements are warranted, but any such additions are not to be inconsistent with the Principles of the Model Code.

The Model Code also applies standards of conduct to candidates for local government elections. A complaint about a candidate may only be dealt with if they are elected.

With the upcoming election in October 2023, it is timely that the code of conduct is coming up to its two-year review.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.103. Model code of conduct for council members, committee members and candidates

- (1) Regulations must prescribe a model code of conduct for council members, committee members and candidates.
- (2) The model code of conduct must include —
 - (a) general principles to guide behaviour; and
 - (b) requirements relating to behaviour; and
 - (c) provisions specified to be rules of conduct.
- (3) The model code of conduct may include provisions about how the following are to be dealt with —
 - (a) alleged breaches of the requirements referred to in subsection (2)(b);
 - (b) alleged breaches of the rules of conduct by committee members.
- (4) The model code of conduct cannot include a rule of conduct if contravention of the rule would, in addition to being a minor breach under section 5.105(1)(a), also be a serious breach under section 5.105(3).
- (5) Regulations may amend the model code of conduct.

5.104. Adoption of model code of conduct

- (1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt* a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.

** Absolute majority required.*

- (2) Within 3 months after the day on which regulations amending the model code come into operation, the local government must amend* the adopted code of conduct to incorporate the amendments made to the model code.

** Absolute majority required.*

- (3) A local government may include in the adopted code of conduct requirements in addition to the requirements referred to in section 5.103(2)(b), but any additional requirements —
 - (a) can only be expressed to apply to council members or committee members; and
 - (b) are of no effect to the extent that they are inconsistent with the model code.
- (4) A local government cannot include in the adopted code of conduct provisions in addition to the principles referred to in section 5.103(2)(a) or the rules of conduct.
- (5) The model code is taken to be a local government's adopted code of conduct until the local government adopts a code of conduct.

- (6) An alleged breach of a local government’s adopted code of conduct by a candidate cannot be dealt with under this Division or the adopted code of conduct unless the candidate has been elected as a council member.
- (7) The CEO must publish an up-to-date version of a local government’s adopted code of conduct on the local government’s official website.

Local Government (Model Code of Conduct) Regulations 2021

POLICY IMPLICATIONS

Code of Conduct for Elected Members Committee Members and Candidates

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.4 Governance & Leadership:** Implement systems and processes that meet legislative and audit obligations
- 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 reviewed the relevant legislation to ensure the code of conduct is in line with statutory requirements.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low
Health	N/A
Reputation	Low <i>Model Code of Conduct has is a statutory requirement. Failure to adopt the Model Code will result in non-compliance with the Local Government Act and will increase Council’s reputational risk.</i>
Operations	Low <i>It is recommended that the code of conduct is reviewed biennially and within 12 months of an election.</i>
Natural Environment	N/A

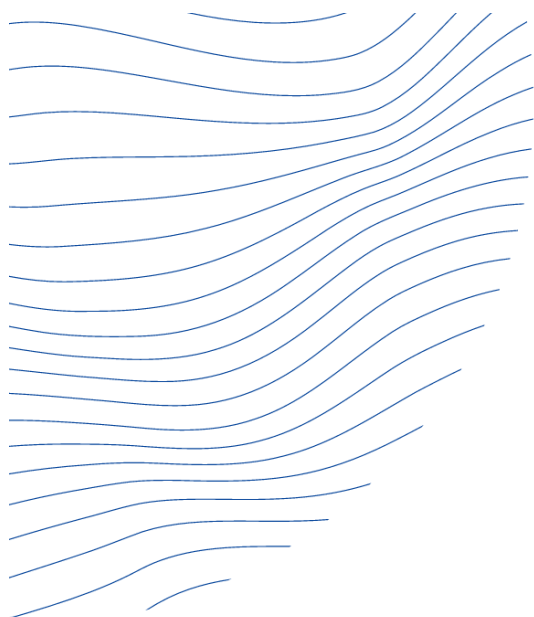
	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the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

Further information and guidelines are available on the DLGSC website.

<https://www.dlgsc.wa.gov.au/local-government/strengthening-local-government/public-consultations/local-government-act-review/priority-reforms/model-code-of-conduct>

Elected Members must comply with the provisions in the Model Code Regulations in fulfilling their roles and responsibilities in Council and on Council committees, as set out in the Act. The purpose of the Model Code is to guide the decisions, actions and behaviours of members, both in Council and on Council committees, and of candidates running for election as a Councillor.



CODE OF CONDUCT FOR ELECTED MEMBERS, COMMITTEE MEMBERS & CANDIDATES



CODE OF CONDUCT FOR ELECTED MEMBERS, COMMITTEE MEMBERS AND CANDIDATES



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DIVISION 1 – PRELIMINARY PROVISION

1. Citation

This is the Shire of Quairading's Code of Conduct for Councillors, Committee Members and Candidates.

2. Terms used

(1) In this code –

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this Code that are also used in the Act have the same meaning as they have in the Act, unless contrary intention appears.

DIVISION 2 – STANDARDS FOR RECRUITMENT OF CEOS

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should –

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should –

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

(3) A council member, committee member or candidate should –

- (a) treat others with respect, courtesy and fairness; and



- (b) respect and value diversity in the community.
- (4) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (c) base decisions on relevant and factually correct information; and
- (d) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (e) read all agenda papers given to them in relation to council or committee meetings; and
- (f) be open and accountable to, and represent, the community in the district.

DIVISION 3 – STANDARDS FOR REVIEW OF PERFORMANCE OF CEOs

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this Code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and



- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about allege breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.



- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

DIVISION 4 – RULES OF CONDUCT

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.



20. Relationship with local government employees

(1) In this clause —

local government employee means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.

(2) A council member or candidate must not —

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
- (c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
- (b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

21. Disclosure of information

(1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

(2) A council member must not disclose information that the council member —

- (a) derived from a confidential document; or
- (b) acquired at a closed meeting other than information derived from a non-confidential document.

- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
- interest** —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council 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.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

CODE OF CONDUCT FOR ELECTED MEMBERS, COMMITTEE MEMBERS AND CANDIDATES



(7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Record of Standard Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Graeme Fardon	25/3/21	142-20/21	New Legislation	March 2023	
02	Nicole Gibbs			Review before election/biennial review		

12.3 Temporary Employment or Appointment of CEO Policy

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments 1. Temporary Employment or Appointment of CEO Policy [↓](#) 

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council adopt the reviewed Temporary Employment or Appointment of CEO Policy.

IN BRIEF

In accordance with section 5.39C of the *Local Government Act 1995*, Council must have a policy that sets out the process to be followed the Shire in relation to the employment of a person to act in the position of Chief Executive Officer (CEO) when the CEO takes leave for a period longer than 48 hours.

MATTER FOR CONSIDERATION

That Council consider adopt the reviewed Temporary Employment or Appointment of CEO Policy.

BACKGROUND

It is a statutory requirement under the *Local Government Act 1995* section 5.39C and the *Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations)* for Council to have a Policy relating to the Temporary Employment or Appointment of the CEO.

Due to staff changes, it is timely that the Policy has been reviewed and now clearly outlines the process to be followed by Council in relation to when Council employs a person to act in the position of CEO.

The update allows for all Executive Managers to have an opportunity on a rotational basis as the acting CEO. The previous Policy allowed the Executive Manager of Corporate Services to Act only. The new Policy updates allow more consideration and flexibility to be made in the decision.

The adoption of the reviewed policy will ensure compliance with the relevant sections of the *Local Government Act 1995* and provide clear direction on temporary arrangements for CEO employment.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.36. Local government employees

- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) Believes that the person is suitably qualified for the position; and
 - (b) Is satisfied* with the provisions of the proposed employment contract.

** Absolute majority required.*

5.37. Senior employees

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

5.39. Contracts for CEO and senior employees

- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.
 - (1a) Despite subsection (1) —
 - (a) An employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting;

5.39C. Policy for temporary employment or appointment of CEO

- (1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following —
 - (a) The employment of a person in the position of CEO for a term not exceeding 1 year;
 - (b) The appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

** Absolute majority required.*

- (2) A local government may amend* the policy.

** Absolute majority required.*

- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.

[Section 5.39C inserted: No. 16 of 2019 s]

Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations)

POLICY IMPLICATIONS

Temporary Employment or Appointment of CEO Policy

FINANCIAL IMPLICATIONS

Council budgets for higher duties to be paid should an Executive Manager be selected to act in the CEO position for known short periods of leave being taken by the CEO.

In the case of longer periods of leave, an experienced local government practitioner has been employed to undertake the Acting CEO’s position in the past.

There are financial implications if the CEO’s leave is unforeseen (i.e. unexpected serious illness) when existing executive staff resources do not allow an officer to undertake “higher duties” for a longer period.

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

There was no need for consultation on the development of this Policy.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Unqualified, unskilled and/or inexperienced Shire personnel increase work health and safety risks.

RISK ASSESSMENT

	Option 1
Financial	Medium <i>In the event that the CEO leave is unforeseen there could be significant financial implications of paying an Executive Manager at a “higher duties” wage.</i>
Health	N/A
Reputation	Low <i>It is a statutory requirement to have a Temporary Employment or Appointment of CEO Policy.</i>
Operations	Low This Policy requires to be reviewed every two years.
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.



TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO POLICY

OBJECTIVE

To establish policy, in accordance with Section 5.39C of the *Local Government Act 1995* ('the Act'), that details the Shire of Quairading's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

SCOPE

This policy applied to the statutory position of Chief Executive Officer (CEO) of the Shire of Quairading.

DEFINITIONS

Acting CEO means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.

Temporary CEO means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

POLICY

1 Acting and temporary CEO requirements and qualifications

- 1.1 When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.
- 1.2 Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of Executive Manager, Corporate Services, Executive Manager of Works & Services and Executive Manager of Economic Development are considered suitably qualified to perform the role of Acting or Temporary CEO.
- 1.3 A person appointed to act in the position of the Executive Manager, Corporate Services, Executive Manager of Works & Services or Executive Manager, Economic Development is not included in the determination set out in Clause 2.3



2 Appoint Acting CEO – Planned and unplanned leave for periods of up to six weeks

- 2.1 The CEO is authorised to appoint the Executive Manager, Corporate Services, Executive Manager, Works & Service or Executive Manager, Economic Development in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding six weeks. The selection will be subject to the Executive Manager's performance and availability and operational requirements. The intent is to ensure equitable access to the professional development opportunity.
- 2.2 All Executive Managers will be given the opportunity to Act on a rotational basis. The Executive Manager is not compelled to accept the Acting position. If the offer is rejected, the offer is extended to the next Executive Manager in line.
- 2.3 The CEO must appoint an Acting CEO for any leave periods greater than 48 hours and less than six weeks.
- 2.4 The CEO is to immediately advise all Council Members when and for what period of time the selected Executive Manager is appointed as Acting CEO.
- 2.5 If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with 1.2, then Council may select the Executive Manager.
- 2.6 Council may, by resolution, extend an Acting CEO period under subclause 2.3 beyond six weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

3 Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months

- 3.1 This clause applies to the following periods of extended leave:
 - 3.1.1 Substantive CEO's extended planned leave which may include accumulated annual leave, long service leave or personal leave; and
 - 3.1.2 Substantive CEO's extended unplanned leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- 3.2 The Council will, by resolution, appoint an Acting CEO for periods greater than six weeks but less than 12 months, as follows:
 - 3.2.1 Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - 3.2.2 Conduct an external recruitment process in accordance with clause 4.1.3.

4 Appoint Temporary CEO – Substantive Vacancy

- 4.1 In the event that the substantive CEO's employment with the Shire of Quairading is ending, the Council when determining to appoint a Temporary CEO may either:
 - 4.1.1 By resolution, appoint the Executive Manager, Corporate Services, Executive Manager, Works & Services or Executive Manager, Economic Development as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or

TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO POLICY



- 4.1.2 By resolution, appoint Executive Manager, Corporate Services, Executive Manager, Works & Services or Executive Manager, Economic Development as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
- 4.1.3 Following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- 4.2 The President will liaise with the selected Executive Manager to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- 4.3 The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from Executive Management or the Executive Officer.

5 Remuneration and conditions of Acting or Temporary CEO

- 5.1 Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 100% of the cash component only of the substantive CEO’s total reward package.
- 5.2 Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- 5.3 Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

GUIDELINES


Local Government Act 1995

STATUTORY ENVIRONMENT

Local Government Act 1995

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Graeme Fardon	29/04/21	166-20/21	New legislation		
02	Nicole Gibbs	29/09/22	63 - 22/23	Biennial Review	Sept 24	
03	Nicole Gibbs			Change of staff		

12.4 Shire of Quairading IT Audit Service Report**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments**

1. 2018 IT Audit Report [↓](#) 
2. IT Support Agreement 2022-2026 between the Shire of Quairading and Wallis Computer Solutions (confidential)

Voting Requirements Simple Majority**Disclosure of Interest** Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That the process of engaging an IT consultant to conduct IT audits be made redundant, now that these audits form a part of the IT contract and so are a component of core business.

IN BRIEF

In August 2018 Council engaged Focus Network to conduct an IT Audit of the IT environment.

This audit should have been conducted on a regular basis to ensure that the findings of the report had been rectified, though there is no evidence of any follow up audits being conducted. The audit has been attached to remind Councillors of the report (Attachment [1]).

As part of the new contract with Wallis Computer Solutions (WCS), WCS are compelled to conduct internal audits on a regular basis as routine maintenance.

Council officers are recommending to Council that engaging an external consultant to conduct IT audits are no longer necessary.

MATTER FOR CONSIDERATION

That Council considers removing the requirement to conduct IT audits, now that these audits form a part of the IT contract and so are a component of core business.

BACKGROUND

In August 2018, Council engaged Focus Networks to conduct a full audit of the Shire's IT environment and provide findings to Council for the purpose of planning for the budget.

As part of the recommendation the IT audit should have been conducted on a regular basis (annually). There were several findings that came from the audit, but there was no follow up audit conducted 12 months later to ensure the findings were rectified. Perhaps this was deemed unnecessary at the time for internal reasons.

While having an external consultant conduct an IT audit was valuable in 2018 because the IT provider that was engaged was not providing a quality service to the Shire, there is no longer a reason to conduct the audit. Previously, there was no formal contract in place with the IT provider, so the IT provider was under no contractual obligation to respond to the audit findings.

Last year officers engaged Wallis Computer Solutions (WCS) under formal contract (Confidential Attachment 2). As a component of that contract, WCS is now compelled to:

1. Provide consultancy services to review current IT systems and suggest improvements
2. Monitor the performance of the network
3. Complete an annual IT assessment of the network
4. Provide a monthly management report on network
5. Weekly remote management & audit/security review

Council officers are recommending to Council that the IT audit no longer needs to be conducted by an external consultant, because it is now being performed internally by WCS.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Council has a formal contract with WCS where a fee is paid for all Councils IT requirements. Relinquishing the requirement for an external consultant will remove unnecessary costs for Council.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Having the IT audit conducted internally saves on consultancy costs for Council. It is unnecessary to be paying both a consultant and WCS to provide this service.</i>
Health	N/A
Reputation	Low
Operations	Low

	<i>It creates unnecessary work for Council officers to engage a consultant to carry out an external IT audit.</i>
Natural Environment	N/A

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

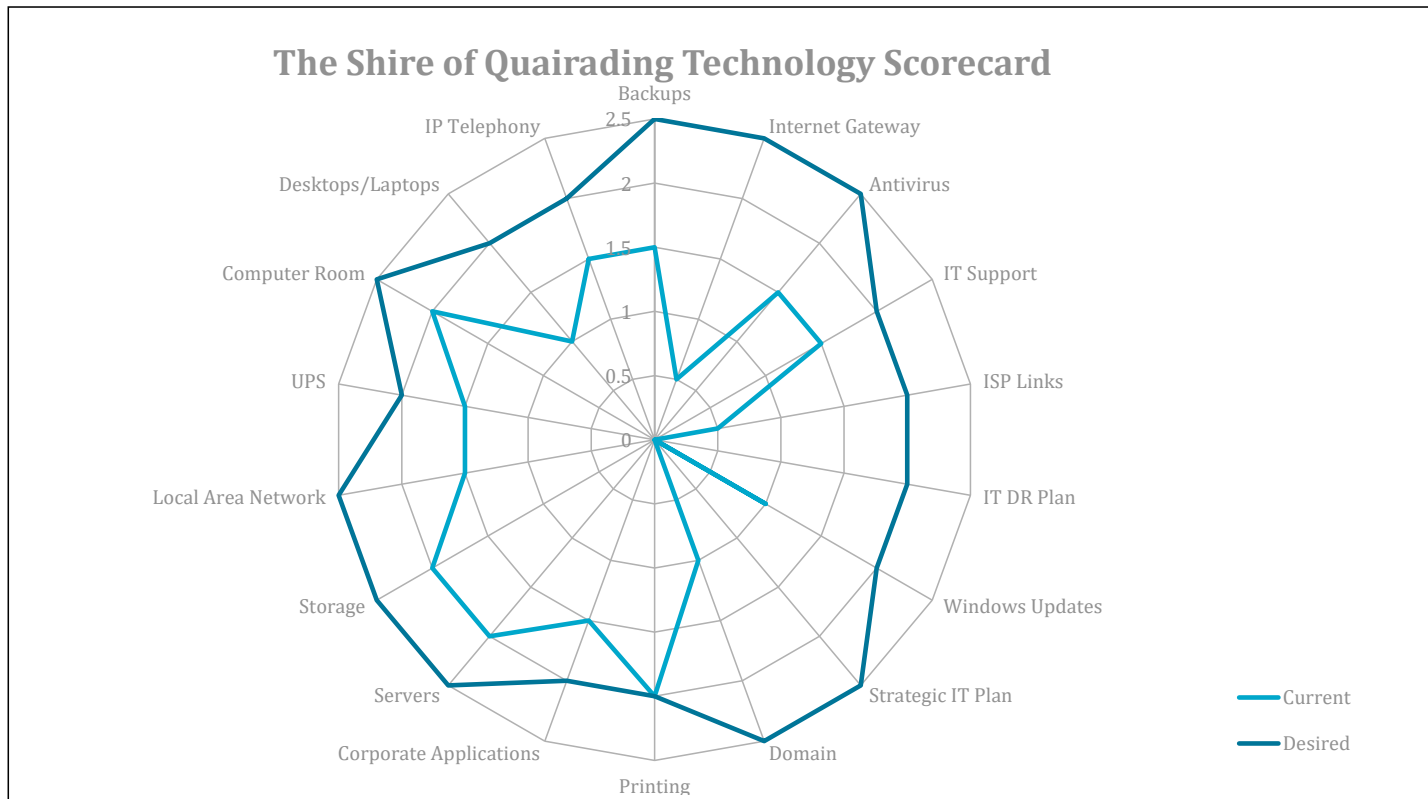
COMMENT

Nil.



The Shire of Quairading Technology Scorecard

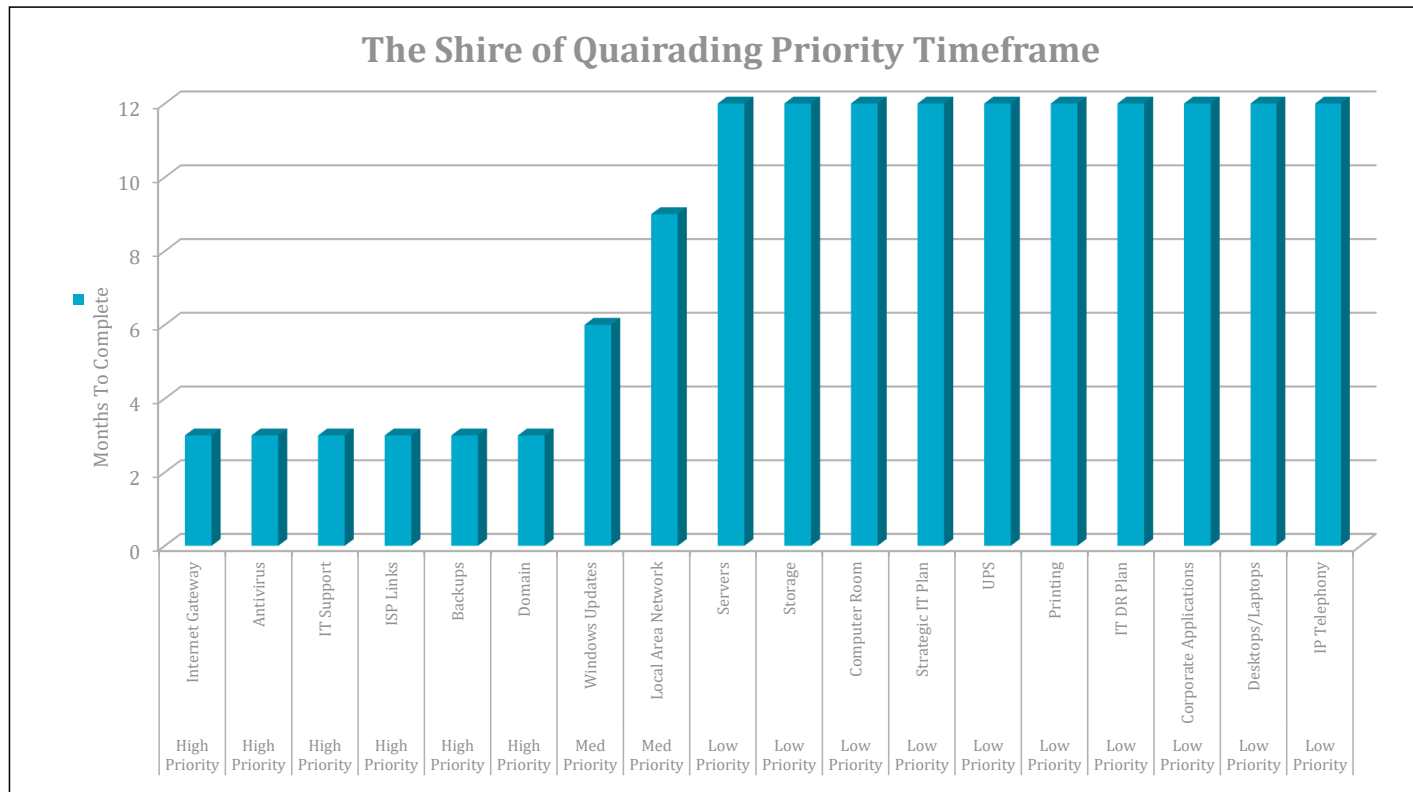
The graph below gives a snapshot of the current IT infrastructure compared to the desired scenario.





The Shire of Quairading Priority Timeframe


The graph below highlights core IT areas to be addressed based on level of priority.



12.5 Senior Employee Policy

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments 1. Senior Employee Policy [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council adopt the Senior Employee Policy.

IN BRIEF

Under section 5.39C of the *Local Government Act 1995* Council is required to adopt a Policy relating to the Temporary Employment or Appointment of the CEO.

The Policy outlines the process to be followed by Council in relation to when Council employs a person to be in the position of CEO for a term not exceeding one year and the appointment of a current Senior Employee to act in the position of CEO for a term not exceeding one year.

It is timely that the Senior Employee Policy has come to its biennial review, as there has been a change in title for one Senior Employee. The Policy has been edited to reflect this change and to make the information consistent between both the Temporary Employment or Appointment of the CEO Policy, and the Senior Employee Policy.

MATTER FOR CONSIDERATION

That Council consider adopting the Senior Employee Policy.

BACKGROUND

In accordance with section 5.39C of the *Local Government Act 1995*, it is a statutory requirement to adopt a policy that sets out the process to follow by the Shire in relation to the employment of a senior employee in the acting position of Chief Executive Officer (CEO) for a term not exceeding one year.

Council is required to have a Policy that clearly states what positions within the organisation that are considered "Senior Employees" to ensure transparency across the organisation. There are many statutory and organisational requirements that must be met with reference to Senior Employees such as:

1. Who can be appointed as the Acting CEO.
2. The dismissal or recruitment of a Senior Employee by resolution through a Council meeting.
3. The way of which a vacant position of a Senior Employee must be advertised.
4. The specific contractual length, agreements and allowances.

It is timely that the Senior Employee Policy is reviewed at the same time as the Temporary Employment or Appointment of the CEO Policy to ensure the information contained in both is consistent.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.37. Senior employees

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.
- (3) Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.
- (4A) Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.
- (4) For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed.

[Section 5.37 amended: No. 49 of 2004 s. 45 and 46(4); No. 17 of 2009 s. 22.]

5.39. Contracts for CEO and senior employees

- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.
- (1a) Despite subsection (1) —
 - (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and
 - (b) a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.
- (2) A contract under this section —
 - (a) in the case of an acting or temporary position, cannot be for a term exceeding one year;
 - (b) in every other case, cannot be for a term exceeding 5 years.
- (3) A contract under this section is of no effect unless —
 - (a) the expiry date is specified in the contract; and
 - (b) there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and
 - (c) any other matter that has been prescribed as a matter to be included in the contract has been included.

- (4) A contract under this section is to be renewable and subject to subsection (5), may be varied.
- (5) A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.
- (6) Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.
- (7) A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7A.
- (8) A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO.

[Section 5.39 amended: No. 49 of 2004 s. 46(1)-(3); No. 2 of 2012 s. 13 (correction to reprint: Gazette 28 Mar 2013 p. 1317).]

5.39C. Policy for temporary employment or appointment of CEO

- (1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following —
 - (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
 - (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

** Absolute majority required.*

- (2) A local government may amend* the policy.

** Absolute majority required.*

- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.

[Section 5.39C inserted: No. 16 of 2019 s. 22.]

Local Government (Administration) Amendment Regulations 2021

POLICY IMPLICATIONS

Senior Employees Policy

Temporary Employment or Appointment of CEO Policy

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Unqualified, unskilled and/or inexperienced Shire personnel increase work health and safety risks.

RISK ASSESSMENT

	Option 1
Financial	Low
Health	N/A
Reputation	Low <i>This policy assists Council and the public to understand the statutory obligations related to senior employees.</i>
Operations	Low <i>The policy requires to be reviewed every two years.</i>
Natural Environment	N/A

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

COMMENT

Nil.

SENIOR EMPLOYEES' POLICY



SENIOR EMPLOYEES' POLICY

PURPOSE

To ensure the Shire of Quairading complies with the *Local Government Act 1995* in relation to employee appointments.

OBJECTIVE

To recognise the Senior Employee designations under the current Organisation Structure.

POLICY

Under the provisions of Sections 5.37 (1) of the *Local Government Act 1995*, Council has designated the following positions to be classified as 'Senior Employees' for the purpose of the Act: -

- (a) Chief Executive Officer
- (b) Executive Manager, Corporate Services
- (c) Executive Manager, Works & Services
- (d) Executive Manager, Economic Development

GUIDELINES

Sections 5.37 of the *Local Government Act 1995*.


STATUTORY ENVIRONMENT

Local Government Act 1995

SENIOR EMPLOYEES' POLICY



Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Graeme Fardon	Aug 1996	071-96/97	New Policy	Adopted	
02	Graeme Fardon	26/02/98	315-97/98	Reviewed		
03	Graeme Fardon	27/09/18	41-18/19	<i>Policy Review Project – 6/09/2018</i>		
04	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review	Dec 2022	
05	Graeme Fardon	19/04/21	166-20/21	Review Senior Employee Designation	April 2023	
06	Nicole Gibbs			Biennial review		

12.6 Councillor Meeting Sitting Fees**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments** 1. Determination of the Salaries and Allowances Tribunal on Local government CEO's & Elected Members - 6 April 2023 [↓](#) **Voting Requirements** Absolute Majority**Disclosure of Interest** Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council:

1. Set the following Elected Members Meeting Fees and Allowances for the 2023/2024 Year in accordance with Band 4 of the Salaries and Allowances Tribunal Determination:

Shire President – Council Meeting	\$460.00 per Meeting
Shire President – Committee & Prescribed Meetings	\$80.00 per Meeting
Councillors – Council Meeting	\$225.00 per Meeting
Councillors – Committee & Prescribed Meetings	\$80.00 per Meeting

2. Shire President's Allowance be set at \$1,100.00 per annum

IN BRIEF

Councillors are paid a sitting fee for attending Council, Committee or prescribed meetings as outlined in the *Local Government Act 1995* (the Act) and *Local Government (Administration) Regulations 1996*. According to the Act, all Council, Committee and prescribed meetings are entitled to being paid regardless of whether the meeting is a special meeting or a scheduled meeting.

Council sitting fees are calculated by the Tribunal not only on the meeting attendance, but also the time that it takes elected members to prepare for meetings and any other responsibilities Elected Members are required to carry out in Council, Committee or prescribed meetings.

This paper has been prepared in accordance with the preamble and Parts 6 and 7 of the *Western Australia Salaries and Allowances Act 1975* April 2023 Determination of the salaries and allowances tribunal on local government Chief Executive Officers and Elected Members Pursuant to section 7a and 7b. (Attachment [1]).

MATTER FOR CONSIDERATION

That Council consider the following:

1. Setting the following Elected Members Meeting Fees and Allowances for the 2023/2024 financial year in accordance with Band 4 of the Salaries and Allowances Tribunal Determination 2023:

Shire President – Council Meeting	\$460.00 per Meeting
Shire President – Committee & Prescribed Meetings	\$80.00 per Meeting
Councillors – Council Meeting	\$225.00 per Meeting
Councillors – Committee & Prescribed Meetings	\$80.00 per Meeting

2. Shire President's Allowance be set at \$1,100.00 per annum

BACKGROUND

Pursuant to section 5.98(1)(b) of the 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 range determined in section 6.2 of this Part for council meeting attendance fees.

Pursuant to section 5.98(1)(b) and (2A)(b) of the Act, a Council Member who attends a Committee Meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending Committee Meetings or, as the case requires, meetings of that type.

Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations –

1. A meeting of a WALGA Zone, where the Council Member is representing a local government as a delegate elected or appointed by the local government.
2. A meeting of a Regional Road Group established by Main Roads Western Australia, where the Council Member is representing a local government as a delegate elected or appointed by the local government.
3. A Council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government.
4. A meeting other than a Council or Committee meeting where the Council Member is attending at the request of a Minister of the Crown who is attending the meeting.
5. A meeting other than a Council Meeting or Committee Meeting where the Council Member is representing a local government as a delegate elected or appointed by the local government.

Pursuant to section 5.99 of the Act, a local government or regional local government may decide by an absolute majority that instead of paying Council Members an attendance fee referred to in section 5.98(1) of the Act, it will pay all Council Members who attend Council or Committee Meetings a fee set within the range for annual fees.

Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a Council Member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –

1. The person who organises the meeting pays the Council Member a fee for attending the meeting; or
2. The Council Member is paid an annual fee in accordance with section 5.99 of the Act; or
3. The Council Member is deputising for a Council Member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the Act.

In determining the fees, the Tribunal has considered a range of factors including –

1. The time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with Council staff and community members.
2. The role of the Council Member, Mayor or President including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation.
3. Particular responsibilities associated with the types of meetings attended.
4. Responsibilities of a Mayor, President or Chair to preside over meetings.
5. The relative “size” of the local government as reflected in the Tribunal’s local government banding model.

The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the Act.

The Tribunal continues to apply the four band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.

In reviewing the band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change band classification. The Tribunal considers no change is warranted for any local government at this time.

The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 1.5%, rounded to the nearest \$5. The Tribunal considered this appropriate given the expectation of a degree of voluntary service as an elected member, and as fees and allowances are not intended to be full time salaries.

The Tribunal received submissions requesting changes to annual allowances provided to elected members in lieu of expenses. The annual allowance for travel and accommodation expenses has been increased to \$100. All other allowances remain unchanged.

Clarity had been sought on the annual allowance for ICT expenses. The annual allowance is intended to provide councils with flexibility and recognises the varied scenarios and preferences local governments may have in providing ICT to elected members, to enable them to undertake their duties.

If an annual ICT allowance is preferred over reimbursement of costs, Councils must calculate, with consideration to their internal policies and procedures, including asset management, an amount within the ICT allowance range (currently \$500 - \$3,500) that considers the total cost of ICT and ensures payment will not result in a windfall gain for Council Members.

It is not intended for the maximum ICT allowance to be paid in addition to providing equipment and hardware.

Councillors are currently provided with a laptop and ICT set up so this provision has not been considered in previous annual budgets.

It is emphasised that fees and allowances, in lieu of reimbursement of expenses, provided to Elected Members are not considered payment for work performed in a manner akin to regular employment arrangements. Elected Members are provided these fees and allowances to recognise the commitment of their time and to ensure there are no out of pocket expenses 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.

Annual Allowance for Elected Members

The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a Council Member a fee referred to in section 5.98(1)(b) of the Act for attendance at a council meeting.

Table 4: Council meeting fees per meeting – local governments

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$640	\$825	\$640	\$1,240
2	\$390	\$610	\$400	\$815
3	\$205	\$430	\$205	\$660
4	\$95	\$250	\$95	\$510

Table 5: Council meeting fees per meeting – regional local governments

For a council member other than the chair			For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$95	\$250	\$95	\$510

The ranges of fees in Table 6 and Table 7 apply where a local government or regional local government decides to pay a council member a fee referred to in – (a) section 5.98(1)(b) of the Act for attendance at a committee meeting; or (b) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$325	\$415
2	\$195	\$305
3	\$100	\$215
4	\$50	\$125

Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments

For a council member (including the chair)		
	Minimum	Maximum
All regional local governments	\$50	\$125

The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying Council Members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all Council Members who attend Council, Committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$25,600	\$32,960	\$25,600	\$49,435
2	\$15,470	\$24,170	\$15,470	\$32,410
3	\$8,000	\$17,030	\$8,000	\$26,370
4	\$3,735	\$9,890	\$3,735	\$20,325

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments

For a council member other than the chair			For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,870	\$10,990	\$2,055	\$16,480

Annual Allowance for a Mayor, President, Chair, Deputy Mayor, Deputy President and Deputy Chair

Pursuant to section 5.98(5) of the 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 in section 7.2 of this Part.

Pursuant to section 5.98A(1) of the Act, a local government or regional local government may decide, by an absolute majority, to pay the Deputy Mayor or Deputy President of the local government, or the Deputy Chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the Mayor or President of the local government, or the Chair of the regional local government, is entitled under section 5.98(5) of the Act. This allowance is in addition to any fees or reimbursement of expenses payable to the Deputy Mayor, Deputy President or Deputy Chair under section 5.98 of the Act.

In determining the allowances set out in this Part, the Tribunal has considered a range of factors including the following –

1. The leadership role of the Mayor, President or Chair.
2. The statutory functions for which the Mayor, President or Chair is accountable.
3. The ceremonial and civic duties required of the Mayor, President or Chair, including local government business related entertainment.

4. The responsibilities of the Deputy Mayor, Deputy President or Deputy Chair when deputising.
5. The relative “size” of the local government as reflected in the Tribunal’s local government banding model.
6. The civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a Mayor or President is entitled under section 5.98(5) of the LG Act.

The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.

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

For a mayor or president		
Band	Minimum	Maximum
1	\$53,330	\$93,380
2	\$16,000	\$65,915
3	\$1,070	\$38,450
4	\$535	\$20,875

Table 11: Annual allowance for a chair of a regional local government

For a chair		
	Minimum	Maximum
All regional local governments	\$535	\$20,875

Annual allowance for a Deputy Mayor, Deputy President or Deputy Chair

The percentage determined for the purposes of section 5.98A(1) of the Act is 25 per cent.

If the office of Mayor or President is vacant under section 5.34(a) of the Act, and the deputy performs the functions of Mayor or President for a continuous period of no less than four months, the Deputy will be entitled to receive the Mayor or President allowance according to the applicable local government band.

If the Deputy performs the functions of Mayor or President for a continuous period of no less than four months, the Deputy will be entitled to receive the Mayor or President allowance according to the applicable local government band. This can be applied retrospectively, in instances where an initial short-term period of acting becomes a continuous period of acting for four months or more.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The allowance set by Council will be allocated in the 2023/24 financial year budget.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Council officers spoke to surrounding Councils to compare the allowance received by Elected Members and Councillors.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>This report is in preparation for the new financial year.</i>
Health	N/A
Reputation	Low <i>It is a legislative requirement for Elected Members meeting fees and the Shire President’s allowance to be within the stated range of Band 4 Councils.</i>
Operations	Low <i>Payment of Councillors meeting fees and annual Shire President’s allowance are included in normal operations of Council. Annual statement of meeting fees paid to each Councillor are issued for income tax declaration purposes.</i>
Natural Environment	N/A

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

COMMENT

In previous years Council has opted not to be paid an annual salary, but rather be paid on a ‘per meeting’ basis. Officers’ recommendation assumes Council would like to continue with this model.

Previous conversations about the acceptable remuneration for Elected Members have resulted in less than unanimous agreement across Council. Therefore, officers conducted simple research into remuneration pertaining to other ‘like’ sized local governments.

The remuneration for the Shire of Quairading for the current financial year is as follows:

Shire of Quairading

Councillor Meeting Attendance Fee (per meeting)	\$220.00
Committee Meeting Attendance Fee (per meeting)	\$78.00
President Meeting Attendance Fee (per meeting)	\$451.00
Presidents Allowance	\$526.00

Other Councils of a similar size to Quairading remunerate as follows (please note these figures are based on the 2022 Tribunal determination).

Shire of Cunderdin

Councillor Meeting Attendance Fee (per meeting)	\$238.00
Committee Meeting Attendance Fee (per meeting)	\$118.00
President Meeting Attendance Fee (per meeting)	\$490.00
Presidents Allowance	\$1,500.00

Shire of Bruce Rock

Councillor Meeting Attendance Fee (per meeting)	\$93.00
Committee Meeting Attendance Fee (per meeting)	\$47.00
President Meeting Attendance Fee (per meeting)	\$502.00
Presidents Allowance	\$14,494.00

Shire of Tammin

Councillor Meeting Attendance Fee (per meeting)	\$120.00
Committee Meeting Attendance Fee (per meeting)	\$50.00
President Meeting Attendance Fee (per meeting)	\$240.00
Presidents Allowance	\$3000.00

Council may consider that comparative to other 'like' Councils the Shire President is being significantly under compensated for the work that he carries out.

As the tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 1.5% and rounded to the nearest \$5, Council Officers are that the Councillor sitting fees are increased to reflect this change.

WESTERN AUSTRALIA
SALARIES AND ALLOWANCES ACT 1975
DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL
ON LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS

Pursuant to Section 7A and 7B

6 April 2023

PREAMBLE

Statutory Context

1. 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".
2. 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.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

Considerations

4. The Tribunal has considered 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).
5. 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.

6. Eleven submissions were received. All submissions received were considered within the Tribunal's deliberations.

Band allocation model

7. The Tribunal continues to apply the four Band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
8. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated Band. 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.

Christmas and Cocos Islands

9. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
10. This inquiry reviewed remuneration provided by the Shires of Christmas and Cocos (Keeling) Islands.

CONCLUSIONS

11. The Tribunal has determined that CEO remuneration Bands be increased by 3.5%. The Tribunal considered this appropriate given the economic conditions, the wider public service framework and the mandatory 0.5% superannuation increase from July 2023.
12. The Tribunal notes that each local government must set remuneration within the band to which it is allocated. Any increase, within the bands, must be determined by each local government through its own assessment of whether changes are justified.
13. In reviewing the band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change band classification. The Tribunal considers no change is warranted for any local government at this time.
14. When establishing eligibility for a Regional/Isolation Allowance and the rates as part of the 2012 inquiry, the Tribunal considered the District Allowance (Government Officers) General Agreement 2010 amount and boundaries. The Tribunal also considered the regional price index, isolation as measured by the Accessibility/Remoteness Index of Australia, climate as measured by the Bureau of Meteorology's Relative Strain Index, and market and recruitment pressures in these regions. Specific issues associated with a Local Government brought to the

Tribunal's attention through either submissions or the Tribunal's meetings was also considered.

15. A formula was developed using maximum district allowance rates, market recruitment pressures, and an additional allowance based on specific local issues. The quantum of this formula and boundary has been reviewed in previous inquiries, and again in this inquiry with the Tribunal determining it remains as the most appropriate method for determining eligibility and rates for the Regional/Isolation Allowance.
16. The Regional/Isolation Allowance rates have been reviewed and increased up to a maximum of \$10,000, reflecting market conditions and pressures.
17. The application of motor vehicles provided to Chief Executive Officers as a tool of the trade is being reviewed to determine if it should be applied to a wider group of regional local governments.
18. The reimbursement of motor vehicle expenses for members has been updated to reflect application of the 1600cc Motor Vehicle Allowance (MVA) rate under the *Local Government Officers' (Western Australia) Award 2021* for members seeking reimbursement for use of their personal Electric Vehicle. This follows advice received from Government Sector Labour Relations, Department of Mines, Industry Regulation and Safety. The Tribunal is keeping abreast of changes to the MVA rates as they relate to Electric Vehicles and will update the determination accordingly should these be amended in the future.
19. The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 1.5%, rounded to the nearest \$5. The Tribunal considered this appropriate given the expectation of a degree of voluntary service as an elected member, and as fees and allowances are not intended to be full time salaries.
20. The Tribunal received submissions requesting changes to annual allowances provided to elected members in lieu of expenses. The annual allowance for travel and accommodation expenses has been increased to \$100. All other allowances remain unchanged.
21. Clarity had been sought on the annual allowance for ICT expenses. The annual allowance is intended to provide councils with flexibility and recognises the varied scenarios and preferences local governments may have in providing ICT to elected members, to enable them to undertake their duties.
22. If an annual ICT allowance is preferred over reimbursement of costs, councils must calculate, with consideration to their internal policies and procedures, including asset management, an amount within the ICT allowance range (currently \$500 - \$3,500) that considers the total cost of ICT and ensures payment will not result in a windfall gain for council members. It is not intended for the maximum ICT allowance to be paid in addition to providing equipment and hardware.
23. It is emphasised that fees and allowances, in lieu of reimbursement of expenses, provided to elected members are not considered payment for work performed in a manner akin to regular employment arrangements. Elected members are provided these fees and allowances to

recognise the commitment of their time and to ensure there are no out of pocket expenses 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.

24. The explanatory notes have been updated providing clarity on instances where a deputy is performing the functions of a mayor or president.

The Determination will now issue.

**DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS
AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF THE
SALARIES AND ALLOWANCES ACT 1975**

PART 1: INTRODUCTORY MATTERS

This Part deals with some matters that are relevant to the determination generally.

1.1 Short title

This determination may be cited as the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2023*.

1.2 Commencement

This determination comes into operation on 1 July 2023.

1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to
 - a. Chief Executive Officers (CEOs);
 - b. Acting Chief Executive Officers; and
 - c. Elected Members
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995*

(‘the LG Act’) Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.

- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.
- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local governments and to remunerate them for the performance of the duties associated with their office.
- (9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to elected members.

1.4 Terms used

In this determination, unless the contrary intention appears -

chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

committee meeting means a meeting of a committee of a council where the committee comprises –

- (a) council members only; or
- (b) council members and employees of the local government or regional local government;

council, in relation to:

- (a) a local government, means the council of the local government;

- (b) a regional local government, means the council of the regional local government;

council member, in relation to:

- (a) a local government –
 - (i) means a person elected under the LG Act as a member of the council of the local government; and
 - (ii) includes the mayor or president of the local government;
- (b) a regional local government –
 - (i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
 - (ii) includes the chair of the regional local government;

LG Regulations means the *Local Government (Administration) Regulations 1996*;

mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

president means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

PART 2: TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 GENERAL

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
 - (a) Base salary;
 - (b) Annual leave loading;
 - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO);
 - (d) Association membership fees;
 - (e) Attraction/retention allowance, not being provided under Part 3;
 - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
 - (g) Cash bonus and performance incentives;
 - (h) Cash in lieu of a motor vehicle;
 - (i) Fitness club fees;
 - (j) Grooming/clothing allowance;
 - (k) Health insurance;
 - (l) School fees and/or child's uniform;
 - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions);
 - (n) Travel or any other benefit taken in lieu of salary;
 - (o) Travel for spouse or any other member of family;
 - (p) Unrestricted entertainment allowance;
 - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
 - (r) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.
- (4) The only exclusions from the TRP are:
 - (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the

provision of a motor vehicle or accommodation are to be included as part of the TRP);

- (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
- (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 LOCAL GOVERNMENT CLASSIFICATION

- (1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

Table 1: Local government band classification – Total Reward Package range

Band	Total Reward Package
1	\$265,616 - \$404,488
2	\$219,071 - \$340,778
3	\$167,533 - \$276,327
4	\$136,023 - \$213,356

- (2) Local governments have been classified in Schedule 1.
- (3) Regional local government Councils have been classified in Table 2 below.

Table 2: Regional local government councils band classification

Regional Local Government Councils	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Southern Metropolitan Regional Council	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

- (4) A person who holds a dual appointment of the CEO of the Shire of East Pilbara and the CEO of the Pilbara Regional Council, shall be entitled to receive a TRP range equivalent to the Band 2 range (\$219,071 - \$340,778).

PART 3: REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.

3.1 GENERAL

- (1) Local governments listed in Table 3 in this Part may provide a Regional/Isolation Allowance to a CEO, in addition to the CEO's Total Reward Package, in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 DETERMINING APPROPRIATENESS AND RATE OF ALLOWANCE

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the Local Government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the Local Government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
 - a) *Remoteness* - issues associated with the vast distances separating communities within a Local Government or the distance of the Local Government from Perth or a Regional Centre.
 - b) *Cost of living* - the increased cost of living highlighted specifically in the Regional Price Index.
 - c) *Social disadvantage* - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced

lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.

- d) *Dominant industry* - the impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.
- e) *Attraction/retention* - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.
- f) *Community expectations* - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

3.3 REGIONAL/ISOLATION ALLOWANCE

Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

Table 3: Regional/Isolation Allowance

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$55,000
Broome Shire	\$45,000
Carnamah Shire	\$38,600
Carnarvon Shire	\$38,600
Chapman Valley Shire	\$38,600
Christmas Island Shire	\$90,000
Cocos (Keeling) Islands Shire	\$90,000
Coolgardie Shire	\$38,600
Coorow Shire	\$38,600
Cue Shire	\$50,000
Derby-West Kimberley Shire	\$55,000
Dundas Shire	\$38,600
East Pilbara Shire	\$55,000
Esperance Shire	\$32,200
Exmouth Shire	\$45,000
Greater Geraldton City	\$32,200
Halls Creek Shire	\$75,000
Irwin Shire	\$38,600
Jerramungup Shire	\$32,200
Kalgoorlie-Boulder City	\$38,600
Karratha City	\$70,000

Local Government	Maximum Regional/Isolation Allowance Per Annum
Kent Shire	\$12,900
Kondinin Shire	\$12,900
Kulin Shire	\$12,900
Lake Grace Shire	\$12,900
Laverton Shire	\$50,000
Leonora Shire	\$50,000
Meekatharra Shire	\$50,000
Menzies Shire	\$38,600
Merredin Shire	\$12,900
Mingenew Shire	\$38,600
Morawa Shire	\$38,600
Mount Magnet Shire	\$38,600
Mount Marshall Shire	\$12,900
Mukinbudin Shire	\$32,200
Murchison Shire	\$38,600
Narembeen Shire	\$12,900
Ngaanyatjarraku Shire	\$50,000
Northampton Shire	\$38,600
Nungarin Shire	\$12,900
Perenjori Shire	\$38,600
Port Hedland Town	\$70,000
Ravensthorpe Shire	\$38,600
Sandstone Shire	\$38,600
Shark Bay Shire	\$45,000
Three Springs Shire	\$38,600
Upper Gascoyne Shire	\$50,000
Westonia Shire	\$32,200
Wiluna Shire	\$50,000
Wyndham-East Kimberley Shire	\$55,000
Yalgoo Shire	\$38,600
Yilgarn Shire	\$32,200

PART 4: HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 GENERAL

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 APPLICABLE HOUSING ALLOWANCE

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

PART 5: MOTOR VEHICLE

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 GENERAL

- (1) For local governments generally, except those listed in Table 3 under Part 3 of this determination, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. a tool needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 PRIVATE BENEFIT VALUE

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6: MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 GENERAL

- (1) 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 range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations -
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;
 - (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
 - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (4) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council

members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.

- (5) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –
 - (a) the person who organises the meeting pays the council member a fee for attending the meeting; or
 - (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
 - (c) the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (6) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including –
 - (a) the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
 - (b) the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
 - (c) particular responsibilities associated with the types of meetings attended;
 - (d) responsibilities of a mayor, president or chair to preside over meetings; and
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (7) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

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	\$640	\$825	\$640	\$1,240
2	\$390	\$610	\$400	\$815
3	\$205	\$430	\$205	\$660
4	\$95	\$250	\$95	\$510

Table 5: Council meeting fees per meeting – regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$95	\$250	\$95	\$510

6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 6 and Table 7 apply where a local government or regional local government decides to pay a council member a fee referred to in –
 - (a) section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
 - (b) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$325	\$415
2	\$195	\$305
3	\$100	\$215
4	\$50	\$125

Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments

For a council member (including the chair)		
	Minimum	Maximum
All regional local governments	\$50	\$125

6.4 ANNUAL ATTENDANCE FEES IN LIEU OF COUNCIL MEETING, COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES

- (1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$25,600	\$32,960	\$25,600	\$49,435
2	\$15,470	\$24,170	\$15,470	\$32,410
3	\$8,000	\$17,030	\$8,000	\$26,370
4	\$3,735	\$9,890	\$3,735	\$20,325

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments

For a council member other than the chair			For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,870	\$10,990	\$2,055	\$16,480

**PART 7: ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR,
DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR**

This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 GENERAL

- (1) 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 in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –
 - (a) the leadership role of the mayor, president or chair;
 - (b) the statutory functions for which the mayor, president or chair is accountable;
 - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
 - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
 - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIR

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$62,432 to \$139,327.

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

For a mayor or president		
Band	Minimum	Maximum
1	\$53,330	\$93,380
2	\$16,000	\$65,915
3	\$1,070	\$38,450
4	\$535	\$20,875

Table 11: Annual allowance for a chair of a regional local government

For a chair		
	Minimum	Maximum
All regional local governments	\$535	\$20,875

7.3 ANNUAL ALLOWANCE FOR A DEPUTY MAYOR, DEPUTY PRESIDENT OR DEPUTY CHAIR

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.
- (2) If the office of mayor or president is vacant under section 5.34(a) of the Local Government Act 1995, and the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. Refer to the explanatory notes.

PART 8: EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 GENERAL

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
 - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –
 - (a) an expense incurred by a council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

8.2 EXTENT OF EXPENSES TO BE REIMBURSED

- (1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.
- (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.
- (3) The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
 - (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.
- (6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.

- (7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PART 9: ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government may decide to pay.

9.1 GENERAL

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
 - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
 - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
 - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
 - (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.
- (4) With respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.

9.2 ANNUAL ALLOWANCES DETERMINED INSTEAD OF REIMBURSEMENT FOR PARTICULAR TYPES OF EXPENSES

(1) In this section:

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or
- (c) any expenses, including the purchase costs, of ICT hardware provided to elected members.

travel and accommodation expenses means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
 - (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
- (3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$100.

SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4

Local Government	Band
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4

Local Government	Band
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2

Local Government	Band
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 6 April 2023.

M Seares AO
CHAIR

B A Sargeant PSM
MEMBER

Hon J Day
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

LOCAL GOVERNMENT ELECTED MEMBERS EXPLANATORY NOTES

This section does not form part of the determination

1. Entitlements

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

2. Local governments to set amounts within the range determined

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.




3. Superannuation

Nothing in this determination establishes a liability for the payment of superannuation by local governments. Elected council members are eligible for superannuation payments if their council has resolved unanimously to become an Eligible Local Governing Body (ELGB) pursuant to section 221A and section 221B of the *Income Tax Assessment Act 1936* (Cwlth). Where the council is an ELGB, it is deemed to have an employer/employee relationship with its elected council members and this attracts the application of a number of statutory obligations. Alternative arrangements described in Australian Taxation Office (ATO) Interpretative Decision ATO ID 2007/205 allow for elected council members and councils to agree for whole or part of meeting attendance fees to be paid into a superannuation fund. Where the council is an ELGB, fees for attendance at council, committee and prescribed meetings (whether paid via a per meeting fee or annual allowance) are to be inclusive of any superannuation guarantee liability. This information is not published by way of legal or financial advice.

4. Performing functions of mayor or president if vacant

If the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short term period of acting becomes a continuous period of acting for four months or more.

12.7 Making of Bush Fire Brigades Local Law 2023**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments**

1. Draft - Bush Fire Brigades Local Law 2023 [↓](#) 
2. Notice to enact Bush Fire Brigade Local Law 2023 [↓](#) 
3. Report 16 City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 [↓](#) 

Voting Requirements Absolute Majority**Disclosure of Interest** Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council:

1. Note the submissions from the Minister for Local Government, Sports and Cultural Industries and DFES on behalf of the Minister for Emergency Services; Innovation and the Digital Economy; Medical Research; Volunteering; in relation to the proposed Shire of Quairading *Bush Fire Brigade Local Law 2023*;
2. Resolves to adopt and make the Shire of Quairading *Bush Fire Brigade Local Law 2023*, as per Attachment [1], in accordance with Section 3.12 of the *Local Government Act 1995*-
 - a. The purpose of the proposed *Bush Fire Brigades Local Law 2023* is so Council is acting legally with the establishment of the Bush Fire Brigade and;
 - b. The effect of the proposed *Bush Fire Brigades Local Law 2023* will make the Shire of Quairading compliant with the requirements under the *Bush Fires Act 1954* in reference to the establishment of a Bush Fire Brigade.
3. Publish the adopted Shire of Quairading *Bush Fire Brigades Local Law 2023*, as per Attachment [1], in the Government Gazette and provide copies of the local law to the Minister for Local Government, Sports and Cultural Industries and the Minister for Emergency Services; Innovation and the Digital Economy; Medical Research; Volunteering;
4. Give local public notice after gazettal of the local law advising the date on which the local law commences;
5. Authorise the affixing of the Common Seal of the Shire to the original copy of the Shire *Bush Fire Brigade Local Law 2023* and;
6. Submit a copy of the gazetted local law, explanatory memoranda affixed with the Common Seal and associated documentation to the Joint Standing Committee on Delegated Legislation for review.

IN BRIEF

In January 2023 the CEO received information from WALGA stating that Council is currently non-compliant with the *Bush Fires Act 1954* (BF Act) as Council has an established Bush Fire Brigade (BFB), but no associated Local Law. This causes a number of issues with regards to the validity of the current bush fire brigade members.

While BFB members can still conduct their usual duties under elected Bush Fire Control Officers (BFCO's) and are covered by insurance when fighting fires, in the absence of the required Local Law the registration to the brigade, election and duties of BFB officers and BFB officer powers relevant to preventing, controlling and extinguishing a bush fire are all likely to be invalid.

Council officers have followed the legislated process to create the *Bush Fire Brigades Local Law 2023* and it is now being tables to Council for endorsement.

MATTER FOR CONSIDERATION

That Council considers:

1. Noting the submissions from the Minister for Local Government, Sports and Cultural Industries and DFES on behalf of the Minister for Emergency Services; Innovation and the Digital Economy; Medical Research; Volunteering; in relation to the proposed Shire of Quairading *Bush Fire Brigade Local Law 2023*;
2. Resolving to adopt and make the Shire of Quairading *Bush Fire Brigade Local Law 2023*, as per Attachment [1], in accordance with Section 3.12 of the *Local Government Act 1995*-
 - a. The purpose of the proposed *Bush Fire Brigades Local Law 2023* is so Council is acting legally with the establishment of the Bush Fire Brigade and;
 - b. The effect of the proposed *Bush Fire Brigades Local Law 2023* will make the Shire of Quairading compliant with the requirements under the *Bush Fires Act 1954* in reference to the establishment of a Bush Fire Brigade.
3. Publishing the adopted Shire of Quairading *Bush Fire Brigades Local Law 2023*, as per Attachment [1], in the Government Gazette and provide copies of the local law to the Minister for Local Government, Sports and Cultural Industries and the Minister for Emergency Services; Innovation and the Digital Economy; Medical Research; Volunteering;
4. Giving local public notice after gazettal of the local law advising the date on which the local law commences;
5. Submitting a copy of the gazetted local law, explanatory memoranda and associated documentation to the Joint Standing Committee on Delegated Legislation for review; and
6. Authorising the affixing of the Common Seal of the Shire to the original copy of the Shire of Quairading *Bush Fire Brigade Local Law 2023*.

BACKGROUND

Local governments may establish and maintain BFBs as part of its organisation for the prevention, control and extinguishment of bush fires. If a BFB is established, it must be done in accordance with a local governments Local Law, pursuant to the powers given by section 41 of the BF Act.

In January 2023, WALGA was contacted by the Dept of Fire and Emergency Services (DFES), who informed them of State Solicitor's Office advice questioning the legality of BFBs established by local governments in the absence of an associated BFB Local Law.

WALGA informed all local governments that they and DFES obtained their own separate, independent legal advice that confirmed local governments with an established BFB, are required to adopt an associated BFB Local Law.

It was determined that the Shire of Quairading have no evidence of there ever being a bush fire local law endorsed by Council.

Council officers have followed the legislated requirements to have a local law created. The local law was advertised for six weeks:

1. Locally on the website, through social media platforms and local notices.
2. State-wide in the West Australian.
3. And was sent to the Minister for Housing; Lands; Homelessness; Local Government and the Minister for Emergency Services; Innovation and the Digital Economy; Medical Research; Volunteering for comment.

The closing date for comments or submissions was the 16th April 2023. The intent of the advertising is to request comments and feedback on the law prior to it being endorsed by Council.

The following comments were provided from DFES, who were deferred to from the Minister for Emergency Services; Innovation and the Digital Economy; Medical Research; Volunteering.

The comments were as follows, with responses from Shire of Quairading Council officers:

1. DFES is not able to provide specific advice on whether the proposed local laws address the required content under the *Bush Fires Act 1954*. The Shire may wish to seek independent legal advice to ensure the content of its local laws comply with any relevant legislation.

Response: WALGA sought independent legal advice on the matter who confirmed the local law is required.

2. The Shire may wish to consider the decision of the Joint Standing Committee of Delegated Legislation in *Report 16: City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018* (published June 2019), and its findings in relation to the required content of BFB local laws. [Copy of report accessed from: [Report 16 City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018](#)]

Response: The Report 16 has been attached to this report for Council consideration as Attachment [3].

The CESM read the local law to ensure final compliance, and also considered the Report 16 in his review.

The only comment made by the CESM was referencing clause 4.4 Cadet membership and clause 4.2 Relating to members under 16 years old, that these clauses were kept in the document in case in the Council look at a cadet program in the future.

3. Check the use of full stops in clause references in the 'Table of Contents' and throughout the document.
4. Insert the name of the Shire where indicated, such as in the definition of "CEO" and "local government" in clause 1.2(1).

Response: Referencing items three and four - These minor amendments have been made.

5. DFES notes that the *Fire Brigades Regulations 1943* stipulate eligibility criteria for volunteer brigades formed under the *Fire Brigades Act 1954*. Regulation 159C provides for eligibility of probationary members from 16 years if they have parental/guardian consent and the brigade's captain is satisfied that the prospective member is able to perform the requisite duties. As a matter of policy, the Shire may wish to consider adding these protective mechanisms within their clause 4.2.

Response: Council may consider whether this is something that should be included in the local law. It has been inserted with the CESH's approval, though can be removed at Council request.

The following comments were provided from the Minister for Local Government, Sports and Cultural Industries:

1. Local law partially made under other legislation – Bush Fires Act

The Department is aware that this local law is partially made using the powers provided by the *Bush Fires Act 1954*.

Accordingly, the Shire should ensure that a copy of the draft has been provided to the Minister for Emergency Services, presuming this has not already occurred. If that Minister does not receive a copy of the draft, this may impact the local law's validity.

The Department is also mindful that the Minister for Emergency Services and the Department of Fire and Emergency Services possess subject-specific knowledge in relation to bush fires and emergency response. Accordingly, any suggestions or feedback they provide to the Shire should be given full consideration.

Response: The Local Law was provided to the Minister for Emergency Services.

2. The following minor edits are suggested:

- a. Contents page:

The phrase "Bush Fire" is capitalised in several areas. These should be changed to normal text.

Add an entry for the Schedule.

Enacting provision: Delete "24th February 2023" and replace with the date of the meeting where the council intends to make the final version of the local law.

3. Clause 1.1:

- a. Change the citation to italics.

4. Clause 1.2:

- a. Amend definition of CEO to refer to "local government" or "Shire of Quairading".
- b. Amend definition of local government to refer to "Shire of Quairading".
- c. Change defined terms to bold and italics without quote marks (e.g. brigade area).

5. Clause 1.3:
 - a. It is presumed that there are no previous local laws needing to be amended. If so, clause 1.3 can be deleted, while clause 1.4 and the contents can be updated accordingly. However, if there are any previous local laws needing to be repealed, the Shire should ensure these local laws are mentioned in this clause.
6. Clause 2.3(1):
 - a. After the full stop, move the next sentence to a new subclause.
7. Clause 2.4(2):
 - a. Change “Schedule 1” to “the First Schedule” for consistency.
8. Clause 2.7:
 - a. Change “a local government” to “the local government”.
9. Clause 3.2:
 - a. Delete “thereto”.

Response: Referencing items two to nine of the Ministers comments - all minor amendments were made.

10. The Shire should also ensure that all references and cross references are checked, particularly if any further changes are made to the draft.

Response: Complete.

Minister’s Directions – pursuant to s 3.12(7) of the *Local Government Act 1995*:

1. Once the Shire has published a local law in the *Government Gazette*, the Shire must comply with the requirements of the Minister’s *Local Laws Explanatory Memoranda Directions 2010*. The Shire must, within 10 working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the Committee at the current address.

As per s3.13 of the *Local Government Act 1995*, should Council wish to make any changes that will cause the local law to be significantly different from the original proposed local law, the process of making the local law will need to start again. This will delay the implementation of the local law by at least another eight to ten weeks.

Advice from WALGA states that any changes made to the draft BFB Local Law in relation to the comments from DFES and the Minister for Local Government are not a significant change to the purpose and effect of the local law, and do not believe the changes warrant going through the review process again, however, WALGA advised this is at Council’s discretion as to what is considered “significant” and whether restarting the process is deemed necessary.

It is noted that should Council wish to commence the process again, not having adopted a BFB Local Law will mean that Quairading’s Brigades are not properly constituted, though WALGA advised Council officers that the appointment of BFCO’s will mean that local governments can effectively ensure the conduct of normal brigade activities, including responding to bush fires and directing firefighting assets and volunteers.

Legal advice from WALGA provides further reassurances that volunteers will be covered for compensation and protected from liability if conducting normal brigade activities under the direction of a BFCO.

It is also noted that the fire season is over for the 2022/23 year, should Council wish to readvertise the local law for the six-week period.

Should Council endorse the local law, the following steps will ensue:

1. The local law will be signed by the CEO and Shire President under the Common Seal which will then be sent to the State Law Publisher to be printed in the State Government Gazette.
2. Once the law is gazetted, an explanatory memorandum will be sent to the WA Parliament's Joint Standing Committee on Delegated Legislation, which will be signed under the Common Seal of the CEO and Shire President.
3. A copy of the final document will be sent to the Minister for Housing; Lands; Homelessness; Local Government & Minister for Emergency Services; Innovation and the Digital Economy; Medical Research; Volunteering.
4. The law will be advertised in locally on the Shire website, social media platforms and in the next edition of the Banksia Bulletin.

STATUTORY ENVIRONMENT

Local Government Act 1995

Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
 - (a) give local public notice stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
 - and
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

[(3a) deleted]

- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.

** Absolute majority required.*

- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
- (a) stating the title of the local law; and
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —
- making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.
- [Section 3.12 amended: No. 1 of 1998 s. 8; No. 64 of 1998 s. 6; No. 49 of 2004 s. 16(4) and 23; No. 26 of 2016 s. 5; No. 16 of 2019 s. 8.]*

Local Government (Functions and General) Regulations 1996 (s)3

3. Prescribed manner of giving notice of purpose and effect of proposed local law (Act s. 3.12(2))

For the purpose of section 3.12 of the Act, the person presiding at a council meeting is to give notice of the purpose and effect of a local law by ensuring that —

- (a) the purpose and effect of the proposed local law is included in the agenda for that meeting; and
- (b) the minutes of the meeting of the council include the purpose and effect of the proposed local law.

[Regulation 3 inserted: Gazette 31 Mar 2005 p. 1057; amended: Gazette 27 Sep 2011 p. 3846.]

Bush Fire Act 1954 (S)41,43, 44,62

41. Bush fire brigades

- (1) For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.

- (2) A local government shall keep a register of bush fire brigades and their members in accordance with the regulations and shall register therein each bush fire brigade established by it under subsection (1) and each member of each such brigade.
- (2a) A local government is to notify the FES Commissioner as soon as practicable after any changes occur in any of the details required to be recorded in the register under subsection (2).
- (3) A local government may at any time cancel the registration of a bush fire brigade.

[Section 41 inserted: No. 65 of 1977 s. 37; amended: No. 60 of 1992 s. 22; No. 14 of 1996 s. 4; No. 38 of 2002 s. 32; No. 22 of 2012 s. 69.]

43. Election and duties of officers of bush fire brigades

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.

[Section 43 amended: No. 51 of 1979 s. 5; No. 14 of 1996 s. 4.]

44. Powers and authorities of officers of bush fire brigade

- (1) Subject to this Act, and except as provided in section 45 for the purpose of controlling and extinguishing or preventing the occurrence or spread or extension of a bush fire, or for any other prescribed purpose, the captain, or, in his absence, the next senior officer of a bush fire brigade, or in the absence of the captain and all other officers, any other member of the bush fire brigade, after consulting with the occupier of the land if he be present, has and may exercise all or any of the following powers and authorities, he may —
 - (a) control and direct the bush fire brigade at the fire or a person who voluntarily places his service at his disposal;
 - (b) either alone or with others under his command or direction, enter on land or into premises which may be on fire or in the neighbourhood of a fire for the purpose of taking such steps as he deems necessary for the control or extinguishment or for the prevention of the spread or extension of the fire, or take or give directions for taking such apparatus required to be used at a fire into, through, or upon land or premises as he considers convenient for the purpose;
 - (c) take any measures which in the circumstances are reasonable and appear to him to be necessary or expedient for the protection of life and property; and, for the purpose of controlling or extinguishing or for preventing the spread or extension of a fire, cause fences to be pulled down or removed, and bush or other inflammable material to be burnt, or otherwise destroyed or removed;
 - (d) enter or give directions for entering land or premises, and take or cause to be taken water from any source whatsoever, other than that for use at a school or the domestic supply of an occupier contained in a tank at his dwelling-house, whether the water is upon private land or other land, and in all other respects, when and as often as in his opinion he deems it necessary or expedient to do so, exercise all the powers and authorities of a bush fire control officer under this Act;

- (e) either alone or with others under his command or direction enter a building which he believes to be on fire and take such steps as he considers necessary to extinguish such fire or prevent it from spreading.
- (2) The powers conferred by subsection (1)(e) shall not be exercised —
- (a) in an area which has been declared a fire district under the *Fire Brigades Act 1942*, unless at the express request of an officer of a fire brigade established under that Act; or
 - (b) in an area in which there is a fire brigade or volunteer fire brigade formed under the provisions of that Act, unless at the express request of an officer of the fire brigade or volunteer fire brigade as the case may be.
- (3) Subject to the provisions of sections 13(6) and 45, where the bush fire brigade of a local government is present at a fire which is burning within the district of the local government, if a bush fire control officer of the local government is not present, the captain or in his absence the next senior officer of the bush fire brigade of the local government, or in the absence of the captain and all other officers of that bush fire brigade, any other member of that bush fire brigade has and shall take supreme control and charge of all operations and the officers and members of another bush fire brigade if present are subject to and shall act under his orders and directions.
- (4) Subject to the provisions of sections 13(6) and 45, where a bush fire control officer of a local government is present at a fire which is burning in the district of the local government, he has supreme control and charge of all operations, and the officers and members of all bush fire brigades present at the fire are subject to and shall act under his orders and directions.

[Section 44 amended: No. 35 of 1957 s. 9; No. 14 of 1996 s. 4; No. 25 of 2009 s. 14; No. 19 of 2010 s. 52(4); No. 17 of 2014 s. 17(4).]

62. Local government may make local laws

- (1) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995* for and in relation to —
- (a) the appointment, employment, payment, dismissal and duties of bush fire control officers; and
 - (b) the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and
 - (c) any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.
- (2) Where a regulation made by the Governor under this Act is inconsistent with or repugnant to a local law previously made by a local government under subsection (1) and still in force, the regulation prevails and the local law to the extent by which it is inconsistent with or repugnant to the regulation is deemed to be repealed.

[Section 62 amended: No. 14 of 1996 s. 4.]

Fire and Emergency Services Act 1998 Part 6B & Part 7

POLICY IMPLICATIONS

Bushfire Policies and Procedures

FINANCIAL IMPLICATIONS

There are no further costs required to enact this local law.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

As required by section 3.12 the *Local Government Act 1995*, an advertisement is to be placed, in a state-wide newspaper, inviting the public to comment on the proposed Local Law, with submissions open until the 16th April 2023.

It is a legislative requirement, should the local law be endorsed by Council, that the law is advertised locally.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Work health and safety legislation increases liability of Councillors and Executive (personal wealth and assets) in the management of Bushfire and Volunteer Fire and Rescue Services Brigades.

RISK ASSESSMENT

	Option 1
Financial	High <i>Council is ultimately liable for the Quairading BFB. If Council chooses to remain uncompliant, Council could be held liable.</i>
Health	N/A
Reputation	High <i>The Shire is currently not compliant under the Bush Fires Act 1954.</i>
Operations	Low <i>The process to create a Local Law is not outside the scope of staff administrative tasks.</i> <i>Once the local law is endorsed, it is required to be reviewed every 8 years.</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.

BUSH FIRE BRIGADES LOCAL LAW 2023

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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FIRST SCHEDULE

**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995**

SHIRE OF QUAIRADING

BUSH FIRE BRIGADES LOCAL LAW 2023

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Quairading resolved on 27th April 2023 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the Shire of Quairading *Bush Fire Brigades Local Law 2023*.

1.2 Definitions

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means a fire fighting member, associate member or a cadet member of a bush fire brigade;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the chief executive officer of the Shire;

“**Council**” means the Council of the local government;

“**Department**” means the Department of Fire and Emergency Services of Western Australia;

“**district**” means the district of the local government;

“**fire fighting member**” is defined in clause 4.2;

“**local government**” means the Shire;

“**Regulations**” means Regulations made under the Act; and

“Rules” means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

- (2) In this local law, unless the context otherwise requires, a reference to –
 - (a) a Captain;
 - (b) a First Lieutenant;
 - (c) a Second Lieutenant;
 - (d) any additional Lieutenants;
 - (e) an Equipment Officer;
 - (f) a Secretary;
 - (g) a Treasurer; or
 - (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

1.3 Application

This local law applies throughout the district.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “brigade area”); and
 - (c) appoint –
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a Secretary; and
 - (vii) a Treasurer; or
 - (viii) a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.

- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bush fire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bush fire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bush fire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in the First Schedule.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –
 “commencement day” means the day on which this local law comes into operation.

Division 5 – Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If the local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or their nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade must hold an annual general meeting at a time that is set by the individual bush fire brigade.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
 - (a) Bush Fire Advisory Committee; or
 - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1. Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting members

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

Regulation 159C provides for eligibility of probationary members from 16 years if they have parental/guardian consent and the brigade's captain is satisfied that the prospective member is able to perform the requisite duties.

4.3 Associate members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.4 Cadet members

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;

- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings; and
- (f) not to be assigned ranks under the Department's rank structure.

4.5 Honorary life member

- (a) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (b) Life members should have a minimum of 10 years services and be appointed by majority.

4.6 Notification of membership

No later than 31 May in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
“**absolute majority**” means a majority of more than 50% of the number of:
 - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
 - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.“**Committee**” means the Committee of the bush fire brigade;
“**local law**” means the *Shire of Quairading* Bush Fire Brigades Local Law; and
“**normal brigade activities**” is defined by section 35A of the Act.
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) a requirement to serve a probationary period;
- (c) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary and in the case of –

- (a) an application for firefighting membership is to be accompanied by a completed form in the form of that in Appendix I.
- (b) an application for associate membership is to be accompanied by a completed form in the form of that in Appendix II.
- (c) an application for cadet membership is to be accompanied by a completed form in the form of that in Appendix III.

2.5 Decision on application for membership

- (1) The Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member –
 - (a) dies;
 - (b) gives written notice of resignation to the Secretary or local government;
 - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
 - (d) is dismissed by the Committee; or
 - (e) ceases to be a member or is taken to have resigned under subclause (2).

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

2.9 Existing liabilities to continue

- (1) The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defense

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS**3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

3.2 Duties of Captain

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

3.3 Secretary

- (1) The Secretary is to –
 - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
 - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
 - (c) prepare and send out all necessary notices of meetings;
 - (d) receive donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
 - (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident;

- (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership; and
 - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.4 Treasurer

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade;
- (e) report on the financial position at meetings of the bush fire brigade or Committee.

3.5 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

3.6 Storage of equipment

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.7 Equipment Officer to report

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
 - (a) to recommend to the local government amendments to these Rules;
 - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
 - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
 - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
 - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
 - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
 - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
 - (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

A meeting may be held:

- (1) in person;
- (2) via Teams (or a similar video conferencing solution); or
- (3) via telephone or conference call.

If a member or observer cannot attend in person, they may attend the meeting by any of the above-mentioned means.

5.1 Ordinary meetings

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of firebreaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days' notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days' notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;
 - (d) If applicable, appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

- (1) An Auditor is required if the brigade has a bank account or fund, if the brigade has received any money (including donations) or paid out any money within that financial year.
- (2) If applicable as per 5.6 (1), At the annual general meeting a person, preferably not being a brigade member, is to be appointed as the Auditor of the bush fire brigade to audit the previous financial year.
- (3) The Auditor is to audit the accounts of the bush fire brigade not less than 14 days after the annual general meeting and is to certify to their correctness or otherwise and present a report at the next annual general meeting.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.2 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.3 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

7.4 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.5 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES**8.1 Notices**

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
 - (a) in writing;
 - (b) unless otherwise specified, given to or by the Secretary;
 - (c) given by –
 - (i) personal delivery;
 - (ii) post; or
 - (iii) email.
 - (d) taken to have been received, as the case may be –
 - (i) at the time of personal delivery;
 - (ii) 5 business days after posting; or
 - (iii) on the printing of the sender's transmission report.

8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

“PROXY

[INSERT NAME] BUSH FIRE BRIGADE

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING
TO BE HELD ON [DATE]**

I, _____,
Being a brigade member appoint _____
to be my proxy and vote on my behalf at the meeting of
the bush fire brigade to be held on [insert date] and at any
adjournment of it. The proxy shall vote as follows:

- MOTION FOR AGAINST ABSTAIN
1.
 2.

If there is no instruction to the proxy as to the way to vote,
the proxy shall exercise her or his discretion as to how to
vote or whether to vote at all. In respect of any vote taken
at the meeting on a matter which does not appear on the
agenda, the proxy shall exercise her or his discretion as to
the way he or she casts the vote or whether it is cast at all.

Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and
returned to the Secretary of the bush fire brigade (or the
presiding member) prior to the commencement of the
meeting for which the proxy is valid.

Dated this day of 202

APPENDIX I

APPLICATION FOR MEMBERSHIP - FIRE FIGHTING MEMBER

I make application to be a firefighting member of the Bush Fire Brigade.

Applicant's Name

My private address is

.....

My business address is

.....

Usual Occupation

I can be contacted on:

Telephone No: (Home).....(Work)..... Mobile

Fax No: (Home)..... (Work).....

CB Radio..... Channel..... Call Sign.....

If needed, I can provide my own transport to the scene of any outbreak.

I hold a current driver's licence No Classes

I declare that I am at least 16 years of age and in good health with no known medical conditions which might limit my capacity to fight fires.

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the *[insert name of local government]* relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to give assistance in fire fighting measures when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government; and
- (4) to comply with the Rules of the bush fire brigade.

Date

Applicant's signature

Please list here any fire fighting equipment owned by you.

- 1.
- 2.
- 3.

BUSH FIRE BRIGADE USE ONLY:	
APPROVED / DECLINED	
Signed:
	Brigade Captain

**APPENDIX II
APPLICATION FOR MEMBERSHIP - ASSOCIATE MEMBER**

I make application to be an associate member of the Bush Fire Brigade.

(a) I am prepared to offer to transport fire fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type available for such purpose.

MDL No: Classes:

(b) I am prepared to offer my services in the following capacity:-
.....

(paragraph (a) or (b) above may be struck out if not applicable)

Applicant's Name

My private address is

My business address is

I can be contacted on:
Telephone No:(Home) (Work)..... Mobile
Fax No:(Home)(Work).....
CB Radio: Channel Call Sign.....

- I give these undertakings –
- (1) to promote the objects of the bush fire brigade as far as is in my power;
 - (2) to be governed by the provisions of the *Bush Fires Act 1954* and any Regulations made under the Act and the local law and policies of the *Shire of Quairading* relevant to fire control and bush fire brigades;
 - (3) to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon;
 - (4) to comply with the Rules of the bush fire brigade.

.....
Date

.....
Applicant's signature

BUSH FIRE BRIGADE USE ONLY:
APPROVED / DECLINED
Signed:

**APPENDIX III
APPLICATION FOR MEMBERSHIP - CADET MEMBER**

I make application to be a cadet member of the Bush Fire Brigade.

Applicant's Name

My private address is

.....

I can be contacted on:

Telephone No: (Home) (Work)

Fax No: (Home)

CB Radio: Channel Call Sign

I declare that I am years of age and in good health.

Date of Birth:

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the *[insert name of local government]* relevant to the activities of cadet members;
- (3) to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government; and
- (4) to comply with the Rules of the bush fire brigade.

.....
Date

.....
Applicant's signature

PARENT / GUARDIAN CONSENT:

I being the parent/guardian of the above applicant, consent to him/her being a cadet member of the Bush Fire Brigade, in accordance with the rules applicable to cadet membership.

Signed

BUSH FIRE BRIGADE USE ONLY:	
APPROVED / DECLINED	
Signed: Brigade Captain

The Common Seal of the Shire of Quairading was affixed by authority of a resolution of the Council in the presence of—

Cr Peter Smith
Shire President

____/____/____

Ms Nicole Gibbs
Chief Executive Officer

____/____/____



NOTICE OF INTENT TO ADPOT LOCAL LAW

As per Section 3.12 of the *Local Government Act 1995*, the Shire of Quairading gives public notice of the intent to enact the *Bush Fire Brigade Local Law 2023*.

The **purpose** of the proposed *Bush Fire Brigades Local Law 2023* is so Council is acting legally with the establishment of the BFB and;

The **effect** of the proposed *Bush Fire Brigades Local Law 2023* will make the Shire of Quairading compliant with the requirements under the *Bush Fires Act 1954* in reference to the establishment of a BFB.

A copy of the proposed Local Law may be inspected at or obtained from the Shire's offices at 10 Jennaberring Road, Quairading, between 8.00am and 4.30pm, Monday to Friday. The proposed local law is also available online at www.quairading.wa.gov.au (search local laws).

Any submissions about the proposed Local Law should be made in writing to shire@quairading.wa.gov.au or Att: Ms Nicole Gibbs, Chief Executive Officer, Shire of Quairading, PO Box 38, Quairading WA 6383.

The submission closing date is Sunday 16 April 2023.

Nicole Gibbs
Chief Executive Officer



40TH PARLIAMENT



Report 16

JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION

City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018

Presented by

Ms Emily Hamilton MLA (Chair)

and

Hon Robin Chapple MLC (Deputy Chair)

June 2019

Joint Standing Committee on Delegated Legislation

Members as at the time of this inquiry:

Ms Emily Hamilton MLA (Chair)

Hon Robin Chapple MLC (Deputy Chair)

Dr David Honey MLA

Hon Kyle McGinn MLC

Mr Kyran O'Donnell MLA

Hon Martin Pritchard MLC

Mrs Robyn Clarke MLA

Hon Charles Smith MLC

Staff as at the time of this inquiry:

Ms Laura Hutchinson (Advisory Officer (Legal))

Ms Margaret Liveris (Committee Clerk)

Address:

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EXECUTIVE SUMMARY

- 1 On 18 January 2019 the *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018* (Amendment Local Law) was published in the Government Gazette.
- 2 The Amendment Local Law deleted a series of clauses from the *Bush Fire Control and Bush Fire Brigade Local Law 2001*. Some of the deleted clauses were required by the enabling Act, the *Bush Fires Act 1954* (Act), to be included in the local law. These clauses related to the establishment and maintenance of bush fire brigades, equipping the brigades and appointment of relevant officers.
- 3 The Joint Standing Committee on Delegated Legislation is of the view that the Amendment Local Law is inconsistent with sections 41(1) and 43 of the Act.
- 4 As a result of that inconsistency, the Amendment Local Law is not within power of the enabling Act and as such offends the Committee’s Term of Reference 10.6(a).

Recommendation

The recommendation is listed as it appears in the text at the page number indicated:

RECOMMENDATION 1

Page 4

The *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018* be disallowed.

1 Reference and procedure

- 1.1 On 18 January 2019 the *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018* (Amendment Local Law) was published in the Government Gazette.
- 1.2 Upon gazettal, the Amendment Local Law stood referred to the Joint Standing Committee on Delegated Legislation (Committee).
- 1.3 Once the Amendment Local Law was tabled in the Legislative Council, it became an instrument that may be subject to disallowance.

2 Local laws relating to bush fire brigade matters

- 2.1 Under the *Bush Fires Act 1954* (Act) a local government may establish and maintain one or more bush fire brigades for the purpose of carrying out normal brigade activities.¹
- 2.2 Where a local government elects to establish a bush fire brigade it must do so in accordance with local laws it has made for that purpose:

Bush fire brigades

For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.²

- 2.3 The Act also provides for the appointment or election of brigade officers and the prescribing of their duties through a local law:

Election and duties of officers of bush fire brigades

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.³

- 2.4 Section 62(1) of the Act provides a general power to make local laws relating to bushfire brigade matters:

Local government may make local laws

A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995* for and in relation to -

- (a) the appointment, employment, payment, dismissal and duties of bush fire control officers; and
- (b) the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and

¹ *Bush Fires Act 1954*, section 41(1).

² *ibid.*

³ *ibid.*, section 43.

- (c) any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.⁴

3 Inconsistency with the Bush Fires Act 1954

- 3.1 The Committee is of the view that the Amendment Local Law is inconsistent with the Act.
- 3.2 The City of Rockingham (City) advised the Committee that the purpose of the Amendment Local Law was to:
- remove matters from the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 that can be better dealt with by other means.⁵
- 3.3 The Amendment Local Law deletes clauses from the *Bush Fire Control and Bush Fire Brigade Local Law 2001* (Principal Local Law) that are required by sections 41(1) and 43 of the Act and provides for the appointment of brigade officers, officer duties and equipping of the brigade as follows:
- clauses 3.2(2)-(5) which prescribed that the local government must have regard to the qualifications and experience required to fill each brigade officer position, the length of appointment of officers and the procedure for appointing vacant positions
 - clauses 7.1-7.4 which prescribed the requirements for seeking funding for protective clothing, equipment and appliances of the bush fire brigade.
- 3.4 The deletion of the required clauses makes the Amendment Local Law inconsistent with the Act. Subsidiary legislation must not be inconsistent with the provisions of the written law under which it is made.⁶
- 3.5 The Amendment Local Law also deletes the following clauses which are the subject matter of section 62(1):
- clauses 4.3-4.5, which prescribed the role and duties of the Chief Bush Fire Control Officer
 - clauses 4.6-4.8, which prescribed the holding of an annual general meeting and the nomination of one brigade member to be the brigade representative to the Bush Fire Advisory Committee
 - clauses 4.10-4.12, which prescribed the nomination and election of Bush Fire Control Officers.
- 3.6 In the Committee's view the regulatory scheme created by the Act contemplates that where a local government decides to regulate areas that are the subject matter of section 62(1) it is required do so by way of local law.

4 Scrutiny of the Amendment Local Law

- 4.1 The Committee first scrutinised the Amendment Local Law at its meeting on 20 March 2019. At this meeting, the Committee resolved to:
- write to the Council of the City requesting an undertaking that it would re-insert the necessary clauses into the Amendment Local Law

⁴ *ibid.*, section 62(1).

⁵ City of Rockingham, Explanatory Memorandum, *Bush Fire Control and Bush Fire Brigade Local Law 2018*.

⁶ *Interpretation Act 1984*, section 43(1).

- give notice of motion to disallow the Amendment Local Law in the Legislative Council to protect Parliament's right to disallow the Amendment Local Law should the Committee recommend disallowance.
- 4.2 On 21 March 2019 the Committee wrote to the City outlining the issues identified by the Committee and requesting an undertaking from the Council that the City would re-insert the necessary clauses. This letter is attached as Appendix 1.
- 4.3 On 4 June 2019 the Committee received a letter from the City advising the Committee that a Council Resolution had been made on 28 May 2019 as follows:
- That Council advises the Joint Standing Committee on Delegated Legislation that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed.
- 4.4 This letter is attached as Appendix 2.
- 4.5 At the Committee's meeting of 12 June 2019, the Committee resolved to recommend disallowance of the Amendment Local Law.

The City's preference for disallowance

- 4.6 The City stated it did not disagree with the Committee's position.⁷ However, rather than undertaking to re-insert the relevant clauses into the Principal Local Law, the City advised it had no issue with the Legislative Council disallowing the Amendment Local Law.
- 4.7 The City advised that the management of the City's bush fire brigades would shortly be taken over by the Department of Fire and Emergency Services (DFES) and therefore:
- [g]iven that in six months the City will have no Bush Fire Brigades to manage, the most pragmatic approach to this issue is for the JSCDL to disallow the amendment local law and for the City to commit to the repeal of the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 upon transition of the Singleton VBF.⁸
- 4.8 The Committee is disappointed with the City's position. It is the responsibility of local governments to ensure that their local laws comply with all statutory requirements in legislation passed by the State Parliament. When a local law offends the Committee's terms of reference, and an undertaking to correct the local law is requested and not given, the Committee has no option but to recommend disallowance.
- 4.9 The tabling of this disallowance report could have been avoided if the City had given the requested undertakings or repealed the Amendment Local Law, regardless of the transitioning of the management of its bush fire brigades.

5 Conclusion

- 5.1 The Committees Term of Reference 10.6(a) states that:
- [i]n its consideration of an instrument [including a local law], the Committee is to inquire whether the instrument ... is within power.
- 5.2 The Committee concludes that the Amendment Local Law is inconsistent with the provisions of the Act and consequently offends the Committee's Term of Reference 10.6(a).

⁷ See Appendix 2, p 12.

⁸ *ibid.*

- 5.3 The Committee notes the WALGA Model Bush Fire Brigades law reflects the Committee's position in these matters.
- 5.4 The Committee therefore recommends to the Parliament that the Amendment Local Law be disallowed.
- 5.5 Disallowing invalid local laws ensures that they are removed from the public record, thereby reducing the risk of public misinformation.

6 Recommendation

- 6.1 The Committee makes the following recommendation.

RECOMMENDATION 1

The *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018* be disallowed.



Hon Robin Chapple MLC
Deputy Chair

APPENDIX 1

LETTER TO CITY OF ROCKINGHAM



JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION

Your ref: GOV/27-04 D19/13163
Our ref: A745149 & 4045/02 DW

21 March 2019

Mr Barry Sammels
Mayor
City of Rockingham
PO Box 2142
Rockingham DC WA 6967

Attention: Mr Peter Varris
Manager Governance and Councillor Support
By email: barry.sammels@rockingham.wa.gov.au
peter.varris@rockingham.wa.gov.au

Dear Mayor

City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 (Amendment Local Law)

I refer to a letter dated 25 January 2019 from Mr Peter Varris, Manager Governance and Councillor Support, City of Rockingham, which enclosed a copy of the Amendment Local Law and the associated explanatory material.

The Joint Standing Committee on Delegated Legislation considered the Local Law at its meeting yesterday and resolved to write to you regarding the following issues.

Inconsistent with the Act— Amendment Local Law

Section 62(1) of the *Bush Fires Act 1964 (Act)* provides the general power to make local laws relating to bush fire brigade matters:

62. Local government may make local laws

- (1) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995* for and in relation to —
- (a) the appointment, employment, payment, dismissal and duties of bush fire control officers; and
 - (b) the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and
 - (c) any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties

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imposed upon the local government by this Act. (underlining added)

Further, bush fire brigade local laws must provide for the following matters:

43. Election and duties of officers of bush fire brigades

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.

The advice given to the City’s Council was that many matters prescribed in the principal local law¹ did not have to be prescribed, and could instead be regulated administratively by the City.² There appears to have been a fundamental misunderstanding about what matters had to be dealt with by a bush fire brigades local law, and that misunderstanding has led to many matters being removed from the principal local law—matters which the Act contemplates will be regulated by local laws.

The misunderstanding appears to have arisen because of the word ‘may’ in section 62(1) of the Act (quoted above). As the word ‘may’ is permissive, the adviser has interpreted section 62(1) to mean that the City, if it wishes to regulate the matters listed in that section, does not need to regulate those matters by local law.

The word ‘may’ is *prima facie* permissive and gives the City a discretion as to whether it will make a local law regulating those matters. The power to make such local laws is permissive because local governments are not compelled to make bush fire brigade local laws. However, if a local government chooses to regulate bush fire brigade matters, it must do so by local law, not by another method.

The City’s advisers consider the Act outdated and notes that, while a review of the Act has been mooted ‘for some time’, no changes are imminent.³ The City may consider the Act to be outdated but that does not mean it can ignore the statutory scheme that has been laid out by that Act.

The Committee is of the view that the following clauses should not have been deleted from the principal local law:

- Clauses 3.2(2)–(5). These clauses provide more detail about how the Captain, First Lieutenant and other bush fire brigade officers are to be appointed and what should happen if, for example, the positions become vacant. These clauses should be re-inserted in order for the principal local law to comply with section 43 of the Act.
- Part 4, Division 2 (clauses 4.3–4.5). These clauses deal with the role and duties of the Chief Bush Fire Control Officer. They should be re-inserted in order for the principal local law to comply with section 62(1)(a) of the Act.
- Part 4, Division 3 (clauses 4.6–4.8). These clauses deal with, for example, when a brigade must hold its annual general meeting, how a brigade must nominate one of its members to be considered by the City when it appoints a bush fire brigade officer. These clauses should be re-inserted in order for the principal local law to comply with sections 62(1)(a) and (b) of the Act.

¹ City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law.
² City of Rockingham, Minutes of ordinary Council meeting, 26 June 2018, pp 165–6.
³ *ibid.*, p 165.

- Clauses 4.10–4.12. These clauses deal further with nominations and recommendations for bush fire control officers, to be considered by the City when it appoints such an officer. They should be re-inserted in order for the principal local law to comply with section 62(1)(a) of the Act.
- Part 5 (clauses 5.1–5.6). These clauses determine the types of membership which are available in a brigade, the eligibility requirements for each type of membership and the role of each type of member. They should be re-inserted in order for the principal local law to comply with section 62(1)(b) of the Act.
- Part 7 (clauses 7.1–7.4). These clauses provide for how a brigade is to ensure that it receives the equipment it requires from the City. For example, the brigade must make funding requests for additional equipment. These clauses should be re-inserted in order for the principal local law to comply with section 62(1)(b) of the Act.

The clauses of the Amendment Local Law which delete the clauses listed above are inconsistent with the Act and are therefore not 'within power' of that Act. This is in breach of the Committee's Term of Reference 10.6(a). Further, local laws which are inconsistent with an Act and other written laws are inoperative and void to the extent of that inconsistency.⁴

Inconsistent with the Act—principal local law

Clause 6.1 of the principal local law provides that:

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules [the Rules Governing the Operation of Bush Fire Brigades⁵] as set out in the City of Rockingham Policy and Procedures Manual.

The matters contained in the Rules are quite detailed and extensive and deal with the day-to-day operation of bush fire brigades. The Rules usually appear in a schedule to bush fire brigade local laws (as is the case with the WALGA template), meaning that they form part of the local law. When the principal local law was made in 2001, the City opted to deliberately leave the Rules out of the local law and maintain them as a policy document.

In doing so, the City exercised its power to make bush fire brigade local laws unlawfully because:

- section 62(1)(b) required the City to include such matters in its bush fire brigade local law—put another way, the principal local law is (and has, since its making, been) inconsistent with that section. The Rules also deal with, for example, duties of the Captain of a bush fire brigade, which section 43 of the Act requires to be prescribed in a bush fire brigades local law
- it subdelegated its power to regulate these matters to a differently constituted Council. Local laws must be made by an absolute majority of the Council, whereas City policies would only require simple majority resolutions. This subdelegation is not authorised by the Act.

Request for undertakings

The Committee requests that the City's Council provide written undertakings that:

⁴ *Local Government Act 1995* s 3.7; *Interpretation Act 1984* s 43(1).

⁵ Definition of 'Rules': Principal local law cl 1.2(1).

1. within six months, the City will:
 - (a) re-insert the following clauses into the principal local law:
 - (i) Clauses 3.2(2)–(5).
 - (ii) Part 4, Division 2 (clauses 4.3–4.5).
 - (iii) Part 4, Division 3 (clauses 4.6–4.8).
 - (iv) Clauses 4.10–4.12.
 - (v) Part 5 (clauses 5.1–5.6).
 - (vi) Part 7 (clauses 7.1–7.4).
 - (b) make any necessary consequential amendments.
2. until the principal local law is amended in accordance with undertaking 1, the City will not enforce the principal local law in a manner that is inconsistent with undertaking 1.
3. until the principal local law is amended in accordance with undertaking 1, the City will, when making the principal local law available to the public (whether in hard copy or electronic form—including on the City's website), ensure that it is accompanied by a copy of these undertakings.

To assist you, I **enclose** a suggested form of Council resolution to provide the undertakings.

The undertakings should be given in the form of a letter signed by you as Mayor, not the Chief Executive Officer or other officer of the City. This is because, pursuant to section 2.8(1)(d) of the *Local Government Act 1995*, the 'Mayor or President speaks on behalf of the local government' to the Parliament of Western Australia.

I note that your Council will meet on 23 April 2019 and therefore request that the undertakings be provided to the Committee by **Friday 3 May 2019**.

Suggestion for further amendment to principal local law

The Committee also strongly suggests that the City insert its Rules Governing the Operation of Bush Fire Brigades into the principal local law as soon as possible.

Notice to disallow

The Committee resolved to give notice of motion in the Legislative Council to disallow the Amendment Local Law. Notice will be given on 4 April 2019. The reasons for giving notice are:

- to protect the Parliament's right to disallow the Amendment Local Law should the Committee recommend disallowance
- to provide the Committee with additional time to scrutinise the Amendment Local Law and, if necessary, obtain further information.

The giving of the notice should not be taken as indicating that the Committee has resolved to recommend disallowance at this stage.

4

Confidentiality

Notwithstanding the confidential status of this letter, the Committee authorises the City to discuss the contents of this letter with the Department of Local Government, Sport and Cultural Industries, WALGA and the City's legal advisers.

If you have any queries in relation to this matter, please contact one of the Committee's Advisory Officers, Ms Denise Wong, on 9222 7408 or at dwong@parliament.wa.gov.au.

Yours sincerely



Hon Robin Chapple MLC
Deputy Chair

Enc: *Suggested form of Council resolution*

This document (including any enclosures) is confidential and privileged. You should not use, disclose or copy the material unless you are authorised by the Committee to do so. Please contact Committee staff if you have any queries.

Suggested form of Council resolution to provide the undertaking

The Council of the City of Rockingham undertakes to the Joint Standing Committee on Delegated Legislation that:

1. within six months, the City will:
 - (a) re-insert the following clauses into the *City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law*:
 - (i) Clauses 3.2(2)–(5).
 - (ii) Part 4, Division 2 (clauses 4.3–4.5).
 - (iii) Part 4, Division 3 (clauses 4.6–4.8).
 - (iv) Clauses 4.10–4.12.
 - (v) Part 5 (clauses 5.1–5.6).
 - (vi) Part 7 (clauses 7.1–7.4).
 - (b) make any necessary consequential amendments.
2. until that local law is amended in accordance with undertaking 1, the City will not enforce the principal local law in a manner that is inconsistent with undertaking 1.
3. until that local law is amended in accordance with undertaking 1, the City will, when making the principal local law available to the public (whether in hard copy or electronic form— including on the City's website), ensure that it is accompanied by a copy of these undertakings.

6

APPENDIX 2

LETTER FROM CITY OF ROCKINGHAM

Our Ref: LWE/67-03 D19/67962
 Your Ref: A745149 & 4045/02 DW
 Enquiries to: Peter Varris on 9528 0333



4 June 2019

Hon Robin Chapple MLC
 Deputy Chair
 Joint Standing Committee on Delegated Legislation
 Legislative Council Committee Office
 Parliament House
 4 Harvest Terrace
 West Perth WA 6005

Dear Hon Robin Chapple MLC

City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 (Amendment Local Law)

I refer to your letter dated 21 March 2019 regarding a Notice to disallow the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 (Amendment Local Law). Ms Denise Wong one of the Committee's Advisory Officers provided approval to extend the time to provide the undertakings until after the City of Rockingham 28 May 2019 Council Meeting.

A report regarding the Amendment Local Law was presented to the 28 May 2019 Council Meeting. An extract of the report from the City of Rockingham 28 May Council Meeting is enclosed.

Summary of the information from the Report:

- At the start of the Bush Fire Control and Bush Fire Brigades Local Law 2001 being reviewed the City of Rockingham had two Volunteer Bush Fire Brigades (VBFB) from Baldivis and Singleton.
- During the review process the Baldivis VBFB was transformed into a Department of Fire and Emergency Services (DFES) Volunteer Fires and Emergency Service (VFES). The City also transitioned the management of the City's Incident Control Vehicle (ICV) to DFES.
- The Singleton VBFB in December 2018 voted to become managed by DFES.
- The City received a letter in May 2019 from the DFES Commissioner confirming an agreement in principle to transition Singleton VBFB to a DFES VFES. The expectation is that this work will be completed within 6 months and before the commencement of the next bushfire season.
- After the transition is complete the City will no longer have any Volunteer Bush Fire Brigades (VBFB). Therefore the City will begin the process to repeal the Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 months of the completed transition.



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- 2 -

- It will take 4 to 6 months to process a further amendment local law which reinstates the matter required by the JSCDL. As such, the City could advise the JSCDL that it has no issue with the City of Rockingham Bush Fire Brigades Amendment Local Law 2018 being disallowed.
- The effect of this is that when Parliament accepts the JSCDL motion that the Amendment Local Law be disallowed, the original requirements of the Bush Fire Brigades Local Law will revert to what they were before amendment and as they have operated since 2001.
- This does not mean that the City disagrees with the committee's correspondence; the position of the JSCDL is acknowledged and respected. It is simply that the City will shortly have no bush fire brigades to manage and no need for a local law at all; making an amendment would be pointless.

Below is the Council Resolution adopted on 28 May 2019:

Council Resolution

That Council:

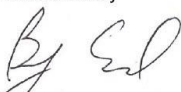
1. **ADVISES** the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;
2. **ADVISES** the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and
3. **COMMITTS** to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 month of transferring responsibility of the existing brigade to DFES.

Carried en bloc

The City advises the Joint Standing Committee on Delegated Legislation (Committee) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed. The City does not disagree with the Committee's decision which is acknowledged and respected but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless.

The City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 months of transferring responsibility of the existing brigade to DFES.

Yours sincerely



BARRY W SAMMELS
MAYOR

Enc. Council Report GM-014/19 Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018

Council Minutes
 Tuesday 28 May 2019
 GM-014/19


PAGE 1

Council Resolution – En bloc Resolution

Moved Cr Stewart, seconded Cr Liley:

That the committee recommendations in relation to Agenda Items GM-013/19 and GM-014/19 be carried en bloc.

Carried – 9/0

General Management Services Governance and Councillor Support		
Reference No & Subject:	GM-014/19	Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018
File No:	LWE/67-03	
Proponent/s:		
Author:	Mrs Jelette Edwards, Governance Coordinator	
Other Contributors:	Mr Peter Varris, Manager Governance and Councillor Support Mr David Caporn, Manager Compliance and Emergency Liaison	
Date of Committee Meeting:	21 May 2019	
Previously before Council:	26 June 2018 (GM-017/18), 27 November 2018 (GM-034/18)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Legislative	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To propose a response to a request by the WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) to further amend the City's Bush Fire Control and Bush Fire Brigades Local Law 2001.

Background

At the 27 November 2018 Council Meeting, Council resolved to make a Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 which was published in the Government Gazette on 18 January 2019.

The intent of the amendments was to remove matters set out in the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 that were not required to be regulated by the Bush Fires Act 1954 and could be dealt with by other means.

CONFIRMED AT A COUNCIL MEETING
 HELD ON TUESDAY 25 JUNE 2019

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Subsidiary legislation such as local laws are subject to scrutiny by the WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL). The committee has advised the City that it considers a number of the changes made by the Amendment Local Law to be inconsistent with the Bush Fires Act 1954 (the Act) and has requested the City to reinstate a number of the clauses deleted by the amendment local law, failing which it will recommend to Parliament that the amendment local law be disallowed.

In November 2016, the Baldy Volunteer Bush Fire Brigade (VBFB) was transformed into a Department and Fire and Emergency Services (DFES) Volunteer Fire and Emergency Service (VFES) and assigned additional responsibilities in keeping with its evolving area of operation. In the case of the Baldy VFES this included structural; fire-fighting capability.

In 2017 the City transitioned the management of the City's Incident Control Vehicle (ICV) to DFES. The volunteer group that managed the ICV on behalf of the City have been retained but with increased support and training opportunities under the management of DFES.

These changes (Baldy VFES and DFES managed ICV) have not led to any change in 'area of operation' and have derived significant benefits for the City and the community, with greater presence of DFES in the City's district; additional training and support for volunteers; and increased localised capability to combat emergencies.

The Singleton VBFB is managed by the City of Rockingham and provides first response services for bushfire in the localities of Karnup and Keralup. Singleton VBFB was established in 1979 and currently has 50 registered members. Brigade members have been in discussions with the City and representatives of the DFES over several months in 2018 about the future of the brigade and the potential for increased functions and responsibilities within the City's district.

At the Singleton VBFB general meeting held on 19 December 2018, members voted in favour of becoming a DFES managed VFES. During the consultation, DFES representatives have indicated that if the Singleton VBFB is converted to a VFES, it would be allocated 'natural hazards' training and responsibilities whilst maintaining its primary role in combating bushfires. There would be no change to its primary area of operation.

Details

Clauses that the amendment local law deleted, which the JSCDL require to be reinstated, relate to matters about which the Act provides that a local government may make local laws, and in particular under s62 of the Act:

62. Local government may make local laws

- (1) *A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 for and in relation to*
 - (a) *the appointment, employment, payment, dismissal and duties of bush fire control officers; and*
 - (b) *the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and*
 - (c) *any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.*

The JSCDL may have misunderstood the City's intent. In correspondence to the Mayor, the Deputy Chair of the JSCDL advises that the minutes of the Council meeting of 26 June 2018 (pp165-6) state that the City is deleting a number of clauses from the local law as the matters dealt with can be 'regulated administratively by the City'.

The agenda and meeting minutes do not say that. The actual words used are that these matters can be dealt with by 'other means'. This does not mean 'regulation' - the objective of the amendment local law was to change the Bush Fire Brigades local law to the effect that only those matters required to be dealt with by a local law by s43 of the Act are regulated.

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In addition, while it did not take issue with any of the other matters deleted from the Bush Fire Brigades local law, while not part of the Amendment Local Law the JSCDL also noted that clause 6.1 of the Bush Fire Control and Bush Fire Brigades Local Law 2001 refers to 'Rules'; and that the clause amounts to a subdelegation which is unlawful. It has strongly recommended that the Rules be inserted as a schedule to the local law.

All this aside, City's only Volunteer Bush Fire Brigade (Singleton) is soon to be managed by DFES. The Baldivis VBFB and ICV volunteer group have already been transformed into a DFES VFES. The City received a letter in May 2019 from the DFES Commissioner confirming an agreement in principle to transition Singleton VBFB to a DFES VFES. The expectation is that this work will be completed within 6 months and before the commencement of the next bushfire season.

Due to this it may be more pragmatic to deal with this issue as outlined in the 'comment' section below rather than further amend the Bush Fire Control and Bush Fire Brigades Local Law 2001.

Implications to Consider

a. Consultation with the Community

It would be quite straightforward to make a local law to address the matters required by the JSCDL. Section 62 of the Bush Fires Act 1954 provides that a local government may make local laws about bush fire brigades using the process set out in section 3.12 of the Local Government Act 1995.

Amongst other things this requires a local government to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarized in the notice for a period of 6 weeks after it first appears.

An amendment local law would need to state its purpose and effect, be advertised for community feedback for a period of 6 weeks, and copies sent to the Ministers for Local Government and Fire and Emergency Services.

The results of the community consultation and feedback from the Ministers are to be considered by Council before it makes the local law.

b. Consultation with Government Agencies

As noted above, if an amendment local law is preferred, the relevant Ministers must be given a copy and also invited to provide comments.

c. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Effective governance: Apply systems of governance which empower the Council to make considered and informed decisions within a transparent, accountable, ethical and compliant environment.*

d. Policy

Not Applicable

e. Financial

Not Applicable

f. Legal and Statutory

Section 3.12 of the Local Government Act 1995 (the Act) is the procedure for making local laws.

Section 3.12(2) of the Act provides that - at a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

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Section 3.12(3) of the Act provides that – the local government is to –

- (3) The local government is to –
 - (a) give Statewide public notice stating that –
 - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
 - and
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.

g. Risk

All Council decisions are subject to risk assessment according to the City's Risk Framework.

Implications and comment will only be provided for the following assessed risks.

Customer Service / Project management / Environment : High and Extreme Risks
Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Comments

The review of the Bush Fire Control and Bush Fire Brigades Local Law commenced early in 2018. Much has transpired in respect to the operational management of Bush Fire Brigades since that time.

The City received a letter in May 2019 from the DFES Commissioner confirming an agreement in principle to transition Singleton VBFB to a DFES VFES. The expectation is that this work will be completed within 6 months and before the commencement of the next bushfire season. The Baldy VFES and ICV are already under the management of DFES.

It will take 4 to 6 months to process a further amendment local law which reinstates the matter required by the JSCDL. As such, the City could advise the JSCDL that it has no issue with the City of Rockingham Bush Fire Brigades Amendment Local Law 2018 being disallowed.

The effect of this is that when Parliament accepts the JSCDL motion that the Amendment Local law be disallowed, the original requirements of the Bush Fire Brigades Local Law will revert to what they were before amendment and as they have operated since 2001.

This does not mean that the City disagrees with the committee's correspondence; the position of the JSCDL is acknowledged and respected. It is simply that the City will shortly have no bush fire brigades to manage and no need for a local law at all; making an amendment would be pointless.

When the Singleton VBFB is transferred to DFES and no longer under the control of the City, the Bush Fire Control and Bush Fire Brigades local law can be repealed altogether.

If Council prefers to instead amend the local law as advised by the JSCDL, Council needs to resolve the following:

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That Council:

1. **UNDERTAKES** to the Joint Standing Committee on Delegated Legislation (JSCDL) that it will;
 - (a) re-insert the following clauses into the City of Rockingham Bush Fire Control and Bush Fire Brigades Local law 2001:
 - (i) Clauses 3.2(2)-5
 - (ii) Part 4, Division 2 (clauses 4.3-4.5)
 - (iii) Part 4, Division 3 (clauses 4.6-4.8)
 - (iv) Clauses 4.10-4.12
 - (v) Part 5 (clauses 5.1-5.6)
 - (vi) Part 7 (clauses 7.1-7.4)
 - (b) make any necessary consequential amendments.
2. Until the City of Rockingham Bush Fire Control and Bush Fire Brigades Local law 2001 is amended in accordance with undertaking 1, the City will not enforce the principal local law in a manner that is consistent with undertaking 1.
3. Until the City of Rockingham Bush Fire Control and Bush Fire Brigades Local law 2001 is amended in accordance with undertaking 1, the City will, when making the principal local law available to the public (whether in hard copy or electronic form – including on the City’s website), ensure that it is accompanied by a copy of these undertakings.

The Officers agree to the JSCDL amendments on the following clauses:

- Reinsert clauses 3.2(2)-(5). These clauses provide more detail about how the Captain, First Lieutenant and other bush fire brigade officers are to be appointed and what should happen if, for example, the positions become vacant. These clauses should be re-inserted in order for the principal local law to comply with section 43 of the Act.
- Reinsert Part 4, Division 2 (clauses 4.3-4.5). These clauses deal with the role and duties of the Chief Bush Fire Control Officer. They should be re-inserted in order for the principal local law to comply with section 62(1)(a) of the Act.
- Reinsert Part 4, Division 3 (clauses 4.6-4.8). These clauses deal with, for example, when a brigade must hold its annual general meeting, how a brigade must nominate one of its members to be considered by the City when it appoints a bush fire brigade officer. These clauses should be re-inserted in order for the principal local law to comply with sections 62(1)(a) and (b) of the Act.
- Reinsert clauses 4.10-4.12. These clauses deal further with nominations and recommendations for bush fire control officers, to be considered by the City when it appoints such an officer. They should be re-inserted in order for the principal local law to comply with section 62(l)(a) of the Act.
- Reinsert Part 5 (clauses 5.1-5.6). These clauses determine the types of membership which are available in a brigade, the eligibility requirements for each type of membership and the role of each type of member. They should be re-inserted in order for the principal local law to comply with section 62(l)(b) of the Act.
- Reinsert Part 7 (clauses 7.1-7.4). These clauses provide for how a brigade is to ensure that it receives the equipment it requires from the City. For example, the brigade must make funding requests for additional equipment. These clauses should be re-inserted in order for the principal local law to comply with section 62(1)(b) of the Act.

Given that in six months the City will have no Bush Fire Brigades to manage, the most pragmatic approach to this issue is for the JSCDL to disallow the amendment local law and for the City to commit to the repeal of the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 upon transition of the Singleton VFBF.

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Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. **ADVISES** the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;
2. **ADVISES** the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and
3. **COMMITTS** to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 month of transferring responsibility of the existing brigade to DFES.

Committee Recommendation

That Council:

1. **ADVISES** the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;
2. **ADVISES** the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and
3. **COMMITTS** to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 month of transferring responsibility of the existing brigade to DFES.

Committee Voting – 4/0

The Committee's Reason for Varying the Officer's Recommendation

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Council Resolution

That Council:

1. **ADVISES** the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;
2. **ADVISES** the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and

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3. **COMMITTS** to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 month of transferring responsibility of the existing brigade to DFES.

Carried en bloc

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

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MAYOR (B W SAMMELS)

Joint Standing Committee on Delegated Legislation

Date first appointed:

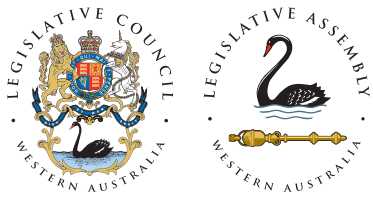
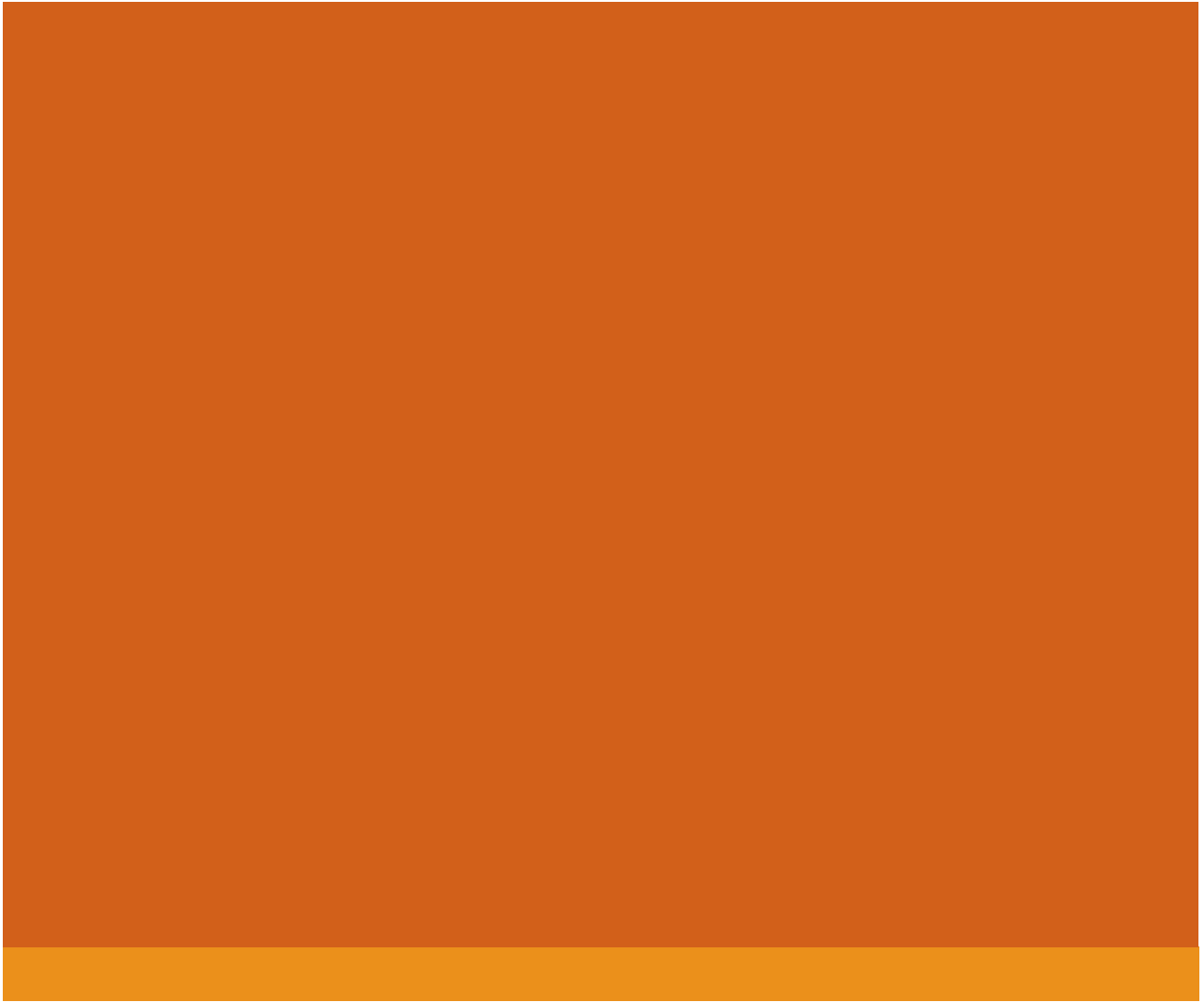
15 June 2017

Terms of Reference:

The following is an extract from Schedule 1 of the Legislative Council Standing Orders:


'10. Joint Standing Committee on Delegated Legislation

- 10.1 *A Joint Standing Committee on Delegated Legislation is established.*
- 10.2 The Committee consists of 8 Members, 4 of whom are appointed from each House. The Chair must be a Member of the Committee who supports the Government.
- 10.3 A quorum is 4 Members of whom at least one is a Member of the Council and one a Member of the Assembly.
- 10.4 (a) A report of the Committee is to be presented to each House by a member of each House appointed for the purpose by the Committee.
- (b) Where a notice of motion to disallow an instrument has been given in either House pursuant to recommendation of the Committee, the Committee shall present a report to both Houses in relation to that instrument prior to the House's consideration of that notice of motion. If the Committee is unable to report a majority position in regards to the instrument, the Committee shall report the contrary arguments.
- 10.5 Upon its publication, whether under section 41(1)(a) of the *Interpretation Act 1984* or another written law, an instrument stands referred to the Committee for consideration.
- 10.6 In its consideration of an instrument, the Committee is to inquire whether the instrument -
- (a) is within power;
- (b) has no unintended effect on any person's existing rights or interests;
- (c) provides an effective mechanism for the review of administrative decisions; and
- (d) contains only matter that is appropriate for subsidiary legislation.
- 10.7 It is also a function of the Committee to inquire into and report on -
- (a) any proposed or existing template, *pro forma* or model local law;
- (b) any systemic issue identified in 2 or more instruments of subsidiary legislation; and
- (c) the statutory and administrative procedures for the making of subsidiary legislation generally, but not so as to inquire into any specific proposed instrument of subsidiary legislation that has yet to be published.
- 10.8 In this order-
- "instrument" means -
- (a) subsidiary legislation in the form in which, and with the content it has, when it is published;
- (b) an instrument, not being subsidiary legislation, that is made subject to disallowance by either House under a written law;
- "subsidiary legislation" has the meaning given to it by section 5 of the *Interpretation Act 1984*.



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12.8 Model Standards for CEO Recruitment and Selection, Performance and Termination**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments** 1. CEO Standards for Recruitment Performance & Termination [↓](#) **Voting Requirements** Absolute Majority**Disclosure of Interest** Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council:

1. Consider any additions required in the CEO Standards for Recruitment Performance & Termination that remain consistent with the model standards.
2. Adopt the biennial review of the Model Standards for CEO Recruitment and Selection, Performance and Termination

IN BRIEF

The Model Standards for CEO Recruitment and Selection, Performance and Termination provides a framework for local governments to select, monitor the performance of and terminate a Chief Executive Officer in accordance with the principles of merit, probity, equity and transparency and is governed by the *Local Government Act 1995* and *Local Government (Administration) Amendment Regulations 2021* (CEO Standards).

The Model Standards are due for its biennial review and so is being tabled to Council as per Attachment [1]. There have been no amendments made to the *Local Government (Administration) Amendment Regulations 2021* (CEO Standards) or section 5.39A and 5.39B of the *Local Government Act 1995* (pertaining to the legislative requirements of the Model Standards) since its adoption in March 2021.

MATTER FOR CONSIDERATION

That Council:

1. Consider any additions required in the CEO Standards for Recruitment Performance & Termination that remain consistent with the model standards.
2. Consider adopting the biennial review of the Model Standards for CEO Recruitment and Selection, Performance and Termination

BACKGROUND

In March 2021 Council adopted the Model Standards for CEO Recruitment and Selection, Performance and Termination which was new legislation at the time. The legislation requires all local governments to adopt mandatory minimum standards that cover the recruitment and selection, performance review and early termination of local government Chief Executive Officers.

The standards are intended to ensure best practice and greater consistency in these processes between local governments.

It is recommended that Council adopt the reviewed document of CEO Standards for Recruitment and Selection, Performance and Termination Attachment [1] as taken in the *Local Government (Administration) Amendment Regulations 2021*. Council can consider any additional provisions that remain consistent with the model standards during this review.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.39A. Model standards for CEO recruitment, performance and termination

- (1) Regulations must prescribe model standards for local governments in relation to the following —
 - (a) the recruitment of CEOs;
 - (b) the review of the performance of CEOs;
 - (c) the termination of the employment of CEOs.

- (2) Regulations may amend the model standards.

[Section 5.39A inserted: No. 16 of 2019 s. 22.]

5.39B. Adoption of model standards

- (1) In this section —
model standards means the model standards prescribed under section 5.39A(1).
- (2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt* standards to be observed by the local government that incorporate the model standards.

** Absolute majority required.*

- (3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend* the adopted standards to incorporate the amendments made to the model standards.

** Absolute majority required.*

- (4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.
- (5) The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.
- (6) The CEO must publish an up-to-date version of the adopted standards on the local government's official website.
- (7) Regulations may provide for —
 - (a) the monitoring of compliance with adopted standards; and
 - (b) the way in which contraventions of adopted standards are to be dealt with.

[Section 5.39B inserted: No. 16 of 2019 s. 22.]

POLICY IMPLICATIONS

CEO Standards for Recruitment Performance and Termination

FINANCIAL IMPLICATIONS

There are no financial implications with the review and adoption of the Model Standards.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

This report addresses the following identified Strategic Risk Management Priorities:

Unqualified, unskilled and/or inexperienced Shire personnel increase work health and safety risks.

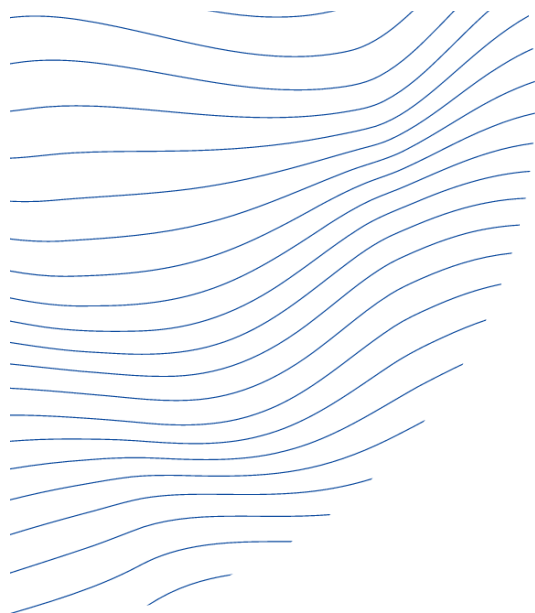
RISK ASSESSMENT

	Option 1
Financial	Low
Health	N/A
Reputation	Low <i>The Model Standards are a legislative requirement so by endorsing and reviewing Council remain compliant with the Local Government Act 1995.</i>
Operations	Low <i>The adopted CEO Standards will have legal implications as Council will be required to follow the standards when undertaking recruitment, performance review and termination of a CEO as they are now included in the Local Government Act 1995 (section 5.39A and 5.39B) and Administration Regulations.</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.



CEO STANDARDS FOR RECRUITMENT, PERFORMANCE & TERMINATION





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DIVISION 1 – PRELIMINARY PROVISION

1. Citation

These are the Shire of Quairading Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards –

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

CEO means the local government's Chief Executive Officer;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Shire of Quairading;

selection criteria means the selection criteria for the position of Chief Executive Officer determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless contrary intention appears.

DIVISION 2 – STANDARDS FOR RECRUITMENT OF CEOS

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply –

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or



- (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the Council, approve a job description form for the position of Chief Executive Officer which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —

independent person means a person other than any of the following —

- (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
 - (3) The selection panel must comprise —

- (a) council members (the number of which must be determined by the local government); and
- (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of Cl. 5 where new process is carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
 - (a) clause 5 does not apply to the new recruitment and selection process; and



- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the **negotiated contract**) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —
commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
 - (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;and
 - (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.



- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

DIVISION 3 – STANDARDS FOR REVIEW OF PERFORMANCE OF CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
- (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
- (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and

- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

DIVISION 4 – STANDARDS FOR TERMINATION OF EMPLOYMENT OF CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

CEO STANDARDS FOR RECRUITMENT, PERFORMANCE & TERMINATION



24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government’s reasons for terminating the employment of the CEO.

Record of Standard Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	Graeme Fardon	25 March 2021	142-20/21	New Legislation	March 2023
02	Nicole Gibbs			Biennial Review	

12.9 Economic Development Strategy 2023-2025**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments** 1. Economic Development Strategy 2023-2025 [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council adopt the Economic Development Strategy 2023-2025.

IN BRIEF

One of the CEO's current Key Performance Indicators is the development of a Business Attraction Strategy. As a component of investigating the best format and structure for such a document, it was ascertained that a more useful, comprehensive and pragmatic document would be an Economic Development Strategy. Business attraction strategies would form a component of this document, but the document would not be restricted to investigating only business attraction strategies.

The draft Economic Development Strategy is tabled for the consideration of, and possible adoption by, Council.

MATTER FOR CONSIDERATION

That Council endorse the Economic Development Strategy.

BACKGROUND

In accord with the CEO's current Key Performance Indicators, the CEO has investigated the development of a Business Attraction Strategy. After some research, consultation and consideration, it is the CEO's recommendation that an Economic Development Strategy would be a more useful, comprehensive and pragmatic document. The predominant reason for this is because business attraction strategies could form a component of an Economic Development Strategy, but the document would not be restricted to investigating only business attraction strategies.

Strategic economic development plans are integral to achieving measurable, sustainable economic growth and quality of place. By putting a formal plan in place, communities can take control of their economic development, set clear and attainable economic development objectives, and design policies and programs to achieve them. Without a plan, the economic future is reactive at best. At worst, it's in the hands of others – especially in this time of uncertainty.

Economic development plans are carefully and strategically built frameworks. Long-term in scope, they provide a pathway that communities can follow to overcome diverse, often challenging situations. They can help account for the following if created the right way:

- Rapid population growth or decline
- Booming economy or stagnation
- Job creation or retention issues
- Economic stability in an unpredictable federal and/or global market
- Public and private partnerships and investment
- Human resource development, education and training
- Land use and sustainable housing growth
- Commercial and industry stock
- Social, recreational, arts and cultural development

The Strategic Economic Development Plan is typically reviewed on a yearly basis. Most plans are recreated entirely every 3-5 years (often sooner given the pace of change and uncertainty in today's economy) to ensure they align with ever-changing needs.

A strategic economic development plan can be complex, but it's important to keep things as simple and straightforward as possible. The most successful plans are understandable to key stakeholders and economic development officials. Ultimately, the success of the economic development plan hinges on the activities, investments and programs in place to, for example, increase employment and job quality, improve quality of life for today and in the long term, and boost the overall business climate.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Asset Management Policy

Business Attraction Strategy

FINANCIAL IMPLICATIONS

Nil.

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

- 2.4 Economy:** Encourage local workforce participation
- 3.1 Built Environment:** Safe, efficient and well maintained road and footpath infrastructure
- 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
- 5.3 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

Stakeholder engagement undertaken to develop the Strategic Community Plan, which is the base document for the development of the Economic Development Strategy includes consultation from residents, ratepayers, businesses, government and non-government agencies and Shire employees.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Aged people leaving the Shire due to a lack of appropriate accommodation (well before requiring residential aged care).

Lack of routine maintenance of Shire roads creates public safety risk and associated liability issues.

Asset Management Plan is non-compliant due to aging assets and increasing costs.

Uncertainty of Quairading’s long-term future results in the further attenuation and closure of local businesses.

Poor or no construction of roads results in public safety dangers and high-level liability consequences for Elected Members, Executive and the Shire as a whole.

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>The Economic Development Strategy assists Council along with the Integrated Planning Framework to build the statutory budget that includes projects and services that meet the needs for economic and business growth within the community.</i></p>
Health	<p>Low</p> <p><i>The economic development strategy includes the improving of health services in Quairading.</i></p>
Reputation	<p>High</p> <p><i>It is vital to the future of Quairading that there is space for new business to grow, and existing businesses to thrive within the community.</i></p>

Operations	<p>Low</p> <p><i>The Economic Development Strategy guides day to day operations and requires to be reviewed annually with a major overview every five years as part of the Integrated Planning Framework.</i></p>
Natural Environment	<p>Low</p> <p><i>The Economic Development Strategy considers sustainability and impact on the natural environment when projects are considered to improve economic growth in the community.</i></p>

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

COMMENT

Nil.



ECONOMIC DEVELOPMENT STRATEGY 2023 - 2025

 @ShireofQuairading

 @QuairadingCaravanPark

 @shireofquairading



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1. INTRODUCTION

The Shire of Quairading's Economic Development Strategy 2022 - 2032 is a key document setting the Shire's intentions for the next 10 years in relation to supporting and enabling the local economy. Over the past decade, the Shire of Quairading has experienced considerable changes to the local, regional, national and international economic environment, including through the impact of the COVID-19 pandemic. This along with the release of the Shire's Strategic Community Plan 2021- 2031, which set new goals and priorities directly reflecting the needs and priorities of our diverse community, has prompted the requirement for this renewed Economic Development Strategy 2022 - 2032. The development of the Economic Development Strategy utilised the results of the extensive stakeholder engagement undertaken to develop the new Strategic Community Plan, which included residents, ratepayers, businesses, government and non-government agencies and Shire employees. After consulting with the community the Shire is proud to present an authentic, dynamic and forward thinking strategy that identifies six key focus areas that will ensure the Shire's vision and economic purpose are achieved. The Economic Development Strategy keeps business engagement and support at the forefront bolstered by investment attraction, planning for the future, leadership, tourism industry support and development and strategic economic advocacy.

2. QUAIRADING

Quairading is nestled in the central Wheatbelt of Western Australia, on Noongar Ballardong country just 167km east of Perth on the York-Quairading Road. Quairading is a farming community with a population of approximately 1200, producing cereal and grain crops, forestry, wool, sheep and cattle supported by rural service industries. The district includes the localities of Quairading, Pantapin, Yoting, Badaling, Dangin, South Caroling, Balkuling, Doodenanning and Wamenusking.

The Shire of Quairading presents unique opportunities and considerable challenges for both private enterprise and the Shire. Quairading's diversity is unique in a regional area with agricultural sweeps of land, natural environments including regional and state parks and reserves, bushland, a light industrial area, established residential areas and yet to be developed land to cater for the next 50 years of population growth. This diversity combined with the forecasted population growth presents incredible opportunities for private investors. There is a strong economic base to build on and although the local economy is heavily reliant on agriculture, there is promising growth in the professional, technical and scientific services, health care and social assistance and the education and training sectors.

Quairading has a proud history of agricultural production and although this industry is facing significant challenges from climate change, agribusiness remains a key niche industry with the industry undergoing transformation and new opportunities presenting.

The tourism sector remains a significant niche industry for Quairading. A notable increase in market interest has been observed in tourism opportunities across the region, including accommodation, the re-development of Toapin Weir, agri-tourism and regional approaches to market development (e.g. Paths to Wave Rock). The Shire is a strong supporter of the local tourism industry through the development and promotion of our regional brand, ‘Take a Closer Look Quairading,’ which recognises the value and incredible potential of the Shire.

The Shire works collaboratively with our neighbouring Local Government Areas; the Shires of Beverley, Cunderdin, Tammin, Merredin, Northam, Kellerberrin and York on regionally significant projects, initiatives and activities to deliver larger scale outcomes only possible through regional collaboration.

3. STRATEGIC PLAN ALIGNMENT / VISION

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.”

The Strategic Community Plan 2021-2031 encourages Council to take a more active role in economic development across the Shire. In tangible terms this means:

- Increasing the residential population
- Supporting business and industry
- Facilitating the provision of State and Commonwealth government services
- Increasing tourism
- Increasing the quantity and diversity of accommodation
- Improving general amenities and facilities, including medical facilities, aging in place facilities and sporting facilities

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN:
1. COMMUNITY	
1.1 Work collaboratively with local and regional service providers to engage the community as active citizens.	The Shire facilitates inclusive access to all facilities and services
	Work towards Reconciliation Action Plan Committee aspirations
	Preservation of assets and education of our local culture and heritage
	Actively support youth development
	Sporting and recreational facilities

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN:
1.2 Provide social and cultural activities for all members of the community	Increased participation
1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire	Retention of local health facilities and visiting services
	Ageing in place can occur within the district
	Facilitate support for mental health to vulnerable persons
1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	Volunteers feel supported by the Shire
	Delivery of the Shire’s Community Grants Program
1.5 Support emergency services planning, risk mitigation, response and recovery	We collaboratively plan and respond to emergency situations identified in Local Emergency Management Arrangement (LEMA)
2. ECONOMY	
2.1 Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)	Work towards initiatives in our Economic and Business Growth plans
	Support and advocacy for agriculture
	Local economic diversification
	Delivery of the Shire’s Business Grant Program
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	Local businesses capture opportunity through the caravan park and tourism assets and experiences
	Improved online presence and awareness
	Visitors receive timely and accurate information about our Shire attractions and services
	Well attended local events and celebrations
2.3 Shire engages stakeholders and partners to help capture local economic development initiatives	Demonstrated progress with stakeholders to facilitate land development, industry and jobs growth
2.4 Encourage local workforce participation	Residents can access local, inclusive and modern childcare facilities and services
	Traineeships / apprenticeships / flexible employment models
3. BUILT ENVIRONMENT	
3.1 Safe, efficient and well maintained road and footpath infrastructure	Achievement of the 10yr road plan goals and strategies
	Less impact on our roads due to extreme weather events and increased vehicle tonnage (road engineering, stormwater management)

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN:
3.2 Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles	Completion of the Community Park in the Quairading town site Access and aesthetic improvements at the cemetery are undertaken
3.3 Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans	Updating of Shire’s Asset Management Plan to ensure viability and sustainability of the Shire’s Building Assets Planning and development for sport and recreation facilities is coordinated and cohesive (Masterplan Sport and Rec) Agreed concept and project plan for Multi-Purpose Precinct Heating of the leisure pool at the swimming pool enables greater patronage
4. NATURAL ENVIRONMENT	
4.1 Maintain a high standard of environmental health services	Compliance with environmental health legislation
4.2 Conservation of our natural environment	Community engagement in the management of invasive species, Management of nature reserves
4.3 Demonstrate sustainable practices of water, energy and waste management	Preservation and improved efficiency and use of natural assets (water, sun, wind)
5. GOVERNANCE AND LEADERSHIP	
5.1 Shire communication is consistent, engaging and responsive	Residents and community groups believe they are being listened to and fairly treated
5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels	Collaborative planning amongst key stakeholders Local community engagement level
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	Performance against targets – Strategic Community Plan and Corporate Business Plans goals
5.4 Implement systems and processes that meet legislative and audit obligations	External Audits and Reviews confirm compliance with relevant legislation.

4. CORPORATE PLAN ALIGNMENT

A key objective of the 2023 - 2028 Corporate Business Plan is to address the economic objective of the Strategic Community Plan – ‘Growing Economy and Employment Opportunities.’

5. KEY ECONOMIC OPPORTUNITIES

Whilst the Shire of Quairading faces significant economic challenges, there are also unique strengths and opportunities. The West Australian economy is heavily reliant on the mining sector. Comparatively, the Quairading economy is much less reliant on mining, and conversely reliant on the agricultural sector. The ability to demonstrate generational success and sustainability across the agricultural sector for over 100 years provides a bespoke opportunity for private investment and growth. It also provides for opportunity for supportive, parallel and complementary business, trade and investment.

Growing Population Base

After decades of population decline, the population across Quairading is on an upward trend. This is predominantly because younger generations are returning to farming after achieving education and establishing families. There has also been an increase in the general populous due to the affordable property options within the townsite. Finally, with the agricultural industry thriving, transient work is available across the year for people choosing to live in Quairading on a seasonal basis. A growing population base demands an increase in product and service delivery, which means the creation of new business.

Key Strategic Locations

Well located in the Avon Region of the Wheatbelt, and connected with access to other regional towns and the State’s south, the Shire is home to the localities of Quairading, Pantapin, Yoting, Badaling, Dangin, South Caroling, Balkuling, Doodenanning and Wamenusking.

Welcoming light industry and other businesses to the Shire through an incentives-based approach, Quairading is well-positioned to attract and retain any number of private or government enterprises wanting central access to the Wheatbelt Region.

Vibrant Employment Opportunities

Quairading provides an attractive base for existing and new businesses to locate, relocate and grow. New cluster opportunities are available in the new light industrial area precinct and Council is flexible and supportive in terms of investment being developed on other parcels of land.

Investment Ready

Quairading offers diverse investment opportunities suitable for local, national and international investors. The light industrial precinct is in its final stage of development. Key essential services infrastructure has been upgraded across the Shire. Innovative initiatives to grow the population are underway. Incentives for small business are offered year-round. Now is a better time than ever before to invest in Quairading.

Supportive Business Environment

The Shire of Quairading is committed to providing a business friendly environment combined with strong local support networks and an enviable education presence. Quairading is the perfect place to launch, locate or grow a business.

Tourism Opportunities

The Shire offers incredible tourism opportunities involving both natural and built assets: Indigenous, lakes, State parks and reserves, eco-tourism, accommodation, historic buildings and agri-tourism.

Available and Affordable Land

Quairading has high quality and affordable land available for both business and residential growth. Quairading is likely to have the most cost-effective development opportunities of any 'like size' or larger Shire in the State.

6. KEY ECONOMIC CHALLENGES**Employment**

- Number and diversity of local jobs – strategic vs population driven.
- Business creation, attraction, retention and expansion.
- Local pockets of relatively high unemployment and low labour force participation – understanding the where, why and who.
- Ageing population.
- Matching skills required by employers to available workforce.
- The impact of artificial intelligence, robotics and automation.
- Future of work arriving early/fast changing work environment/challenges of re-skilling the workforce.
- Local job growth continues to lag behind population growth, with the number and diversity of local job opportunities remaining the top economic challenge identified through the consultation process.

Land

- Retention of land for employment purposes (worker's accommodation, Shire staff housing) including interim uses for land that may not be required for employment purposes for decades.
- Modernising the planning framework to ensure it is flexible and supportive of local business.
- 'Arriving late in the game' with regard to some funding opportunities.
- The demise of Royalties for Regions funding and Building Better Regions funding.
- Government's drive for a regional approach to securing funding, rather than a local government alone approach.
- Funding bodies are targeting 'innovation,' not core business.

Investment Attraction

- Public investment to enable on-time provision of strategic infrastructure.
- Private investment for business establishment and growth.
- Creating an enabling environment for investment - making it easy to invest, reducing red tape.
- Forecasted rising interest rates.
- Attracting national and global interest in opportunity is time-consuming and expensive.
- To balance supporting local existing business verses not increasing local competition.
- Absentee landowners in the main street.
- Efficient and effective promotion of the Economic Strategy.
- How to target identified business opportunities.
- Council Resources available to carry out this Economic Strategy.

Infrastructure

- Power strength, frequency and reliability (e.g. not sufficient for heavy industry).
- Provision of major freight and passenger transport infrastructure.
- Strategic transport connections.
- Improved high-speed telecommunications infrastructure.
- Keeping pace with new and emerging technologies.
- Optimising the return on investment for key infrastructure projects.

Sustainability

- Cost of energy and managing the transition to a carbon neutral economy.
- Managing waste at all points along the supply chain, transitioning waste from being a liability to a valuable resource.

- Managing the transition to a circular economy (i.e. markets that give incentives to reusing products, rather than scrapping them and then extracting new resources).
- Sustainable procurement (including financial, social and environmental considerations).

7. STRATEGIES & UNDERPINNING PROJECTS

Increasing the residential population

- 'My Home' partnership: Up to 10 houses to be constructed in Quairading for the low-socio economic population. Cost to rate payers is nil.
- Edwards Way development: The development of a State-wide campaign to populate the blocks combined with a Shire 'build-sell-build' model. Target audience is medium to high socio-economic population. The intent is to bring the project costs in to as 'cost neutral' a position as possible.
- Quairading Co-op partnership: A collaborative approach is taken to secure State Government funding for the construction of worker's accommodation. A community led initiative.
- Provide for aged care accommodation. Lobbying the State Government for freehold ownership of the hospital land. Facilitating a joint venture with an aged care provider for the construction and management of the aged care units.
- Re-develop sports precinct. Breaking the project down into manageable modules for funding and project management purposes.
- Improve general amenities and facilities (e.g. community park, Toapin Weir, Dog Park etc.) to maintain and increase residents.
- Facilitate the provision of State and Commonwealth government services (e.g. virtual power plant, upgrade of poles and wires etc.) to ensure population growth can be sustained.
- Support small business and light industry to ensure shopper convenience meets resident's need.
- Improve street façade (e.g. works notices resulted in upgrade of dilapidated buildings at the entry to town) to attract more permanent residents.
- Secure a doctor and a nurse (a State Government responsibility) to meet the needs of all residents, across the spectrum of ages.
- Provide an electrical vehicle charger for the use of residents and tourists.

Supporting business & industry

- Develop the light industrial area lots to 'be ready' for industry innovation and approach.
- Enact the Tourism Strategy.
- Increase the residential population (which translates into new business clients).
- Develop new and redevelop existing signage across the Shire.

- Facilitate the provision of State and Commonwealth government services (e.g. power capability, health services etc.).
- Continue the Small Business Grants programme.
- Provide for worker's accommodation.
- Improve general amenities and facilities (e.g. community park, Toapin Weir, Dog Park etc.) so tourists stop, and the residential population increases and is retained.
- Improve the street façade (e.g. works notices resulted in upgrade of dilapidated buildings at the entry to town).
- Provide an electrical vehicle charger for business clients, residents and tourists.

Facilitating the provision of State and Commonwealth government services

- Lobby the State Government for a Virtual Power Plant.
- Lobby the State Government for electrical pole and wire replacement programme.
- Lobby the State Government for the transfer of land behind the hospital to the Shire (free hold) to enable the facilitation of a joint venture for the construction of aged care units.
- Increase the quantity and diversity of accommodation (a State Government responsibility for the low socio-economic population).
- Improve general amenities and facilities through securing government grant funds.
- Secure a doctor and a nurse (a State Government responsibility).
- Provide for aged care accommodation.
- Re-develop sports precinct to encourage new residents and retain existing residents.

Increasing tourism

- Enact the Tourism Strategy.
- Develop new and redevelop existing signage across the Shire.
- Facilitate the provision of State and Commonwealth government services (e.g. power capability).
- Support business and industry to ensure shoppers choice and convenience.
- Improve general amenities and facilities (e.g. community park, Toapin Weir, Dog Park etc.) for tourist convenience.
- Improve the street façade (e.g. works notices resulted in upgrade of dilapidated buildings at the entry to town).
- Provide an electrical vehicle charger for tourists, business clients and residents.
- Provide for a selection of accommodation options.

Increasing the quantity & diversity of available accommodation

- Increase number of cabins in caravan park for tourists and other transient people (e.g. tradespeople).
- 'My Home' partnership: Up to 10 houses to be constructed in Quairading for the low-socio economic population.
- Edwards Way development: The development of a State-wide campaign to populate the blocks combined with a Shire 'build-sell-build' model. Target audience is medium to high socio-economic population.
- Quairading Co-op partnership: A collaborative approach is taken to secure State Government funding for the construction of worker's accommodation.
- Increase amenities at Toapin Weir and promote this camping destination more heavily.
- Provide for aged care accommodation.

Improving general amenities & facilities

- Support and provide for health care amenities (chemist, medical clinic and hospital).
- Provide for aged care accommodation for 'aging in place' to retain and grow the residential population.
- Re-develop sports precinct for new and existing residents.
- Support small business and light industry.
- Community Park development to retain residents, to encourage new residents and to encourage tourists.
- Dog Park development to retain residents, to encourage new residents and to encourage tourists
- Virtual Power Plant project to provide for a sustained increase in population.
- Caravan Park expansion to accommodate more tourists and other transient people.
- Street signage upgrade.
- Toapin Weir facilities upgrade.
- Increased type and quality of accommodation.
- Improve the street façade (e.g. works notices resulted in upgrade of dilapidated buildings at the entry to town).

8. ADDITIONAL BENEFITS OF STRATEGIES

The additional benefits of implementing the Economic Strategy include:

- Quairading is sustainable, meeting the needs of our community today without compromising the needs of our future communities;
- Quairading is a major contributor to regional productivity with a strong economy providing a diverse range of local job opportunities;
- The strengths and opportunities of Quairading are well known;
- Existing and potential investors are engaged and receive excellent customer service;
- Key networks actively seek out Quairading as a partner for opportunities and regional collaborations;
- Quairading is known as a tourism destination, with key and iconic tourism assets recognised as being linked to the Shire of Quairading “Take a Closer Look” brand;
- Delivery of larger scale outcomes through regional collaboration;
- Diversifying and strengthening the local economy;
- Reducing local unemployment;
- Expanding local capabilities and skills (e.g. apprenticeship and traineeships);
- Increasing the availability of skilled trades;
- Strengthening existing businesses (trading or servicing new business);
- Reducing vacant shops in the main street;
- Leading by example (e.g. through construction of housing);
- Generating strategic thought by industry and business owners (as to potential new business’ that might establish and be successful in town); and
- The attraction of customers from other towns.

9. ROLE OF COUNCIL

- To operate at strategic level, providing for a robust, strong and sensible Strategic Community Plan.
- To hold one annual formal Strategic Planning Session with executive, facilitated by an independent person.
- To hold quarterly Concept Forums to further progress the outcomes of the annual Strategic Planning Session.
- To support officers in the implementation of the identified strategies and projects.
- To provide for funding the identified strategies and projects.

10. COUNCIL INCENTIVES

Incentives should be targeting economic development, not small business. Small business should be only one cohort eligible for the incentive. Recommendations include:

- Convert the Small Business Development Grant to an Economic Development grant. Open the grant up to all parties interested in enacting a project that will improve Quairading's economic position.
- Fund the development of the remaining Light Industrial Area lots.
- Populate the Cuneata Development by giving away the residential lots (with strong caveats attached to the construction component of the project).

11. FUNDING OF THE INCENTIVES

Funding options available to progress and complete the initiatives within this document are unfortunately limited but include:

- Self-funding through the annual budget process;
- Self-funding using reserves funding;
- Joint ventures (e.g. gifting land to a project);
- Securing tender or grant monies to cover part components of the initiative/s.

Officers are continually balancing the above options when investigating the viability of a project and the probability of securing external funding to contribute to the project.

12. REVIEW OF THIS STRATEGY

The Economic Development Strategy be reviewed annually by Council and the CEO.

13. KEY STRATEGY ACTIONS - YEAR 1 & 2

The Key Strategy Actions for 2021/22 were:

- Draft Budget deliberations on the level for the New Business Incentives Scheme.
- District Prospectus be developed and published (online and hard copy).
- Concerted wider Promotion of the District as a viable and affordable location for businesses, visitors and new residents. May need external assistance with Promotional expertise.
- Use of various Mediums for Promotion (Electronic and Print).
- Strengthen Partnerships with the following Stakeholders to seek out business start-up and relocation opportunities and external funding possibilities.
- Wheatbelt Development Commission.
 - Wheatbelt RDA.

- Wheatbelt Business Network.
- Small Business Friendly Council Program - Action in accordance with the program Guidelines when Council dealing with Businesses.
- Audit of available existing vacant Business Floorspace and Rents – Recommend being undertaken by external resources and then used as a reference for interested Parties.
- To ensure that a contemporary Town Planning Scheme in place to accommodate appropriate land uses and businesses. Particularly, appropriate planning measure for Home based businesses.
- Subject to funding, progress to the further development of the Light Industrial Land (in Stages.)

For the most part, these Strategy Actions now form a component of every day core business.

14. KEY STRATEGY ACTIONS - YEAR 3

The Key Strategies for 2023 are:

- Increase the residential population;
- Support small business and industry;
- Facilitate the provision of State and Commonwealth government services;
- Increase tourism;
- Increase the quantity and diversity of available accommodation; and
- Improve general amenities and facilities.

The Strategy Actions that will underpin these Key Strategies are the actions needed to enact the projects detailed above in the main body of the document. In addition to those detailed above, these actions may include, but are not limited to:

- Re-evaluating Town Planning Scheme No 3, which is nowhere near flexible enough to accommodate innovation in residential construction nor innovation in small business needs.
- Contemporary, innovative and active marketing of land sales (residential and commercial).
- Lobbying of State and Commonwealth Government for quality products and services that rate payers pay to receive.

12.10 Repeal Local Law 2023

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments 1. DRAFT Repeal Local Law 2023 [↓](#) 
2. Advertisement - Repeal Local Law 2023 [↓](#) 

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council:

1. Notes the comments from the Minister for Local Government, Sports and Cultural Industries for the *Repeal Local Law 2023*;
2. Resolves to adopt and make the Shire of Quairading *Repeal Local Law 2023*, as per Attachment [1], in accordance with Section 3.12 of the *Local Government Act 1995*-
 - a. The purpose of the *Repeal Local Law 2023* is to provide for the repeal of defunct and obsolete Local Laws.
 - b. The effect of the *Repeal Local Law 2023* will be to allow Council to be more efficient and effective by removing defunct and outdated Local Laws from the public record and allow more flexibility in the town site with regards to what residents can build.
3. Publish the adopted Shire of Quairading *Repeal Local Law 2023*, as per Attachment [1], in the Government Gazette and provide copies of the local law to the Minister for Local Government, Sports and Cultural Industries;
4. Give local public notice after gazettal of the local law advising the date on which the local law commences;
5. Authorise the affixing of the Common Seal of the Shire to the original copy of the Shire *Repeal Local Law 2023* and;
6. Submit a copy of the gazetted local law, explanatory memoranda affixed with the Common Seal and associated documentation to the Joint Standing Committee on Delegated Legislation for review.

IN BRIEF

In October 2022, Council endorsed the repealing of Local Law:

- *By-Law Relating to Buildings - Brick Area 1970* and its amendment;
- *By-Law Relating to Buildings - Brick Area Amendment 1995*

Council officers have drafted *Repeal Local Law 2023* to revoke the above-mentioned by-law in its entirety, and in turn, Council will rely on the R-Codes, Local Planning Schemes and Local Planning Policies when considering development applications.

Council advertised the local law for comment from the public and relevant Minister in accordance with the *Local Government Act 1995*. No comments were received.

MATTER FOR CONSIDERATION

For Council to consider:

1. Noting the comments from the Minister for Local Government, Sports and Cultural Industries for the *Repeal Local Law 2023*;
2. Resolving to adopt and make the Shire of Quairading *Repeal Local Law 2023*, as per Attachment [1], in accordance with Section 3.12 of the *Local Government Act 1995*-
 - a. The purpose of the *Repeal Local Law 2023* is to provide for the repeal of defunct and obsolete Local Laws.
 - b. The effect of the *Repeal Local Law 2023* will be to allow Council to be more efficient and effective by removing defunct and outdated Local Laws from the public record and allow more flexibility in the town site with regards to what residents can build.
3. Publishing the adopted Shire of Quairading *Repeal Local Law 2023*, as per Attachment [1], in the Government Gazette and provide copies of the local law to the Minister for Local Government, Sports and Cultural Industries;
4. Giving local public notice after gazettal of the local law advising the date on which the local law commences;
5. Authorising the affixing of the Common Seal of the Shire to the original copy of the Shire *Repeal Local Law 2023* and;
6. Submitting a copy of the gazetted local law, explanatory memoranda affixed with the Common Seal and associated documentation to the Joint Standing Committee on Delegated Legislation for review.

BACKGROUND

The Shire of Quairading currently have a by-Law that potentially restricts what buyers can build on certain land:

- *By-Law Relating to Buildings - Brick Area 1970* and it's amendment;
- *By-Law Relating to Buildings - Brick Area Amendment 1995*

The by-law, in some circumstances, only allows "brick and tile" housing to be built. Council has made it a strategic priority to bring new residents to the Shire, but the current model is cost-prohibitive for potential buyers due to the cost of labour and materials required to construct a "brick and tile" home.

A small number of Shires in the Wheatbelt region previously had a similar by-law (now referred to as Local Laws) for designated parts of town site areas to try to ensure a high standard of residential development as well as greater consistency in terms of building design and appearance.

The Shire of Quairading's *By-Law Relating to Buildings - Brick Areas Only 1970* was formulated and adopted in February 1970 and legally should have been the subject of a major review every eight years. Instead, only one minor update was undertaken for clarity in February 1995.

This by-law and its amendment are no longer required as Council officers place more reliance on the R-Codes, Local Planning Schemes and Local Planning Policies, which would override the current by-law as it stands if the by-law was to be challenged in a court of law.

In October 2022, Council adopted the following officer recommendation:

"RESOLUTION: 93 - 22/23

For Council to commence the process to revoke local law By-Law Relating to Buildings - Brick Area 1970."

As per the *Local Government Act 1995*, to complete the process Council must replace the by-law with a new local law which will repeal the current local law as it stands.

By-Law	Gazettal Date	Reason for Repeal
<i>By-Law Relating to Buildings - Brick Area 1970</i>	24 February 1970	Obsolete – Development applications are governed by R-Codes, Local Planning Schemes and Local Planning Policies.
<i>By-Law Relating to Buildings - Brick Area Amendment 1995</i>	3 March 1995	Obsolete – Development applications are governed by R-Codes, Local Planning Schemes and Local Planning Policies.

Council officers have followed the legislated requirements to have a local law created. The local law was advertised for six weeks:

1. Locally on the website, through social media platforms and local notices.
2. State wide in the West Australian.
3. And was sent to the Minister for Housing; Lands; Homelessness; Local Government for comment.

The closing date for comments or submissions was the 16th April 2023. The intent of the advertising is to request comments and feedback on the law prior to it being endorsed by Council. Any major changes would mean the process of implementing the local law would have to start again.

There were some minor formatting comments from the Minister for Local Government, Sports and Cultural Industries which have been rectified in the attached document, the comments are as follows.

1. Clause 2: Change “Government Gazette” to italics.
2. Clause 3: Change all citation titles and instances of “Government Gazette” to italics.

As per s3.13 of the *Local Government Act 1995*, should Council wish to make any changes that will cause the local law to be significantly different from the original proposed local law, the process of making the local law will need to start again. The suggested formatting comments are not considered significant.

Should Council endorse the law, the following steps will ensue:

1. The local law will be signed by the CEO and Shire President under the Common Seal which will then be sent to the State Law Publisher to be printed in the State Government Gazette.
2. Once the law is gazetted, an explanatory memorandum will be sent to the WA Parliament’s Joint Standing Committee on Delegated Legislation, which will be signed under the Common Seal of the CEO and Shire President.
3. A copy of the final document will be sent to the Minister for Housing; Lands; Homelessness; Local Government & Minister for Emergency Services; Innovation and the Digital Economy; Medical Research; Volunteering.
4. The law will be advertised in locally on the Shire website, social media platforms and in the next edition of the Banksia Bulletin.

STATUTORY ENVIRONMENT

Local Government Act 1995 (s)3.12

Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
 - (a) give local public notice stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;and
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

[(3a) *deleted*]

- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.

* *Absolute majority required.*

- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
 - (a) stating the title of the local law; and
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

(8) In this section —

making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

[Section 3.12 amended: No. 1 of 1998 s. 8; No. 64 of 1998 s. 6; No. 49 of 2004 s. 16(4) and 23; No. 26 of 2016 s. 5; No. 16 of 2019 s. 8.]

Local Government (Functions and General) Regulations 1996 (s)3

3. Prescribed manner of giving notice of purpose and effect of proposed local law (Act s. 3.12(2))

For the purpose of section 3.12 of the Act, the person presiding at a council meeting is to give notice of the purpose and effect of a local law by ensuring that —

- (a) the purpose and effect of the proposed local law is included in the agenda for that meeting; and
- (b) the minutes of the meeting of the council include the purpose and effect of the proposed local law.

[Regulation 3 inserted: Gazette 31 Mar 2005 p. 1057; amended: Gazette 27 Sep 2011 p. 3846.]

By-Law Relating to Buildings - Brick Area 1970

By-Law Relating to Buildings - Brick Area Amendment 1995

Local Planning Scheme No. 3

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There is a minimal cost associated with advertising the local law in the West Australian.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

As required by section 3.12 the *Local Government Act 1995*, an advertisement is to be placed, in a state-wide newspaper, inviting the public to comment on the proposed Local Law, with submissions being open until the 16th April 2023.

The advertisement will be placed once Council has resolved its intent to make the Local Law.

In addition, copies of the proposed *Repeal Local Law 2023* must be sent to the relevant Minister/s for comment.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

New local government compliance requirements and low rate-base affects rate payers’ service delivery expectations (e.g. not being met/expectations verses reality).

Asset Management Plan is non-compliant due to aging assets and increasing costs.

Uncertainty of Quairading’s long-term future results in the further attenuation and closure of local businesses.

RISK ASSESSMENT

	Option 1
Financial	Low <i>There are minimal advertising costs associated with the implementation of this local law.</i>
Health	N/A
Reputation	Medium <i>The repealing of the by-law will allow residents more flexibility when it comes to what they would like to build in Quairading.</i>
Operations	Low <i>The process to repeal a by-law is not outside the scope of staff administrative tasks.</i>
Natural Environment	N/A

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

COMMENT

Nil.

LOCAL GOVERNMENT ACT 1995

SHIRE OF QUAIRADING REPEAL LOCAL LAW 2023

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Quairading resolved on 27th April 2023 to make the following local law.

1 Citation

This local law is cited as the *Shire of Quairading Repeal Local Law 2023*.

2 Commencement

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette*.

3 Repeal

The following local laws are hereby repealed—

- (a) *By-Law Relating to Buildings - Brick Area* as published in the *Government Gazette* on 24 February 1970; and
- (b) *By-Law Relating to Buildings - Brick Area Amendment* as published in the *Government Gazette* on 3 March 1995.

Dated: 27th April 2023

The Common Seal of the Shire of Quairading was affixed by authority of a resolution of the Council in the presence of—

 Cr Peter Smith
 Shire President

____/____/____

 Ms Nicole Gibbs
 Chief Executive Officer

____/____/____



NOTICE OF INTENT TO REPEAL LOCAL LAWS

As per Section 3.12 of the *Local Government Act 1995*, the Shire of Quairading gives public notice of the intent to repeal two Local Laws through the *Repeal Local Law 2023*.

This *Repeal Local Law 2023* is being created to repeal:

By-Law Relating to Buildings - Brick Area 1970; and

By-Law Relating to Buildings - Brick Area Amendment 1995.

The **purpose** of the *Repeal Local Law 2023* is to provide for the repeal of defunct and obsolete Local Laws.

The **effect** of the *Repeal Local Law 2023* will be to allow Council to be more efficient and effective by removing defunct and outdated Local Laws from the public record and allow more flexibility in the town site with regards to what residents can build.

A copy of the proposed Local Law may be inspected at or obtained from the Shire's offices at 10 Jennaberring Road, Quairading, between 8.00am and 4.30pm, Monday to Friday. The proposed local law is also available online at www.quairading.wa.gov.au (search local laws).

Any submissions about the proposed Local Law should be made in writing to shire@quairading.wa.gov.au or Att: Ms Nicole Gibbs, Chief Executive Officer, Shire of Quairading, PO Box 38, Quairading WA 6383.

The submission closing date is Sunday 16 April 2023.

Nicole Gibbs
Chief Executive Officer

12.11 Meeting Procedures Local Law Investigation

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.
Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council wait until the local government reforms are enacted before commencing the process to make a “meeting procedures local law” as information provided states it is anticipated that meeting procedures will be standardised across all local governments.

IN BRIEF

At the Strategic Planning Committee meeting it was recommended to Council that Council officers investigate options for implementing a meeting procedure local law ahead of the local government reforms.

WALGA advice is to wait until the reforms are enacted before commencing the process to create a meeting procedure local law as it is anticipated the procedure will be becoming standardised across all local governments.

MATTER FOR CONSIDERATION

That Council consider waiting until the local government reforms are enacted before commencing the process to make a “meeting procedures local law” as information provided states it is anticipated that meeting procedures will be standardised across all local governments.

BACKGROUND

At the April 2023 Strategic Planning Committee meeting it was recommended to Council to direct Council officers investigating options for implementing a meeting procedure local law ahead of the local government reforms, in anticipation that it will become a requirement for Councils to have meeting procedures in place.

Council officers contacted WALGA governance to seek advice to commence the process of investigating said available options.

WALGA recommended that Council wait until the reforms are enacted. According to the DLGSC it is anticipated the procedures are going to become a standardised process across all local governments to “simplify how local government meetings are conducted, improve the transparency and public involvement in some local governments and promote a uniformity throughout the sector.”

Below is information regarding the standardisation of meeting procedures as per 2.6 of the reforms.

2.6 Standardised meeting procedures, including public question time

Current provisions

- Local governments currently prepare individual standing order local laws.
- The Act and regulations require local governments to allocate time at meetings for questions from the public.
- Inconsistency among the meeting procedures between local governments is a common source of complaints.

Original proposal

- To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across Western Australia.
- Regulations would introduce standard requirements for public question time and the procedures for meetings generally.
- Members of the public across all local governments would have the same opportunities to address council and ask questions.

It is the recommendation of Council officers based off the above information, as well as the advice from WALGA, that Council do not commence the process of implementing a meeting procedure local law.

To create a local law is an eight-to-ten-week process. If Council was to direct Council officers to commence the process, the meeting procedures would likely require to be reviewed and amended in accordance with the *Local Government Act 1995* once the reforms come into effect, which essentially is starting the process all over again.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

If Council officers would want to go ahead with the making of the local law, as it is a lengthy process, staff time and advertisement costs in the West Australian will need to be taken into consideration.

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

CONSULTATION

Council officers sought advice from WALGA governance on the matter.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>If Council were to commence the process of enacting the meeting procedure local law, it is an eight to ten week process which potentially will need to be redone when the reforms come through. Consideration of officers time as well as advertising costs needs to be taken in.</i>
Health	N/A
Reputation	Medium <i>The Shire of Quairading are one of the very few Councils without meeting procedures.</i>
Operations	High <i>The making of a local law is an onerous and complicated process. While not out of the scope of officer’s work, it potentially will be creating unnecessary work if the reforms come in, requiring the process to be done again in a few months’ time.</i>
Natural Environment	N/A

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

COMMENT

For further information on the local government reforms, please visit <https://www.dlgsc.wa.gov.au/local-government/strengthening-local-government/local-government-act-reform/local-government-reform-explained>.

12.12 Power Outages: Frequency & Duration

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Nicole Gibbs, Chief Executive Officer

Attachments 1. Email from CEO to Synergy regarding Synergy Project Proposal/Scope [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council note the April 2023 update on resolving the frequency and duration of power outages across the Shire of Quairading.

IN BRIEF

Since April 2022, Council has been investigating opportunity to resolve the frequency and duration of power outages across the Shire of Quairading.

After significant political and media attention, the State Government agreed to bring forward and condense the Western Power replacement and maintenance schedule for poles and wires. This work was performed in March 2023. Whilst most welcome, the renewed pole and wire infrastructure does not address the issue of the frequency or longevity of power outages.

The Hon Minister Bill Johnston MLA has made a commitment in writing to facilitate the establishment of a Virtual Power Plant (VPP) in Quairading. The Shire President and CEO met with Synergy in Quairading in April 2023 to progress this project. Whilst the enthusiasm and genuine good will of the Synergy representatives was most welcome, the proposed Virtual Power Plant (VPP) project did not address the issue of the frequency or longevity of power outages.

MATTER FOR CONSIDERATION

That Council note the April 2023 update on resolving the frequency and duration of power outages across the Shire of Quairading.

BACKGROUND

Since April 2022, Council has been investigating opportunity to resolve the frequency and duration of power outages across the Shire of Quairading. On the 26 May 2022 Council established a Microgrid Working Group to investigate the possibility of establishing a microgrid in Quairading as a solution to the outage issue. The Working Group has, to date, been unable to secure political or funding support for a microgrid.

On the 15 July 2022, the Microgrid Working Group met with Hon Mia Davies who was well-versed in microgrid technology and provided support in terms of raising a Parliamentary Grievance on the power outage issue with Parliament.

On Friday 16 September 2022 Hon Bill Johnston, Minister for Energy met with:

- Cr Peter Smith, President, Shire of Quairading
- Cr Trevor Stacey, Vice President, Shire of Quairading
- Cr Jonathan Hippisley, Shire of Quairading
- Nicole Gibbs, CEO, Shire of Quairading
- Caroline Robinson, EO, NEWROC
- Cr Tony Sachse, President, Shire of Mt Marshall
- Mr John Nuttall, CEO, Shire of Mt Marshall
- Mr Peter Klein, CEO, Shire of Wyalkatchem
- Kathleen Brown, representing Hon Mia Davies Office
- Liz Aitken (Principal at Empire Carbon and Energy)
- Tirthankar Banerjee, Microgrid Centre for Excellence

At the end of the meeting, Minister Johnston committed to working with the Shire of Quairading and Western Power to facilitate the installation of a VPP. Minister Johnston has since asked Synergy to lead this project.

On the 29 September 2022 the Shire President sent a letter to Minister Johnston requesting the specific details of the commitment. The Minister responded to the letter in December 2022, reaffirming his commitment to the installation of the VPP. The Minister also advised that a meeting was being scheduled with Western Power and Synergy to provide the Shire with an update on the VPP project. Unfortunately, as of the date the meeting was held, the project had not commenced, neither in concept nor design.

On the 19 October 2022, Michael Southwell and Nicole Gibbs met with Toby Wright (Head of Business Development, CBH) and Kellie Todman (Head of External Affairs, CBH) to enthruse CBH into becoming an active project partner. The meeting was positive with an overall disappointing outcome, being that CBH had no intention of becoming an active partner in the power outage project.

On the 13 February 2023 the Shire President and CEO met with Western Power and were advised that the State Government had agreed to bring forward and condense the Western Power replacement and maintenance schedule for poles and wires. This work was performed in March 2023.

In April 2023, Cr Peter Smith and Nicole Gibbs (CEO) met with the Synergy representatives to discuss a VPP solution for:

1. Low reliability of electricity supply which can result in loss of grid electricity for several days.
2. Lack of network capacity to increase the local load to attract more industries and other commercial activities.

At the meeting Synergy put forward a proposal for a VPP. The solutions offered were:

1. Behind-the-Meter batteries installed at the premises already equipped with solar panels. In case of a loss of power, the batteries would supply the loads for a few hours. The cost would likely be \$15,000 to \$20,000 per building. Obtaining Western Power approval would take time (several weeks) and there could be supply chain delays. The benefit of the stored energy would be confined to the premises and could not be shared between multiple users.
2. Batteries could also be installed in premises not equipped with solar, but the cost of operation would be higher as the batteries had to be charged from the higher cost grid electricity.
3. Front-of-the-Meter batteries was another possibility, in the form of an embedded network. Though technically possible, Synergy said there could be problems in the billing and management process.
4. Synergy does not have any control over the network and the connections, which fall under the jurisdiction of Western Power. Synergy could only offer solutions at the individual consumer level.

The following concerns regarding the VPP proposal were raised via email on 19 April 2023 (see Attachment [1]):

1. The Minister advised us that a microgrid was not suitable to resolve our power outage issue, but that a VPP would do this. This no longer appears to be the case. In fact, the Synergy proposal does not provide for any solution to the frequency or longevity of outages.
2. The Synergy proposal to install batteries in buildings that already have generators provides us with no additional benefit.
3. We understand from Western Power that the cost of installing the power top recloser was incredibly high. We asked why that infrastructure was not being used to form a part of the current project? It has already been tested with the generator and proved highly successful during outages before it was taken away.
4. The Synergy proposal does not benefit users who are not able to pay the high cost of installation.
5. The overall solution was expensive.
6. Synergy is not enthusiastic about Embedded Networks because they do not have much experience with them. Embedded networks have been in existence for some time and the metering process is well understood (e.g. White Gum Valley community and several shopping centres).
7. Synergy has experience with urban VPPs (Project Symphony), which can help the users to potentially lower their power bills. However, VPPs do not address the problem of reliability.
8. The proposed VPP does not address the requirement of additional capacity for industrial loads.

The Shire had proposed a scheme by which the town will be kept connected to the Western Power grid but would have the ability to isolate in case of grid failure. The isolated (islanded) part could then be supplied from local generation till the grid connection was restored. The Minister had interpreted this as a desire to be completely cut-off from the grid. The Minister mentioned there could be several problems associated with this approach and did not support the concept of a microgrid (but we believe) that this was because of this misunderstanding in interpretation.

The islandable grid-connected microgrid concept would provide the much-needed resilience to the community against grid failures.

Local generation from solar, with battery, can offer the following benefits:

1. Ability to ride through minor faults and short duration grid interruptions.
2. Ability to support the local loads in case of a prolonged grid outage. This can be a combination of load management and community participation. A standby diesel generator can also be incorporated. (e.g. Perenjori).
3. It might be possible to operate the town on solar and batteries alone if sufficient solar generation is available (e.g. Onslow).
4. The addition of solar and batteries can provide higher network capacity, especially during daytime, to support industrial loads, even if Western Power does not have additional hosting capacity (e.g. Kalbarri).

Western Power has already installed a pole top recloser to isolate the town from the incoming feeder and connect a local power source. This would make it easier for the implementation of a grid connected microgrid. At minimum, Council could opt to install a diesel generator and a transformer at the point of connection and operate the town from this generator in case of prolonged power outages. This has already been demonstrated.

We have asked Synergy to re-develop a proposal that meets the Shire of Quairading's need.

STATUTORY ENVIRONMENT

Local Government Act 1995

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 Officer'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 & 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

CONSULTATION

- Regional Development Australia
- Regional Development WA
- Regional Development Wheatbelt
- CBH Group
- Australian Micro-grid Centre of Excellence (AMCOE)
- Hon Mia Davies, Leader of the Opposition (now resigned)
- Dr David Honey MLA
- Hon Bill Johnston, Minister for Energy
- Western Power representatives
- Synergy representatives.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Loss of emergency communications due to mains power supply.

Longevity and frequency of power outages significantly impacts business.

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. The replacement of refurbishment of the poles and wires (brought forward 10 years) will be of benefit to Council reputation.</i>
Operations	Low <i>The impact will be in the form of the CEO’s time.</i>
Natural Environment	Low <i>A VPP 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.

From: Nicole Gibbs
Sent: Wednesday, April 19, 2023 11:56 AM
To: rudyard.connery@synergy.net.au
Cc: Cr Peter Smith <crsmith@quairading.wa.gov.au>; Cr Jonathan Hippisley <crhippiskey@quairading.wa.gov.au>; Natalie Ness <natalie.ness@quairading.wa.gov.au>; Britt Hadlow <britt.hadlow@quairading.wa.gov.au>
Subject: Synergy Project Proposal/Scope

Good afternoon Rudyard

Thank you for meeting with us on 14 April 2023 to discuss the energy issues that the Shire of Quairading has been subjected to for decades. Unfortunately, I don't have Andre's contact details so if you could forward this email on to him, it would be greatly appreciated.

As discussed at the meeting, the Shire's two primary concerns are:

1. Low reliability of electricity supply which can result in loss of grid electricity for several days.
2. Lack of network capacity to increase the local load to attract more industries and other commercial activities.

Please note that the Minister committed verbally and in writing on multiple occasions to facilitate cooperation between Western Power and Synergy to resolve the energy matter. On that basis, we are hopeful that while Western Power did not provide representation at the April meeting, that they will still be heavily involved in both identifying and providing the solution for our energy issue.

At the meeting you and Andre put forward a proposal for a Virtual Power Plant (VPP) which you consider will partially address these concerns. Please advise me if any part of this email misrepresents dialogue from that meeting. The solutions you offered were:

1. Behind-the-Meter batteries installed at the premises already equipped with solar panels. In case of a loss of power, the batteries will supply the loads for a few hours. The cost is likely to be \$15,000 to \$20,000 per building. Obtaining Western Power approval may take time (several weeks) and there can be supply chain delays. The benefit of the stored energy is confined to the premises and cannot be shared between multiple users.
2. Batteries can also be installed in premises not equipped with solar, but the cost of operation will be higher as the batteries have to be charged from the higher cost grid electricity.
3. Front-of-the-Meter batteries is another possibility, in the form of an embedded network. Though technically possible, Andre mentioned there could be problems in the billing and management process.
4. Synergy does not have any control over the network and the connections, which fall under the jurisdiction of Western Power. Synergy can only offer solutions at the individual consumer level.
5. Western Power has recently performed a maintenance and replacement program for infrastructure across the Shire, however, this does not address the primary cause of the frequency and longevity of outages (being at the end of a long line).

Whilst we very much appreciate the thought you have put into your VPP proposal, our concerns are as follows:

1. The Minister advised us that a microgrid was not suitable to resolve our power outage issue, but that a VPP would do this. This no longer appears to be the case. In fact, your proposal does not provide for any solution to the frequency or longevity of outages.
2. Your proposal to install batteries in buildings that already have generators provides us with no additional benefit.
3. We understand from Western Power that the cost of installing the pole top recloser was incredibly high. Why is that infrastructure not being used to form a part of the current project? It has already been tested with the generator and proved highly successful during outages before it was taken away. Surely it is a better use of funds not to re-invent necessary infrastructure.
4. Your proposal does not benefit users who are not able to pay the high cost of installation (the Minister may sponsor the cost of the batteries).
5. Your overall solution is expensive.

6. We understand that Synergy is not enthusiastic about Embedded Networks because they do not have much experience with them. We understand that embedded networks have been in existence for some time and that the metering process is well understood (e.g. White Gum Valley community and several shopping centres).
7. Synergy has experience with urban Virtual Power Plants (Project Symphony), which can help the users to potentially lower their power bills. However, VPPs do not address the problem of reliability.
8. The Synergy VPP does not address the requirement of additional capacity for industrial loads.

The Community had proposed a scheme by which the town will be kept connected to the Western Power grid but would have the ability to isolate in case of grid failure. The isolated (islanded) part could then be supplied from local generation till the grid connection was restored. The Minister had interpreted this as a desire to be completely cut-off from the grid. The Minister mentioned there could be several problems associated with this approach and did not support the concept of a microgrid, but this was because of this misunderstanding in interpretation. The islandable grid-connected microgrid concept will provide the much-needed resilience to the community against grid failures.

Local generation from solar, with battery, can offer the following benefits:

1. Ability to ride through minor faults and short duration grid interruptions.
2. Ability to support the local loads in case of a prolonged grid outage. This can be a combination of load management and community participation. A standby diesel generator can also be incorporated. (e.g. Perenjori).
3. It might be possible to operate the town on solar and batteries alone if sufficient solar generation is available (e.g. Onslow).
4. The addition of solar and batteries can provide higher network capacity, especially during daytime, to support industrial loads, even if Western Power does not have additional hosting capacity (e.g. Kalbarri).

Western Power has already installed a pole top recloser to isolate the town from the incoming feeder and connect a local power source. This would make it easier for the implementation of a grid connected microgrid. At minimum, Council can opt to install a diesel generator and a transformer at the point of connection and operate the town from this generator in case of prolonged power outages. This has already been demonstrated. We appreciate your advice that this is outside of the scope of Synergy, however, as discussed above, the Minister committed to a team effort between Synergy and Western Power to resolve this matter.

Given the above information, would you please provide a proposal for an expedient way forward in terms of tabling and enacting a more suitable project to meet the original need? Since the Minister made his generous commitment to assist us back in September last year, the community has prioritised this project and would like to see it progress as soon as possible. If you could also provide a date for our next meeting that would be most welcome.

Kind Regards

Nicole Gibbs

CHIEF EXECUTIVE OFFICER

T: 9645 2400 | **M:** 0429 451 001 | **E:** nicole.gibbs@quairading.wa.gov.au

PO Box 38, 10 Jennaberring Road, Quairading WA 6383



www.quairading.wa.gov.au



12.13 Business Support Grants - April 2023

Responsible Officer Natalie Ness, Executive Manager Economic Development

Reporting Officer Jen Green, Grants & Projects Officer

Attachments 1. Business Grants Assessment - April 2023 [↓](#) 
2. Quairading Farmer's Cooperative Application [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

1. That Council That Council accepts the Officer's Report on the April Business Support Grants and supports the Grant Assessment Document submitted by the Special Projects Officer.
2. That Council provides funding for the received application from Quairading Farmer's Co-operative to the value of \$5000.00.

IN BRIEF

- The Business Support Grants Process and Policy was endorsed by Council in February 2021.
- One application was received during April 2023 to the value of \$5000.00
- Details of the Application have been provided for consideration and recommendation to Council.
- The application has been evaluated based on criteria in the Business Support Grant Guidelines.

MATTER FOR CONSIDERATION

- Evaluation of a Business Support Grant Application received by the Communications & Engagement Officer in April 2023.
- 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 2022/23 Council Budget.

The Business Support Grants Program is advertised regularly via the Banksia Bulletin, Passion Sheet and the Quairading Shire social media pages.

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

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

To date, 6 projects have been funded in the 2021-22 financial year, totalling \$15,419.99.

Two project have been funded in the FY22/23 year totalling \$7635.45.

April 2023 APPLICATIONS

Business	Project	Amount
Quairading 'Farmers' Co-Operative Co Ltd	Promotion – strategic plan, re-brand, website and film advertisement.	\$5000.00
Grand Total		\$5000.00

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Business Support Grants Policy

FINANCIAL IMPLICATIONS

2022-23 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)
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives

CONSULTATION

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

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

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

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

COMMENT

- One grant application was received and assessed during the month of April, 2023.
- The grant application meets the selection criteria outlined in the Grant Guidelines.



Business Support Grants Assessment

April | 2023

SHIRE OF QUAIRADING

ASSESSMENT CRITERIA

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APRIL REQUESTS SUMMARY

Business	Grant	Amount	Project	Criteria 1		Criteria 2		Criteria 3		Weighted Total
				Score	Weighted	Score2	Weighted 2	Score4	Weighted 3	
Quairading Farmers' Co-operative Co Ltd	B	\$5,000.00	It's time to promote ourselves (multiple elements - strategic plan, re-brand and build a website)	4	1.6	4	0.8	5	2.0	4.4
TOTAL REQUESTED		\$5,000.00								

Criteria	Weighting
Criteria 1 - Community	40%
Criteria 2 - Organisation	20%
Criteria 3 - Project Planning	40%
Total	100%

BUDGET BREAKDOWN SUMMARY

Council's position is to fund to a maximum of 50% of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.

Business	Council		Business		External		Total		Comment
	Amount	%	Amount	%	Amount	%	Amount	%	
Quairading Farmers' Co-operative Co Ltd	\$5000	17%	\$4,840	16%	\$20,000	67%	29,840	100	Meets grants policy criteria

Grant Type:	BUSINESS SUPPORT GRANTS
--------------------	-------------------------

Applicant Information			
Name of Club/ Organisation	Quairading Farmers' Co-Operative Co Ltd		
Contact Person	Tarnya Fraser	Position	Director
Contact Phone	0428881048		
Project Description	It's time to promote ourselves – development of a strategic plan, re-brand the Co-op and develop a new website. In addition, the Co-op won the Wheatbelt business excellence award and will now advertise through GWN7.		

Criteria 1 – Community (40%)	SCORE	5
<ul style="list-style-type: none"> Does the request align with Shire's Strategic Community Plan? 	<ul style="list-style-type: none"> Retention of local health facilities and visiting services Improved online presence and awareness 	
<ul style="list-style-type: none"> Identified and demonstrated need? 	<ul style="list-style-type: none"> Facilities such as soccer fields are a service to the community. The need for a park and recreation area is significant. 	
<ul style="list-style-type: none"> Benefits to the Community 	<ul style="list-style-type: none"> Encourage the development and the appearance of businesses in the area. The development of a park and recreation area is a benefit to the community. 	

Criteria 2 – Organisation (20%)	SCORE	4
<ul style="list-style-type: none"> Business Type and purpose 	<ul style="list-style-type: none"> Essential services to the community 	
<ul style="list-style-type: none"> Registered Business/ABN 	Yes	
<ul style="list-style-type: none"> Capacity to Complete Project (strong v weak) 	Strong	

Criteria 3 – Project Planning (40%)	SCORE	4
<ul style="list-style-type: none"> Planning and design of project 	<ul style="list-style-type: none"> Well planned and executed 	
<ul style="list-style-type: none"> Management and delivery of project (incl. schedule) 	<ul style="list-style-type: none"> Well managed and delivered 	
<ul style="list-style-type: none"> Use of local suppliers 	<ul style="list-style-type: none"> Includes local suppliers 	
<ul style="list-style-type: none"> Project Budget Breakdown – Total Project Cost 		
<ul style="list-style-type: none"> Applicant Business 		
<ul style="list-style-type: none"> Council 		

SHIRE OF QUAIRADING

ASSESSMENT CRITERIA

BUSINESS SUPPORT GRANTS

Business Support Grant Assessment

Other External Funding	\$0
• Capacity to meet any ongoing costs of project	Yes
Comments:	<p>The applicant provides an essential service by providing a service to the community. This is a core function of the shire and the applicant is a business operating in a core area. The applicant is a business operating in a core area and is a business operating in a core area.</p>



Business Support Grants 2022 Application Form Up to \$5000

DESCRIPTION: This grant is to cover requests from local businesses for financial assistance from Council for up to \$5000. Funding is open all year round. Eligible businesses can apply for one Grant per financial year.

WHO IS ELIGIBLE: Only businesses undertaking activities within the Shire of Quairading and that hold an Australia Business Number are eligible to apply.

FUNDING CONDITIONS:

- All successful project activities and events are to be completed within 12 months of the funding being awarded.
- Verification by applicant that request is not covered by insurance.
- The program will not support organisations that are political or that have a political purpose, government departments or agencies, grant making bodies or have a primary focus on fundraising.
- Requests for funding or support cannot be for a project / activity that has already occurred.
- Projects that will be considered, but not limited to, include:
 - Training and Professional Development; or
 - Investing in e-commerce activities; or
 - Projects that increase business opportunity and sustainability; or
 - Events that promote and stimulate the local economy; or
 - Capital works projects including major projects and streetscape and aesthetic/amenity improvements
- The Grant will not fund operational costs such as marketing, utilities and wages.
- The Applicant must have all insurances, permits and licences for business operation.
- Council's position is to fund to a maximum of one half of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.
- In-kind labour and equipment may be included in the applicant's contribution but may not exceed one third of the completed value of the project.

HOW TO APPLY:

1. Contact the Shire's Grants & Project Officer to discuss your project and eligibility.
2. Applications must be completed in full and signed by the Director / Manager of the Business.
3. Lodge your application form with the Shire's Administration Office either in person or via email shire@quairading.wa.gov.au
4. Organisations may provide additional relevant material where they feel that this will aid in the decision-making process.
5. You will be notified in writing on the outcome of your application.

Shire of Quairading – Community Grants Process
Grant 2 Application Form

SUBMISSION INFORMATION:

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to: PO Box 38, Quairading WA 6383

CONTACT:

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

Shire of Quairading – Business Support Grants Process
Application Form



Business Support Grants 2022 Application Form Up to \$5000

APPLICANT DETAILS


Name of Business	Quairading Farmers' Co-Operative Co Ltd
Contact Person	Tarnya Fraser
Position	Director
Contact Phone Number	0428881048
Email Address	project@quairadingfarmerscoop.com.au
Postal Address	PO Box 21, Quairading WA 6383
ABN:	41 335 461 617
Are you registered for GST?	Yes
Please provide your Bank BSB and Account Number	036-072 760-174

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

Please provide Employee numbers for the previous financial year.			
Part-Time	5	Full-Time	3
Casual	8	Volunteer	5
Have you received support from Council previously?	Yes		
Year: 2021/22	Amount: \$5,000		

Shire of Quairading – Community Grants Process
Grant 2 Application Form

PROJECT DETAILS:

<p>PROJECT TITLE: It's time to promote ourselves!</p>
<p>Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-</p> <ul style="list-style-type: none"> • The main services your business provides; • Why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?); • How your business is going to manage and deliver your project; • How will your organisation fund or maintain your event or project on an ongoing basis (if relevant) • Attach any supporting documentation such as meeting minutes, quotes, project plans, photos or diagrams to illustrate your request.
<p>The Quairading Farmers' Co-Operative Co Ltd was founded in 1917 and since its inception has existed to ensure essential services are available in Quairading to its locals. An added benefit of our structure is that not only is the Co-Op overseen by five volunteer shareholders (with varying business skills and backgrounds), but any Quairading resident can be a shareholder of our co-operative.</p> <p>The Quairading Co-Op currently owns a large section of the main street buildings (29-37 Heal Street), operates the FoodWorks supermarket, owns the commercial property that Hutton & Northey currently lease (34-38 Avon Street) and a residential house in Quairading (34 Harris Street).</p> <p>In October 2022, the Quairading Co-op won Business of the Year at the Wheatbelt Business Excellence Awards night which is organised by the Wheatbelt Business Network. This prestigious award was sponsored by GWN7 and as such we now have \$15,000 worth of advertising to spend with them.</p> <p>Discussions held with GWN7 have revealed that we will get better exposure and more air time if we contribute some funds (\$2,640) to our prize package. Additionally, we realise that the co-op's branding needs to be refreshed so to best leverage this exposure, and we need a website to act as a landing page for both the supermarket and for our commercial property interests.</p> <p>We want a new brand and website so that we can post job opportunities, commercial vacancies/opportunities, have a shareholder log in area (so shareholders can track their spend and shareholding details). We acknowledge the supermarket has a website where customers can 'click and collect', however we want to begin promoting the co-operative and ensuring our community knows the co-op is more than a supermarket.</p> <p>We have received funding to complete a new strategic plan, which will occur in March which we will align to our re-brand and refreshed strategic direction.</p>
<p>Describe how your event or project will deliver benefit to your business and the Quairading community. How does your proposal contribute to the betterment of quality of life of local residents/customers?</p> <p>The <i>Strategic Community Plan 2021-2031</i> provides long-term vision for the community, and the key strategies and outcomes Council and wider Quairading community will focus on. Include whether your project should complement one of the outcomes listed in the Plan (<i>starting on Page 15</i>).</p> <div style="text-align: right;">  Click Here to view the Shire's Strategic Community Plan </div>

Shire of Quairading – Business Support Grants Process
Application Form

We seek assistance with this promotion project because we don't believe promoting just the co-op will drive visitors to town. With this advertising opportunity, we are hoping to sell Quairading's main street, we hope that by the time we have done the branding and website build, the playground in town will be finished and that project can be included in the advertisement we will be making with the GWN7 prize.

Any visitor to Quairading has a benefit to the entire main street, so we hope you might see the value in partnering with us on this project.

MILESTONES & TIMEFRAME:

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

Item / Activity	Completed By Who?	Start Date	Completion Date
Complete strategic plan	Co-op Board	1/03/2023	31/03/2023
Complete re-brand	Meg Caporn	31/03/2023	15/04/2023
Build Website	Huddle up Creative	01/5/2023	20/05/2023
Film advertisement	Co-op Board + GWN7	Playground completion date to be confirmed	

PROJECT BUDGET & COSTINGS:

Please ensure all relevant quotes/plans are attached to your application. Employee costs may only be used as an 'in-kind' contribution if the project implementation requires an increase of employee hours or the employment of a new staff member. .

Item/Activity	Supplier	Council Funding (ex GST)	Business Funding (ex GST)	External Funding (ex GST)
Complete strategic plan	Retail Resources Company	\$	\$	\$ 5,000
Complete Rebrand	Meg Caporn Designs	\$ 700	\$	\$
Website Build	Huddle Up Creative	\$ 1,660	\$ 4,840	\$
Advertisement Package	GWN7	\$ 2,640	\$	\$ 15,000
Sub-Total Budget		\$ 5,000	\$4,840	\$ 20,000
Total Budget		\$ 29,840		

Shire of Quairading – Business Support Grants Process
Application Form

<p>External Funding – Grants / Loans / Donations Please provide details of any other funding your group has applied for or received that will contribute to this project:</p>	
<p>Name of organisation/funding source/type</p>	<p>Status (e.g. Received, pending)</p>
<p>\$15,000 GWN7 prize for winning Business of the Year</p>	<p>Received</p>
<p>\$5,000 Bunya Fund to assist co-operatives with strategic planning</p>	<p>Received</p>

Shire of Quairading – Business Support Grants Process
 Application Form

BUDGET BREAKDOWN:		
Description	Funding amount (ex GST)	Percentage (%)
Business	\$ 4,840	16.22%
External Funding (Grants / Loans / Donations)	\$ 20,000	67.02%
Council	\$ 5,000	16.76%
Total	\$ 29,840	100%

How will you acknowledge the support received from the Shire of Quairading?	Through our social media, the bulletin and the inclusion of shire projects in the advertisement.
---	--

DECLARATION:

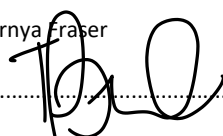
I acknowledge that:

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

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

Name: Tarnya Fraser

Signed:



Date: 9/2/2023

SUBMISSION INFORMATION:

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to: PO Box 38, Quairading WA 6383

CONTACT:

For further information or assistance with the Application Form, please contact the Shire’s Grants & Projects Officer on ph. 9645 1607 or email gpo@quairading.wa.gov.au



*Business Council of
Co-operatives and Mutals*
GPO Box 5166, Sydney, NSW 2000
E: info@bccm.coop | P: +61 (02) 8279 6050

Quairading Farmers Co-operative Company Limited

Dear Tarnya,

Via email: project@quairadingfarmerscoop.com.au

2 December 2022

I am writing to you to formally congratulate you on being an inaugural recipient of the Bunya Fund. We are very excited to include you in our community of 'Bunyans'. You have been previously advised that The Bunya Fund Committee decided to allocate:

\$5,000 – Strategic planning.

In addition, you are invited to become an Associate Member of the BCCM until the end of this financial year at no cost to you. My colleague Carmel Butler will be in contact with you shortly regarding the process for membership. Another BCCM colleague, Clare Fountain, will contact you regarding education and development opportunities as they arise.

As you would be aware, our Advocacy and Sector Development Lead Antony McMullen will be your main contact person. Initially he will arrange for BCCM to make payments on the agreed areas of allocation directly by the BCCM. Post the initial arrangements being made Antony will provide you with various opportunities to attend training and other benefits and to include you in the budding community of 'Bunyans'.

As you are aware, in your application form you made the following commitments:

- Being open to undertaking governance and evaluation analysis
- Be available to assist The Bunya Fund related programs in the future
- Permission provided to the BCCM for your enterprise to be used in BCCM promotional material.

In addition, we require:

- That you safeguard all relevant administrative and financial paperwork regarding your activity as a member of The Bunya Fund program
- If you have already provided quotes for activity in line with the final allocation of funds – can you please contact providers and have these readdressed to the Business Council of Co-operatives and Mutals (ABN 64 148 863 932, GPO Box 5166, Wynyard 2001) – these should be directly sent to the BCCM.

Providers will need to be established as BCCM suppliers. BCCM will then directly pay suppliers to provide services and products to Bunyans in keeping with your submission as agreed. Once products and services are delivered, the invoices will be paid directly by the BCCM.

So, what's next? Your next steps:

THIS IS SOCIAL BUSINESS

- Please confirm with us that you will be going ahead with The Bunya Fund program and that you agree to the above requirements as set out in this letter
- Fill out the attached fund recipient agreement – with your details and return to us with the letter
- Please provide us with your final advice regarding funding allocation (with associated paperwork) if for whatever reason this varies from your original application
- Provide us with your key organisational contacts for The Bunya Fund program if they vary from those contained in this letter.

We would be grateful if you could provide this to us by the 15th of December.

The Bunya Fund program (first cohort) will conclude at the end of this financial year. We look forward to journeying with you to assist you to further develop your capacity to make positive social, cultural, economic (and environmental) impacts for the common good.

Thank you again for your successful application and participation. We look forward to seeing your cooperative aspirations become reality.

Yours sincerely,



Melina Morrison
Chief Executive Officer,
BCCM



MEG CAPORN.

Contact Details.

Meg Caporn
 0439 663 923
 megcaporn@gmail.com
 84 Yoting South Road,
 Quairading, 6383, WA

 Instagram: @megc.design

QUOTE

Details.

05 . 12 . 2022
 QUO # 2203

FROM

Meg Caporn
 84 Yoting South Road,
 Quairading WA 6383

ESTIMATE TO

Tarnya Fraser
 project@quairadingfarmerscoop.com.au
 0428881048

NO.	PRODUCT DESCRIPTION	PRICE
01	Logo rebranding including the following processes: <ul style="list-style-type: none"> • Research • Ideation • Development • Refinement 	\$600
02	Marketing material logo variations to fit the following: <ul style="list-style-type: none"> • Email signatures • Social media icons • Letterhead • Website 	\$100
		TOTAL
		\$700.00

.....
 Please sign and return one copy to
 indicate acceptance of estimate



*"The Company Specialising in Retail
Consulting and Recruitment"*

2/25 Murray Avenue
Mosman Park WA 6012
Ph: 0408 937 860

Email: robhubbard@bigpond.com
Website: www.retailresources.com.au

Ms Tarnya Fraser
Director
Quairading Farmers Co-operative Company Limited
29-37 Heal Street,
Quairading WA 6383

Dear Tarnya

Re: **Company Structure and Strategic Planning**

Further to our discussion, I have outlined below my recommendations for the Co-op board to consider for both current improved organisational structure and for their strategic future planning.

A. Scope of Work

1. Company Structure

- a) Recommended Co-operative Vision Statement
- b) Recommended Co-operative Mission Statement
- c) Recommended Co-operative Organisational Chart
- d) Recommended Position Descriptions
 - Chairman
 - Directors
 - General Manager
 - Office Administrator

2. Strategic Planning

- a) The predicted population of the shire in 2032
- b) The predicted "retail offer" in the town in 2032
- c) The predicted Profit and Loss of the Co-op business in 2032

As an overview, the purpose of the Vision Statement is to determine the long-term goal of the Co-op, the purpose of the Mission Statement is to determine and communicate to the employees and the customers the Co-op's values and objectives, and the purpose of the Organisational Chart is to provide clarity in the operational and management structure of the Co-op.

The purpose of the Position Descriptions is to provide clarity in the role that each position has in the operation of the business, the responsibilities and accountabilities they have in that business, and their role in achieving the objectives of the business. Position Descriptions are also essential for recruitment to ensure the recruiter has a clear understanding of the role and the selection criteria, and critical for the applicants to ensure, amongst other things, that they have a clear understanding of the role, the tasks to be undertaken, the accountabilities, the performance factors, and the reporting relationships.

The strategic planning is required for two primary purposes:-

- I. to enable the board to make informed decisions on both the existing co-operatives business in regards future capital works, major maintenance decisions and operational matters, and
- II. as the largest retailer in the shire, to enable the board to make informed decisions in regards other retail opportunities in the town to both improve the retail offer to the community and to protect the current business.

B. Methodology and Timeline

In regards the company structure, there are various methods of producing the documents.

In many larger organizations the Vision Statement is produced by the senior management / board and the Mission Statement is produced by the employees in conjunction with a facilitator. This has the advantage that

the employees have a strong input into the document, feel more engaged with their responsibilities and accountabilities, are more linked with the company culture, which along with other factors can result in increased productivity.

Based on logistical limitations and based on my experience with the Co-op over a large number of years, in this instance I would recommend that I produce draft documents for each of the Vision and Mission Statements, the Organizational Chart and the Position Descriptions, and present these to the board for consultation with the manager and the other employees. Following that consultation, I can re-draw the documents.

In regards the strategic planning, I can do research from Perth on the predicted population of the shire in 2032 and I can meet with the Quairading Shire management and / or representatives to discuss their expectations.

In regards the predicted retail offer, ideally, I would meet with the Retail Traders Association in the town to get input from current retailers, however I believe that this body doesn't exist. An alternative could be to meet with the other traders in the town which is feasible for businesses not engaged in the Co-op's "sphere" of operations, however may not be recommended if that trader saw the approach as a threat that the Co-op was entering into their sector. I would take counsel from the board on how to approach this matter.

In regards the predicted Profit and Loss of the Co-op business in 2032 this would be based on the current financials attained with the current population and extended based on the expected population. The possibility of additional business opportunities would be presented in this report, however would not be included into a P&L in this report.

In regards a timeline, I could have a report prepared for the board by the end of October 2022.

C. Fee

The fee charged to the Co-op would be \$5,000 plus GST and would entail:-

- Research from Perth on expected populations and other factors
- First drafts of all documents
- Trip to Quairading to discuss the drafts with the general manager and yourself (or a representative from the board). On this trip I would meet with the Shire and determine potential retail opportunities that exist currently, or, based on observations, may present by 2032. I would also meet with other traders in areas such as rural merchandise for their business expectations in 2032.
- Re-drafting of all documents for presentation to the board
- Compiling a report to the board

The fee doesn't include a personal presentation to the board, however this can be added if required.

Yours sincerely

Rob Hubbard



WEBSITE PROJECT

Quairading Farmers Co-operative

Delivered on March 02, 2023 Submitted by Emma Burdett, Strategist & Director



HUDDLEUP
STRATEGY • WEBSITES • AUTOMATION • MARKETING

OVERVIEW

Hi there Tarnya,

For many business owners and managers, creating a new website feels like an onerous task. Yes, there is a lot of information to be gathered and plans to be formed - but that is what we are here to do for you.

Can we just say, we are so thrilled you have given us the opportunity to partner with you and help you grow your business with an effective website.

Our mission is to make your marketing foundations & website project as straightforward, easy and effective as possible.

When you work with us, you can expect our team to:

- **Raise the bar** - We strive for excellence and adapt to new challenges.
- **Join forces** - We fuse our genius with yours to create positive change.
- **Keep our word** - We are truthful, respectful and we do what we say we will do.
- **Pay it forward** - Do good for the world and each other.
- **Make it easy** - Be clear, concise and thoughtful, making the process hassle-free.

We look forward to working with you!



Ben Vowles & Emma Burdett
Directors, Huddle Up Creative



THE NITTY GRITTY

As marketers, we know how important a website is for your business. It's the hub of all marketing activity and forms the greatest part of your digital first impression. An effective website doesn't just look good - it also helps the right people find you, gives them the right information and leads them to take action.

Right now, you might be feeling a little overwhelmed when thinking about how much goes into a website to make it great.

From navigational structure to design, images, video, written descriptions, call to action prompts, keywords, titles and copywriting.

Phew! It does sound like a lot doesn't it. BUT, there is no need to feel concerned.

We are a team of experienced and driven experts, and our promise to you is to make your website project as straightforward as possible for you.

What does that look like?

- Careful planning from the very beginning.
- Clear and concise communication all the way through.
- Initiative and solution based thinking for all of our team.
- Regular updates, honesty and transparency so you're never in doubt.
- Enthusiasm and energy from everyone one of the Huddle Up team.

Included in this proposal is a quote that outlines the associated costs, scope of work, and terms of agreement.

Please read through these items carefully as this is the beginning of the planning stage. It's important you have a thorough understanding of our intentions and your input required along the way to keep your project journey on the right path.

We hope that this proposal provides you with all the information you need to enable you to make an informed decision you can feel good about.

If, after taking in this information, you have questions, please don't hesitate to give us a call. We are always here to help, chat, or bounce ideas off.



THE PROJECT STEPS

Stage One: Research and planning

By now, we have worked out the size requirements of your website. Before we go any further, we need to understand the fundamentals of your business and marketing strategy, including things like:

- Who you are as a business - your story, mission, vision and unique selling points.
- Your strategic plans for the business over the next 3 years so we can future-proof your new website as much as possible.
- Your brand identity and character.
- What your key competitors do well online.
- How you need the site to function and integrate with other systems, software and processes in the business.
- The specifics of your products or services and how to showcase the value you offer for each.
- User experience - Navigational structure that makes sense for viewers, makes it easy for them to find what they need and takes them on a journey to taking action.
- SEO Keyword research and mapping.

Approximate timeframe: 2-3 weeks.

Required from you at this stage: If we have already worked on your Marketing Strategy, we will know all of the above. If you're new to working with us, we will gather this information through a Website Planning Strategy Session with you, either in person or via Zoom.

Stage 2: Information gathering and content creation

Content is king when it comes to creating effective websites (and all marketing activities for that matter). To make the magic happen, we need:

- Logos and branding guidelines
- Branding photos of your business
- Written descriptions and information for each page of the website
- Logins to systems and software that need to be integrated with the website.

Approximate timeframe: Within 1 week of Step 1 completion, you will receive a list of content and information required.

Required from you at this stage: You'll see a full list in the Project Scope of what we will need from you at this stage. If there are things on this list that you don't already have ready to go, we have quoted for us to prepare them for you as part of this project.



Stage 3: Design

The website pages will be designed with each page element carefully considered for user experience. Ultimately the pages will flow, telling a story and directing the user to where they need to be.

Website Design Process:

We start with the home page design - this will form the look and feel of all the pages on your new website. You'll receive a PDF mockup of the home page design to review and request revisions. Once you have approved the final home page design mockup, the internal pages will then be designed. You'll receive the PDF mockups for these to review also.

Important - This is a very important stage of the website project. We will work with you for as long as we need to get the final design correct. Any changes to design made in the Build Stage will incur additional fees.

Approximate timeframe: 2 weeks for the home page design + 3 business days for each round of revisions. Up to 2 weeks for internal page designs + 3 business days for each round of revision.

Required from you for this stage: An open mind, careful consideration and constructive feedback. Remember - changes to design after this stage will incur additional fees, so we need you to be sure of the design.

Stage 4: Build (Development)

Once the designs are finalised and approved by you, we will dive into the build and bring your designs to life. We will build your Wordpress website on a staging server so it's live online, but not in a location for other people to find it.

Website Development Process:

- The website will be developed to the below standards.
- 'What You See Is What You Get' (WYSIWYG) editor - easy to edit the website content with no coding required.
- Responsive - looks great on all screen sizes including mobile devices.
- Fast and secure - meets our parameters for page speed loading and security.
- Finely tuned - thoroughly tested to ensure the site flows smoothly, is easy to navigate and will be a seamless user experience.
- Where applicable, setting up redirects from the old website URLs to the new website URLs.

Plugins and Integrations Included in all sites from Huddle Up:

- Yoast SEO
- Gravity Forms - creates contact forms on the website.



- WordFence WordPress Security - secures the website against malicious activity
- TinyPng or Smush - automatically compresses images that are uploaded to the website to reduce speed issues over time
- Google Analytics & Google Search Console - easily track usage of your website

Approximate timeframe: Total build time is estimated at 4 weeks from start to completion.

Required from you for this stage: Great news! There is very little we will need from you during this stage, leave it with us to do our thing.

Stage 5: Test, test and test again

Building the site is one thing, but testing it works as it should is just as important! We will test the display on different devices and browsers, check forms and integrations are functioning, and do a final comb of the site for broken links or typos that sneak in along the way.

Once the testing is complete, we will ask you to review and give us the final approval to go live. We'll move the site to your domain name and you'll be live for the world to see!

Approximate timeframe: 1 week

Required from you for this phase: Final review and approval to go live.

Stage 6: Live site handover

Your new site will be easy to manage and to add new content to. We will provide a video walk through on the basics of updating the site content and training documents on how to edit the site.

The website will have basic optimisation for search engine indexing and tracking of the website usage. This will be put in place by:

- Submission of the website site map to Google Search Console.
- Google Analytics integration with the site.
- SEO plugin Yoast will be installed, we will update the page titles for easy identification by the Google algorithm.

Now the best part, let's celebrate the launch of your new site!

Stage 7: Monitor and maintain

Once your site is live, you'll want to keep it up to date and secure from cyberattacks. We've included a quote for this in the project scope.



Ben Vowles

LEAD WEB DEVELOPER & AUTOMATION EXPERT

When Ben was 14 he started his first business - selling Cadbury chocolates to the students in line for school buses and even had three part-time employees on commission. Ever since then, Ben has developed a real love for business and marketing.



Emma Burdett

STRATEGIST & DIRECTOR

A business strategist by trade, creative soul by nature. When she isn't diving and exploring what's under the surface of our oceans she is deep diving into what makes small businesses tick and is on a mission to reduce the overwhelm businesses face comes to growth marketing.



Michelle Tran

DIGITAL PROJECTS COORDINATOR

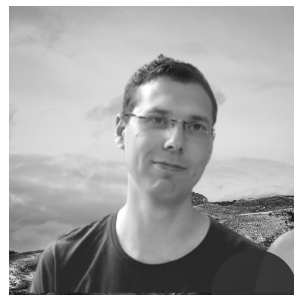
If Michelle was a fruit, she would be a pineapple: tough on the outside as she always thrives when faced with a challenge and sweet on the inside as she loves building and maintaining authentic relationships.



Amy Forrester

CONTENT CREATIVE & ACCOUNT MANAGER

Growing up on a cattle station in remote Western Australia, Amy brings a fresh perspective to the team. When she's not spending time with her many animals, she is our in-house account manager and content creation queen with a creative eye and love for story telling.



Alex Bridger

SENIOR WEB DEVELOPER & IT EXPERT

You'll most likely find Alex floating around on a snowboard or mountain biking in NZ when he's not at his computer making magic happen. Alex's experience in building and maintaining websites is second to none.



Abi Grove

DESIGNER & CONTENT CREATOR

The way to Abi's good side is a freshly prepared cup of tea! Our resident British Expat, Abi, brings a world of knowledge and design to the team. She has a way of capturing what you're thinking and bringing it to life!



CLIENT FEEDBACK

"Working with Huddle Up has been a brilliant experience, taking what felt 'overwhelming' and making it easy through a step-by-step process. The Customer Profiling stage was critical to us being able to 'write to' our target in a creative and appropriate way. The way Huddle extracted what was in our heads and translated that into something simple, ready for online copy, was great. This then supported all of our messaging across the entire marketing ecosystem including Landing Pages, Google and Facebook. Our team feel both relieved and excited about what's coming next!"

Paula Drayton
LIBERATED LEADERS

"The 23 Fathoms and Huddle Up team went above and beyond in delivering an outstanding website and brand for my company. They simplified the process and made it so easy from my perspective, which was a massive weight off my shoulders. I highly recommend them."

Ashley Olsson
EVOLVEABLE CONSULTING

"We engaged Emma and the team at Huddle Up to help us position our new brand and web presence for our new tourism business. We wanted our site to reflect the premium service and experience we offer, and we couldn't be happier with the outcome. There are so many components that go in to starting a new business, we would have been treading water without the clear direction from Emma and her team. Thank you."

Jesse Pesch
ROTTNEST SNORKEL

RECENT PROJECTS

DR KATHERINE
<https://drkatherine.com/>

SUPER SMART ENERGY
<https://supersmart.energy//>

GWYTH JONES CONSTRUCTION
<https://gwythjones.com.au/>

EVOLVEABLE CONSULTING
<https://evolveable.com/>

TOWN & COUNTRY MEDICAL
<https://townandcountrymedical.com.au/>

CORPORATE SHERPAS
<https://corporate-sherpas.com.au/>

ROTTNEST SNORKEL
<https://rottnestsnorkel.com.au/>

FUTURE FEMALE LEADERS
<https://futurefemaleleaders.com.au/>



The part we know you've been waiting for! Assembling this project quote for you has not been taken lightly. We have considered the level of time, skills and expertise to bring your website to life in the best way possible.

The last thing we want is for you to experience any surprises in fees or unplanned delays because not enough resources were allocated at the onset of the project.

Below is our committed project fee and inclusions. If you have any questions or concerns about this quote, please do not hesitate to contact us.

DESCRIPTION	PRICE
Website Project - Design & Development - \$6,500 <ul style="list-style-type: none"> • Home • About Our Story Accomplishments • Spaces for rent • Available jobs • Co-op rules • Shareholders area (private page for shareholders only) • Quairading co-op blog (included in total price - optional \$1500) 	\$8,300
Branding Project - \$1,800 <ul style="list-style-type: none"> • Logo • Style guide • Spaces for rent 	
TOTAL EXC GST	\$8,300

WHAT HAPPENS ONCE YOUR WEBSITE IS LIVE?

We've got you. You're part of the Huddle family now and we'll always have your back. Whether it's on-going support, ad hoc project work or you require the answer to a few questions, we are here for you.



TERMS OF AGREEMENT

1. Authorisation. Quairading Farmers Co-operative is engaging Huddle Up Creative ABN 39 652 324 984, as an independent Marketing Agency for {CLIENT NAME} including all activities detailed in the previous pages this document.

2. Payment. Fees to Huddle Up Creative ABN 39 652 324 984 are due in accordance with the fees listed in previous pages of this document. By signing this agreement you are agreeing to the total fees of \$8,300.00 + GST payable. Payment of invoices is due 7 days from invoice date. All payments will be made to Huddle Up Creative ABN 39 652 324 984.

3. Completion. Huddle Up Creative and Quairading Farmers Co-operative must work together to complete aspects of the marketing schedule in a timely manner.

4. Assignment of Project. Huddle Up Creative reserves the right to assign subcontractors to this project to insure the right fit for the job as well as on-time completion.

5. Revision During Execution. Quairading Farmers Co-operative may be charged additional fees if it decides to make changes to the agreed upon project scope and objectives, as detailed in the project scope on previous pages of this document.

6. Legal & Licence. Huddle Up Creative ABN 39 652 324 984 warrants that the functionality contained in this project will meet Quairading Farmers Co-operative requirements and that the operation will be reasonably error-free. The entire risk as to the quality and performance of the project is with Quairading Farmers Co-operative. In no event will Huddle Up Creative be liable to Quairading Farmers Co-operative or any third party for any damages, including any lost profits, lost savings or other incidental, consequential or special damages arising out of the operation of or inability to operate the website, even if Huddle Up Creative has been advised of the possibility of such damages. If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

7. Copyright to Project. Huddle Up Creative guarantees that all aspects of design and construction of the project will be disclosed to Quairading Farmers Co-operative upon completion, and full code, copyrights and ownership will be the sole property of Quairading Farmers Co-operative. Huddle Up Creative retains the right to display graphics and other design elements as examples of its work in its portfolio.

8. Copyrights & Trademarks. Quairading Farmers Co-operative represents to Huddle Up Creative ABN 39 652 324 984 and unconditionally guarantees that any elements furnished to Huddle Up Creative for inclusion in the project are owned by Quairading Farmers Co-operative, or that Quairading Farmers Co-operative has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend Huddle Up Creative and its subcontractors from any claim or suit arising from the use of such elements furnished by Quairading Farmers Co-operative.

9. Sole Agreement. The agreement contained in this Contract constitutes the sole agreement between Huddle Up Creative ABN 39 652 324 984 and Quairading Farmers Co-operative regarding this project. Any additional work not specified in this contract must be authorised by a written change order. All prices specified in this contract will be honoured for three (3) months after both parties sign this contract. Continued services after that time will require a new agreement.

10. Initial Payment & Refund Policy

If Quairading Farmers Co-operative halts work and applies for a refund within 4 days, work completed shall be billed at the hourly rate of \$140 + GST, and deducted from the initial payment, the balance of which shall be returned to Quairading Farmers Co-operative. If a request for refund, work has been completed




LET'S DO IT

1. Please read the contract on the previous page to make sure you understand all the details involved with us working together. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.
2. If you have any questions at all, please let us know. We're happy to clarify any points and there may be some items that we can sort out together. We're committed to finding the best way to work together.
3. Once you feel confident about everything and are ready to move forward, please click the 'sign here' button below.
4. Once we receive notification of your acceptance, we'll contact you shortly to sort out next steps and get the project rolling.
5. If you'd like to speak to us by phone, don't hesitate to call us on 1300 944 044.

 SIGNATURE
Tarnya Fraser

Tarnya Fraser, Quairading Farmers Co-operative

 *Emma Burdett*


2023-03-03 08:55:10 (N65T)

Emma Burdett, Huddle Up Creative

12.14 Electric Vehicle Charging Station - Funding Opportunity

Responsible Officer Natalie Ness, Executive Manager Economic Development

Reporting Officer Jen Green, Grants & Projects Officer

Attachments 1. Quote - 22kW charging station [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

1. That Council endorse Council officers applying for grant funding, for the supply of 1x electrical vehicle charger: Ocular IQ Dual Port Tower through the Charge Up Workplace Grants Program.
 2. To include an amount of \$7572.50 in the 2023/24 budget to fund 50% of the total cost of the electrical vehicle charger.
-

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 for an ultra-fast charging station, detailing the preferred infrastructure option and the upfront and ongoing project costs and presented at the April 2022 and August 2022 Strategic Planning Committee meetings.

At the August Ordinary Council Meeting, Council resolved to not proceed with implementing an electric vehicle charging station due to a lack of rate payer support, unsatisfactory cost benefit analysis of installation at Council's preferred locations and no external funding opportunity for the project.

MATTER FOR CONSIDERATION

That Council considers:

1. To endorse Council officers applying for grant funding, for the supply of 1x electrical vehicle charger: Ocular IQ Dual Port Tower.
2. To include an amount of \$7572.50, infrastructure, installation and software in the 2023/24 budget to fund 50% of the total cost of the electrical vehicle charger (infrastructure, installation and software).

BACKGROUND

In February 2023, the WA Government launched the Charge Up Workplace Grants Program. The program is encouraging the spread of electric vehicle chargers by co-funding about 50% of their cost with \$15 million of grants. The program seeks to make it easier and cost effective for small to medium enterprises, not-for-profit organisations, and local government authorities to install EV charging equipment at the workplace. Across the series of funding rounds, organisations can apply for co-funding of EV chargers with a capacity of 7 kilowatts (kW) or greater. The funding scope includes contributions toward the purchase cost of the chargers, as well as installation and software costs.

Level 2 chargers (7 kW to 22kW) and the associated costs for installation and software will be funded in Round 1. Subsequent funding rounds will consider higher value grants and allow for co-funding of the more expensive level 3 ultra-fast chargers. Applications will undergo a more detailed assessment process and are expected to be subject to a formal funding agreement. There is currently no advice as to when this funding will be made available.

A quote for a 22kW dual Electric Vehicle Charger (the fastest available charger under the current round of funding) has been sought and grant funding will be applied for before the closing date of 12th May 2023. Please see table below for a summary of the differences between charger types.

A 22kw Fast Charger like the one quoted will add about 40-100km of range to an EV per hour of charging and is the fastest charger available in this round of funding.

Previously, Council had been looking at Ultra-Fast Charging stations where the price goes up significantly (\$50k plus). Although these chargers supply 150km of range in 15 minutes, the overall cost wasn't viewed favourably by Council. Ultra-Fast charging stations will be funded (50%) in Round 3 (date for this funding round has not been released).

The location can be at a location owned by the Shire and considered a 'workplace'. Option 1 being the CRC Car Park (preferred), Option 2 being outside the Shire Administration Building and Option 3 (A&B) outside the Golden Grain Café or Co-Op. Please see map below.

1. Quairading CRC Carpark (preferred). This location benefits from being close to the main street shops and the new Community Park, Kwirradging Koort. There is electrical infrastructure already present (meter box and transformer) which would cut down the cost of moving power cables. The car park is very large and blocking off two bays for EV charging would not affect the availability of parking for patrons of the Community Park or the CRC. The CRC management are very supportive of having an EV charger located in the car park.
2. Shire of Quairading Administration (10 Jennaberring Rd) This location is ideally just off the main road and visible passing through town. However, access to electrical infrastructure is difficult and the installation costs could be up to \$10,000.00 as quoted by our local Electrician.
3. Car Park opposite the Golden Grain Café & Bakery (3A) or Co-Op Carpark (3B). These locations, although central to town, will be cost prohibitive due to access to electrical infrastructure. A line would have to be brought down from the nearest power pole. This could require an upgrade of the pole plus line connection fees which can range upwards of \$2000/m. The funding round would also not support these locations as the infrastructure must be installed at the applicant's 'Workplace' or building.



Additional Questions Raised at Previous Meetings:

Are we able to apply for two EV Chargers (1 x CRC; 1 x Shire Admin Building)? If so, what is the cost for installation at the Shire Admin Building (as a second workplace option) plus cost of another EV Charger?

Yes, however the costs will increase significantly. Two dual port chargers each plus the installation costs at each location will total \$35,290 with a total cost to Council being \$17,645 if successful in the current round of funding.

The grant guidelines state the grant value is up to \$50k for the greater Perth area and \$75k for other parts of the state – are we considered in the latter grant value?

Yes, Quairading is considered in the latter grant value. This does not change the total amount of funding being limited to 50% of the cost of infrastructure, installation and software.

If we apply for a Round 1 Grant for a 22kW charger, can we then apply for a faster charger in Round 2 of Grant Funding when it becomes available?

Yes, there is no communication to say that we can't also apply in subsequent rounds of funding in the Charge-Up Workplace Program.

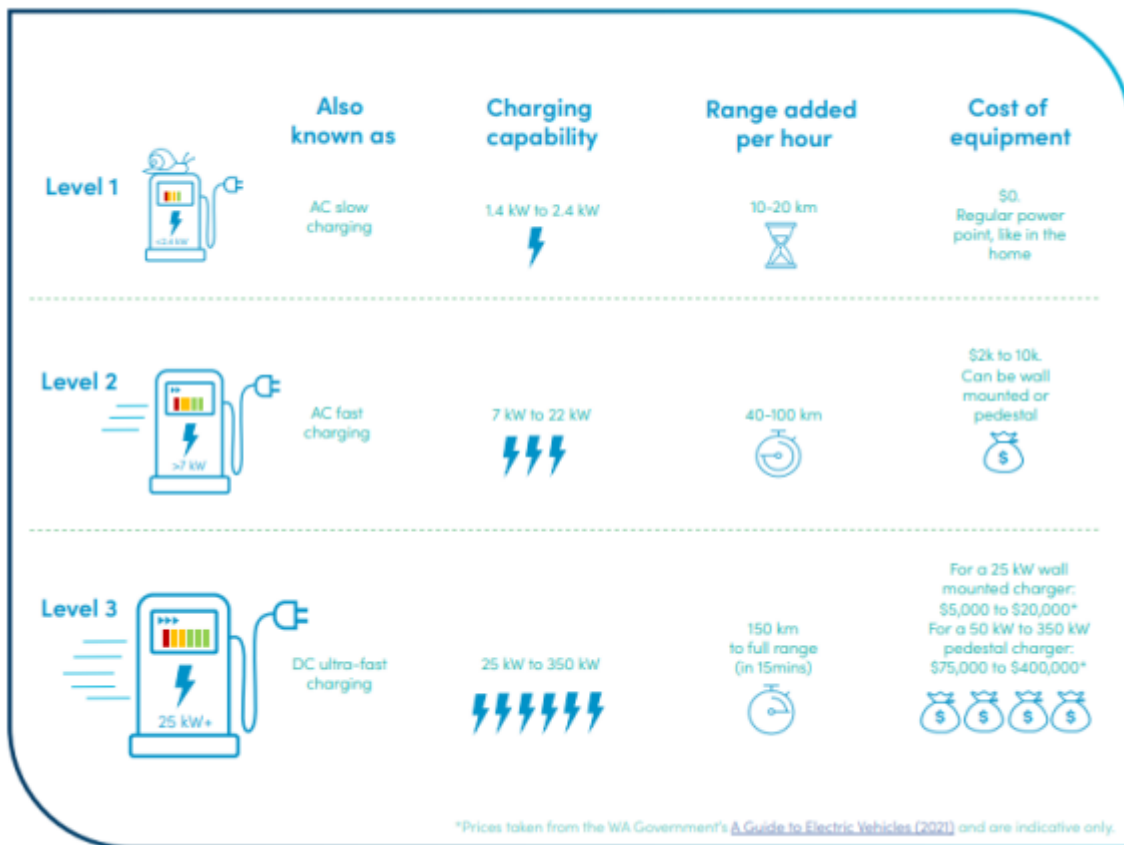
Who pays for the electricity and how?

The charger will allow the customer to pay for the electricity they use for charging up. This rate can be set by the council.

On the customers end it will look like: The customer scans the QR code on the charger, logs into the app and begins the charging session.

Funds will be delivered to the Council account monthly.

TYPES OF CHARGERS (Level 2 covered by the current funding round on offer closing May 12 2023)



STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

PROJECT BUDGET (2023/24 BUDGET)

OPTION 1 (CRC Carpark)

SUPPLIER	INFRASTRUCTURE	COST	INSTALLATION	TOTAL
EVSE	Ocular IQ Dual Port Tower 2 x 22 kW	\$10,145.00	\$5000.00	\$15,145.00

Approximate cost to Council if grant funding successful (50% of costs) - \$7572.50.

OPTION 2 (Shire Administration Carpark)

SUPPLIER	INFRASTRUCTURE	COST	INSTALLATION	TOTAL
EVSE	Ocular IQ Dual Port Tower 2 x 22 kW	\$10,145.00	\$10,000.00	\$20,145.00

Approximate cost to Council if grant funding successful (50% of costs) - \$10,072.50.

OPTION 3A & 3B (Golden Grain Café or Co-Op Carpark)

SUPPLIER	INFRASTRUCTURE	COST	INSTALLATION	TOTAL
EVSE	Ocular IQ Dual Port Tower 2 x 22 kW	\$10,145.00	\$20,000.00	\$30,145.00

Approximate cost to Council - \$30,145 (Full cost applicable as grant funding will not cover these locations).

ONGOING COSTS

The Ocular EV charging station has a 20 year life as long as the machines are regularly maintained and monitored. EVSE offer an annual service pack and the machines can be remotely tested if a fault occurs. For a long-term capital investment, the running costs will be covered as electric car number increase. Electricity costs are immediately covered by being on-charged to the consumer.

COST OVER LIFESPAN OF INFRASTRUCTURE

ITEM	ANNUAL COST	COST OVER 20 YEARS (LIFESPAN)
Servicing/maintenance	\$1,040	\$20,800
Public charging costs (27c/kW, average charging time of 20 minutes/vehicle)	Average \$5.40 per charge @ ~100 charges per year. (Zero cost to Council as consumer pays at point of charge).	0.00
TOTAL (ex GST)		\$20,800

INCOME OVER LIFESPAN OF INFRASTRUCTURE

ITEM	ANNUAL INCOME	INCOME OVER 20 YEARS (LIFESPAN)
Public charging costs (45c/kW, average charging time of 20 minutes/vehicle)	Average \$8.00 per charge @ ~100 charges per year	\$16,000
TOTAL (ex GST)		\$16,000

ALIGNMENT WITH STRATEGIC PRIORITIES

4.3 Natural Environment: Demonstrate sustainable practices of water, energy and waste management

- 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

This item has been on Council’s agenda for some time.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low As grant funding is available to cover 50% of the cost of the charging station and installation, Council only needs to budget \$7572.50 in the next financial year. If Council agree to budget for this amount, there is minimal financial risk.
Health	N/A
Reputation	High If Council doesn’t apply for this funding and don’t install an EV charger, Council risk missing out on potential visitors and tourists, or people choosing to move to town, if there is no charging station. Having an EV charger also shows the community the Shire’s commitment to reducing its carbon footprint and addressing climate change.
Operations	Low The infrastructure will be included in the Asset Management Plan to ensure it is appropriately maintained, but the grant application and maintaining of the infrastructure is not outside of employee’s scope of work.
Natural Environment	Low A reduction in carbon footprint is beneficial to the natural environment.

	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 13 MATTERS FOR CONSIDERATION – HEALTH & BUILDING

No matters for consideration

ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES**14.1 Update on 2022/23 Works Programme****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Sarah Caporn, Executive Manager, Works & Services**Attachments** 1. WORKS PROGRAMME UPDATE, April 2023  **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council note the commitments and current status of the programme for Works & Services team for the month of April 2023.

IN BRIEF

- The main road construction continues on the Quairading – Corrigin Road.
- Over 180mm of rainfall received in late March which has impacted our road network and progress on the Dangin-Mears culvert works.
- The Community Park continues to progress with updates for Council.
- We have some new items of plant on order while also preparing costings for 23/24 requests.

MATTER FOR CONSIDERATION

That Council considers noting the commitments and current status of the programme for Works & Services team for the month of April 2023.

PROJECT UPDATES

Roadworks: *Quairading Corrigin Road (SLK 2.9-9.3):* Cement stabilising has now been completed for the first 3km section (works originally scheduled for completion during 21/22) with a 150mm gravel overlay current in progress. It has been very difficult securing the pressurised tankers to deliver the cement powder to site, so we have been working around the confirmed deliveries. We have been fortunate enough to have two trucking contractors assist our Works staff to move material from the gravel pit to site as fast as possible. Wetmixing will commence at SLK 9.3, and they will likely travel approx. 1-1.5km per day. We have booked the sealing contractor for 5th May to seal the first 3km section. We are able to manipulate the seal formulation to suit the weather conditions at the time as soil temperatures will likely have dropped by then.



Dangin Mears Culvert (SLK 21.9): As Council will remember, one of the boxes in this culvert collapsed in May 2022 with a large hole suddenly appearing in the road surface. Shire staff quickly filled the affected culvert box with a mix of rocky fill and cement to stabilise it as best we could and make it safe for road users. We were pleased for the successful allocation of \$360,538 including contingency from the WSNF programme in mid-November 2022.

With a newly appointed Works Manager with limited construction experience, the Shire engaged an external consultant to assist with preparing a culvert design and the Request for Quote documentation. This was completed and circulated to the marketplace on 21st March 2023 for a response period of 2 weeks.

However, on 28th March 2023 Quairading received nearly 100mm of rainfall with another 80mm falling in the following two weeks. Unfortunately, this has made any works on the culvert impossible prior to 30 June 2023.

As a contingency, the Shire now intends to peel back existing cover and pour a 100mm concrete slab across the remaining boxes to give them some structural integrity to get through another winter before the culvert can be completely replaced in late 2023. We acknowledge that this is far from the ideal scenario for our Shire after what has been a dry summer and can only point to needing to deliver two years' worth of Regional Road Group projects concurrently to this project, generally falling behind on our regular maintenance grading programme as well as completion of a community park project dividing our team's attention.

We have written to the WSNF Programme Manager to inform them of our progress and plan to complete the project as soon as practicable and to acknowledge that we are unlikely to complete the works this financial year.

Community Park: With the appointment of a new Special Projects Officer, work has once again begun in earnest on the park. Their first task has been procuring all the Softfall mulches and ground conditioners for the turf before finalising irrigation installation and the shade sails.

The site has been surveyed for finished ground levels and the pathway curves marked. The form work should be in progress by the time Council meets at the end of this month. These works will include the skater bumps, all footpaths and drainage pads under the water play shower rings.

As mentioned in our March report, works have begun to install the in-ground trampoline. We can confirm that drainage is definitely going to be an issue at the site given the height of the water table during winter and the high level of clay in the soil. After the 180mm of rain, we confirm that the water table sits approximately 1.5m below the finished ground level throughout the park. We are likely needing to install a sump and small submersible pump to clear the water out from below the trampoline.

Staffing: Our Work Health and Safety Officer has resigned and will be moving to a position with the Shire of Kellerberrin. EMWS is currently reviewing our mix of position descriptions to ensure the best mix of staffing skills and experiences for the Works & Services team.

Plant Updates: We have placed an order to replace our UD 6-wheel tipper with a 2023 FUSO FV70 SHOGUN 6x4 with two-way tipper body and electric tarpaulin. The dealer anticipates cab-chassis arriving is approximately 9 months' time when they'll begin preparing the body so we should aim for a delivery in approximately 12 months.

We have also purchased a second-hand backhoe from WA Machinery Brokers (ex-Water Corporation). It has 2218 hours and comes with a selection of buckets and flip over forks. Although it cost about 30% more than budgeted, with machinery experiencing a surge in pricing recently, we feel it was a good deal and costs much the same as similar capacity machines with far more hours (5000+). We will utilise underspend in other areas of the plant budget to offset this additional cost and will present a budget adjustment to the May OCM.



ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There are no currently financial considerations outside of existing budget scope.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 3.1 Built Environment:** Safe, efficient and well maintained road and footpath infrastructure
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

The Works team received a high level of customer requests which are immediately assessed by EMWS and responded to within a timely manner.

RISK ASSESSMENT

RISK ASSESSMENT	
Financial	Moderate <i>The Works budget is a substantial investment into our town and the Shire’s assets. It needs to be properly allocated and have transparency for the community members and ratepayers.</i>
Health	N/A
Reputation	High <i>The Works team has strong visibility within the community and are committed to making sure the Shire is a safe and beautiful place to live and work.</i>
Operations	High <i>A well-functioning Works team ensures that Council’s priority tasks are completed in a timely and value for money method.</i>
Natural Environment	N/A

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

Please find an update on the 2022/23 Works Programme as Attachment [1].



WORKS PROGRAMME UPDATE

PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
Final Completion: Old School Site (plaques and signage); Infant Health Centre (plinth and plaques)	Before end December 2022	<u>Old School Site</u> : Project mgmt. now moved to Jen Green. See updates elsewhere in agenda. <u>Infant Health</u> : Brass plaques have now arrived in Northam. Adam May will be building the plinth after completing the shelters at the Park.
Seal repairs (half road) on corner of Mawson-Doodenanning Rd & Billacabella Rd	December 2022 April 2023	Remains outstanding along with the patch on Hayes Road
Toapin Weir: Improved BBQ and firepit facilities, remove wire fence and install bollards, improved safety signage	November – December 2022	70% complete – Old BBQ now demolished with pad confirmed as being the right size for new one. EMWS still cannot find a suitable supplier for fire pit surrounds but will continue looking.
Kwirradig Koort Community Park (installation)	September 2022 – January 2023	75% complete - See updates within April OCM W&S report.
The Groves: Access road and fencing	January – February 2023	40% – Purchase orders are now in place with works to be scheduled in the coming months.
Major Roadworks: Quairading-Corrigin Rd	October 2022 – February 2023	50% complete - See updates within April OCM W&S report.
Gravel Resheeting: Old Beverley Road West; Badjaling North Rd	Outside construction timeframes (October 2022 to March 2023)	30% complete – Remains outstanding. Rainfall has once again impacted OBRd worksite. Badjaling North Road is also in a bad way after the rain events. Verge mulching currently underway on Pantapin South Rd.
Directional shades on Oval lighting	March - April 2023	30% complete – Site visit conducted by Henk from Industrial Automation Group who confirms that lamp hoods will not make the impact we desire and would be a waste of money. His advice is that we need taller poles and another pole near the cricket nets to correctly light oval. Will report more information to Council at May OCM. Football Club have been kept informed of progress.
Road Maintenance – Cemetery Road (Permit to Take Threatened Flora (for <i>Jacksonia Quairading</i>) required)	May-June 2023	Not yet commenced. DCBA have approved a new clearing permit for the Cemetery Access Road. Works will need to be scheduled to widen the road and clear the necessary vegetation.
Refurbishment of BMX / Bike Track	*** TBC	Not yet commenced – Works staff have done an initial walk through to assess our capacity to assist with this project. Staff will be available to assist with delivery after major construction – April 2023.

ITEM 15 MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY

No matters for consideration

ITEM 16 URGENT COUNCILLOR'S BUSINESS

ITEM 17 CONFIDENTIAL ITEMS

The Meeting will be closed by Council Resolution to the public under Part 5 Division 2 Section 5.23(2)(c)(a) and (h)(a) and (c)(c) and (h) of the *Local Government Act 1995* as the Items relates to:

- (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
- (a) a matter affecting an employee or employees
- (h) such other matters as may be prescribed (consider regulations)
- (a) a matter affecting an employee or employees
- (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
- (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
- (h) such other matters as may be prescribed (consider regulations)

OFFICER RECOMMENDATION

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:

- 17.1 Medical Practice Recruitment Update: Selection of Doctor and Practice Nurse**
- 17.2 Chief Executive Officer's Mid-Year Performance Review**
- 17.3 Executive Manager of Corporate Services Appointment**
- 17.4 My Home "PPP" Model**

17.1 Medical Practice Recruitment Update: Selection of Doctor and Practice Nurse

OFFICER RECOMMENDATION

That Council note the April 2023 recruitment of the General Practitioner and Practice Nurse at the Quairading Medical Practice.

17.2 Chief Executive Officer's Mid-Year Performance Review

OFFICER RECOMMENDATION

That Council, subject to the consideration of the CEO's mid-year performance review report:-

1. Note that the mid-year review Ms Nicole Gibbs' in her role as Chief Executive Officer for the Shire of Quairading for the period 31st August 2022 to 27th April 2023 has been undertaken.
 2. Endorses the mid-year review report for Ms Gibb's review period.
 3. Council discuss and endorse a __% increase to the CEO salary.
-

17.3 Executive Manager of Corporate Services Appointment

OFFICER RECOMMENDATION

That Council accept the CEO's report on the recruitment and recommended appointment of Ms Tricia Brown as the Executive Manager of Corporate Services with the Shire of Quairading for a contract term of three years in accordance with the drafted written employment contract.

17.4 My Home "PPP" Model

OFFICER RECOMMENDATION

That Council note the progress of the 'My Home' Public Private Partnership project, established to enable the construction of housing on up to three vacant lots in the Quairading district.

The above mentioned report/s were provided to Elected Members under separate cover. The report/s are not for publication.

OFFICER RECOMMENDATION

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

Public Reading of Resolution

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

ITEM 18 NEXT MEETING DATE

The next ordinary Council meeting is scheduled to take place on Thursday 25 May 2023 commencing at 2.00pm in the Council Chambers, 10 Jennaberring Road, Quairading, WA.

ITEM 19 CLOSURE

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