

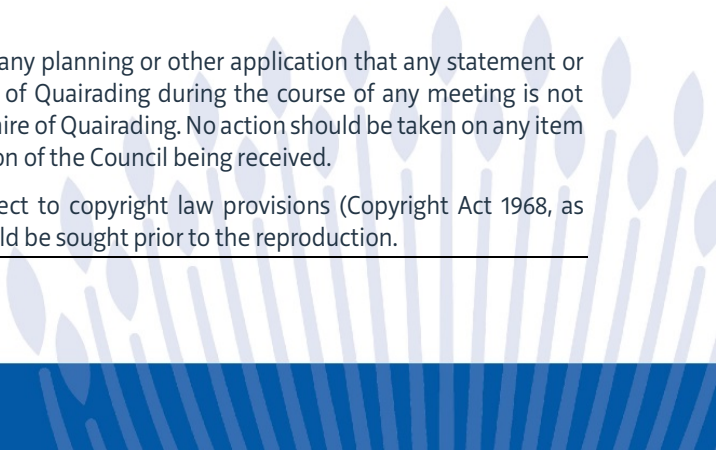
Ordinary Council Meeting

Minutes | 25th November 2021

Disclaimer

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SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 25th November 2021 commencing at 2.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

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

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	
Cr B McGuinness	

Council Officers

Mr GA Fardon	Chief Executive Officer
Mrs LM Horton	Executive Manager of Corporate Services (Left at 3.25 pm)
Mr A Rourke	Executive Manager of Works & Services (Left at 3.25 pm)
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy (Left at 3.25 pm)
Mrs AG Strauss	Executive Officer (Left at 3.25 pm)

Observers/Visitor

OIC Sgt. Annette Herod	Quairading Police (Left at 2.21 pm)
Mr Brian Humfrey	Regional Bushfire Risk Planning Coordinator (Left at 2.39 pm)
Mr Gary Rowles	DFES Officer (Left at 2.39 pm)

Apologies

Nil

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

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

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

OIC Sgt. Annette Herod presented to Council with an update on local and regional policing issues.

Sgt. Herod provided details on the recent spate of home burglaries.

Sgt. Annette Herod advised that she will be holding a Morning Tea on the 7th December 2021 for residents to gain practical information on home and personal safety and to further publicise the Police Contact numbers.

Regional Bushfire Risk Planning Coordinator, Mr Brian Humfrey and DFES Officer Gary Rowles presented to Council on the Bushfire Risk Management Plan Review (refer to Item 12.1 of the Council Agenda).

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

Nil at this time.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 28th October 2021

RESOLUTION: 70-21/22

MOVED Cr Haythornthwaite SECONDED Cr Stacey

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

CARRIED 8/0

7.2 Business Arising

Nil.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

8.1 Reconciliation Action Plan Committee (RAP) Minutes – 13th October 2021

RESOLUTION: 71-21/22

MOVED Cr Cowcill SECONDED Cr Hippisley

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

CARRED 8/0

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL
CONSIDERATION

No matters for consideration.

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – October 2021

Meeting Date	25 th November 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) October 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 72-21/22

MOVED Cr Haythornthwaite SECONDED Cr Stacey

That Council note the following:

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the Accounts paid during October 2021.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

11.2 Financial Information – Statements of Income and Expenditure for the Period Ending – 31st October 2021

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

OFFICER RECOMMENDATION

RESOLUTION: 73-21/22

MOVED Cr Hippisley SECONDED Cr Haythornthwaite

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

Additional Costs will be incurred in early 2022 to complete the work by Bob Waddell and Associates to create an automated and self-balancing Financial Reporting Model for Council's use. Contractor Fees in addition to the \$25,000 Budget Provision have been proposed in the November Budget (Report 11.3).

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

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

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

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

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

11.3 November 2021 Budget Review

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

OFFICER RECOMMENDATION

RESOLUTION: 74-21/22

MOVED Cr Hippisley SECONDED Cr Stacey

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

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

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Adoption of Budget Adjustments.

BACKGROUND

Council conducts two Budget Reviews during the Financial Year.

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

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

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

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

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

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

Where expenditure has been incurred;

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

Local Government (Financial Management) Regulations 1996

[Regulation 33A](#)

33A. Review of budget

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

*Absolute majority required.

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT

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

Health – Risk Matrix Rating considered Low Risk.

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

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

Natural Environment – Risk Matrix Rating considered Low Risk.

COMMENT

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

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

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

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

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

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

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

1. Opening Balance Adjustment \$ 46,132

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6. Building Maintenance & Rentals

\$-27,100

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Increased expenditure due to drainage and extra curbing works.

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

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

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

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

15. Old Beverley East Road**£-11,782**

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

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

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

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

16. Roads to Recovery**£-52,887**

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

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

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

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

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

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

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

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

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

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

There is a net adjustment required of \$0.

18. Self-Supporting Loans

\$ 10,944

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

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

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 Bushfire Risk Management Plan 2021 - 2026

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

OFFICER RECOMMENDATION

RESOLUTION: 75-21/22

MOVED Cr Hayes SECONDED Cr Haythornthwaite

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

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

The objectives of the BRMP are to:

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

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

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

5. GOVERNANCE AND LEADERSHIP

5.4 Implement systems and processes that meet legislative and audit obligations

1. COMMUNITY

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

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

CONSULTATION

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

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

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

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

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

Health – Risk Matrix Rating is assessed as Low

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

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

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

COMMENT

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

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

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

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

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

12.2 Determination of Council Meeting Dates for Year 2022

Meeting Date	25 th November 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 76-21/22

MOVED Cr Cowcill SECONDED Cr Hippisley

- That Council adopt the following schedule of Council Meeting Dates for the 2022 Calendar year with Ordinary Council Meetings to commence at 2.00pm in the Council Chambers in Quairading unless otherwise stated.

January	Council in Recess
February	Thursday, 24 th
March	Thursday, 31 st (5 th Thursday)
April	Thursday, 28 th
May	Thursday, 26 th
June	Thursday, 30 th (5 th Thursday)
July	Thursday, 28 th
August	Thursday, 25 th
September	Thursday, 29 th (5 th Thursday)
October	Thursday, 27 th
November	Thursday, 24 th
December	Thursday, 15 th

- That the Ordinary Council Meeting Dates be published in accordance with the requirements of the Local Government Act 1995.
- That Council adopt the following Committee Meeting Dates for 2022 Calendar year to commence at 5 pm in the Council Chambers unless otherwise stated: -

February	Tuesday 8 th	Strategic Planning Committee
March	Tuesday 15 th	Audit & Risk Committee
April	Tuesday 12 th	Strategic Planning Committee
June	Tuesday 14 th	Audit & Risk Committee
August	Tuesday 9 th	Strategic Planning Committee
September	Tuesday 13 th	Audit & Risk Committee
October	Tuesday 11 th	Strategic Planning Committee
December	Tuesday 6 th	Audit & Risk Committee

CARRIED 8/0

IN BRIEF

- The above Meeting Dates are offered for Council's consideration for Council Meetings to commence at 2.00pm in the Council Chambers and Committee Meetings commencing at 5.00pm, unless otherwise stated.
- Council is required to provide Statutory Public Notice of the Dates for the Ordinary Council Meetings for 2022.

MATTER FOR CONSIDERATION

Draft schedule of Meeting Dates for Ordinary Council Meetings for the 2022 Calendar Year.

Draft Schedule of Meeting Dates for the Audit and Risk Committee and the Strategic Planning Committee.

BACKGROUND

Council is required to set its Ordinary Meeting dates for the next Calendar year.

Council resolved in 2007 that it would not hold an Ordinary Meeting in January each year to enable a Holiday Recess. Should it be required, a Special Council Meeting can be convened with Notice of Meeting in accordance with the Local Government Act.

Advance approval of Council Meeting dates allows for forward planning and reduces potential conflict with other civic and community responsibilities, functions and events of Council.

The 2022 Public Holidays (as approved by the *Western Australian Department of Mines, Industry Regulation and Safety*) are as follows:

Public Holiday	Day/Date 2022
New Year's Day	Saturday 1 January and Monday, 3 January
Australia Day	Wednesday, 26 January
Labour Day	Monday, 7 March
Good Friday	Friday, 15 April
Easter Monday	Monday, 18 April
ANZAC Day	Monday, 25 April
Western Australia Day	Monday, 6 June
Queen's Birthday	Monday, 26 September
Christmas Day	Sunday 25 December and Monday, 26 December*
Boxing Day	Monday 26 December* and Tuesday, 27 December

* Monday, 26 December 2022 is a Boxing Day public holiday and also an additional Christmas Day public holiday at the same time.

The above public holiday dates do not affect the proposed meeting dates. Minor adjustments will be made to administrative processes to account for the public holidays.

STATUTORY ENVIRONMENT

Local Government Act, 1995

Division 2 – Council meetings, committees and their meetings and electors' meetings

Subdivision 1 – Council meetings

5.3. Ordinary and special council meetings

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

5.4. Calling council meetings

An ordinary or a special meeting of a council is to be held –

- (a) if called for by either –
 - (i) the mayor or president; or
 - (ii) at least $\frac{1}{3}$ of the councillors,
 in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- (b) if so decided by the council.

5.5. Convening council meetings

- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.

Local Government (Administration) Regulations 1996

12. Publication of meeting details (Act s. 5.25(1)(g))

- (1) In this regulation –

meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.
- (2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held –
 - (a) ordinary council meetings;
 - (b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.
- (3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.
- (4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the

meeting on the local government's official website as soon as practicable after the decision is made.

A local government is required at least once each year to give local public notice of all Ordinary Council meetings and Committee meeting dates, times and places that are open to the public and are to be held in the next twelve months.

It is highlighted that only the dates of the Ordinary Council meetings need to be advertised.

Committee Meeting dates need only be advertised if the Committee has Delegated Authority from Council to make a decision on any matter. Neither Standing Committee have any Delegated Authorities from Council.

POLICY IMPLICATIONS

No Policy on Council Meeting Dates – Dates must be determined by Council each Year.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

CONSULTATION

Internal consultation was undertaken to ensure the proposed dates align with required timeframes relating to administrative processes.

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

Financial - Risk Matrix Rating considered as Low.

Health – Risk Matrix Rating considered as Low.

Reputation – Risk Matrix Rating considered as Low. Setting and Advertising of Council's Ordinary Meetings is a Statutory Requirement. Extensive Advertising/Publicity will be undertaken informing the Community of the Council Meeting Dates.

Operation – Risk Matrix Rating considered as Low. Council's Operations are unaffected by the Setting of the Council Meeting dates. Council Executive Staff and Administration adjust Task and Reporting Scheduling to fit with the adopted Meeting Calendar.

Natural Environment – Risk Matrix Rating considered as Low.

12.3 Sport & Recreation Master Plan 2021 - 2031

Meeting Date	25 th November 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCP&S Richard Bleakley
Attachments	(i) Shire of Quairading Sport and Recreation Master Plan – 2021-31 – Final (ii) Appendix 1 - 2011 Sport & Recreation Master Plan Recommendations Summary (iii) Appendix 2 - Proposed Redevelopment of Quairading Recreation Pavilion 10Aug2021 (iv) Appendix 3 – Sport & Recreation Facilities Site Audit (v) Appendix 4 – WAFC Venue Inspection Audit Quairading Oval 2020 (vi) Appendix 5 – Community Survey Summary Report
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council: -

1. **Accepts the Officer's Report on the Final Sports and Recreation Masterplan 2021-31 submitted by the Executive Manager of Community, Projects and Strategy**
2. **Following the Public Consultation Period and minor Revisions, adopt the updated version of the Final Sports and Recreation Masterplan 2021-31.**

RESOLUTION: 77-21/22

MOVED Cr Cowcill SECONDED Cr McGuinness

That Council: -

1. Accepts the Officer's Report on the Final Sports and Recreation Masterplan 2021-31 submitted by the Executive Manager of Community, Projects and Strategy
2. Following the Public Consultation Period and minor Revisions, adopt the updated version of the Final Sports and Recreation Masterplan 2021-31.
3. Review the Sports and Recreation Masterplan 2021-31 every two (2) years, including full Community Consultation, to monitor progress and to recognise any emerging recreation issues.

CARRIED 8/0

Reason for Variation from Officer's Recommendation

Council considered that the Masterplan required a Review Process and every 2 years was supported.

IN BRIEF

- Sporting and Recreational Clubs, Community Groups and Community members' Survey completed.

- A workshop was conducted by ABV Consultancy with the members of the Sporting and Recreation Committee to assess the findings of the Survey and to categorise and prioritise the finding of the Survey.
- Draft of the Sports and Recreation Masterplan and supporting documentation completed and presented to the Strategic Committee prior to further Community Consultation.
- Draft Masterplan was circulated for comment to Clubs and Organisations and to the general public on social media.
- Feedback has been incorporated in Final Master Plan document for presentation to Council.

MATTER FOR CONSIDERATION

Adoption of the Sports and Recreation Masterplan 2021-31.

BACKGROUND

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

Both Darren Monument and Michelle Greenhalgh (MCG) participated in the Sports and Recreation Committee Meeting held on the 27th July 2021.

In August, a Survey was circulated to all sporting, recreational and community clubs and groups.

There was a follow-up workshop with the Sports and Recreation Committee on 1st September 2021 to provide a framework to proceed to the drafting of the Masterplan.

The Draft of Sports and Recreation Masterplan was presented to the Strategic Planning Committee on 12th October 2021 and the Draft adopted by Council at the October OCM.

The Draft Plan was then put out to the Community, Sporting and Recreational Groups and Clubs for a two-week period of consultation with comment and feedback provided by small number community members.

Community Feedback:

Wamenusking

- Update provided on shade in the play area

Skate park vs. Pump track

- Pump track would be a cheaper short term option with lower O&M costs
- Probably more appealing to Youth

Multi-purpose Precinct Concept

- Recognition of the role of the Working Group
- Phasing and scheduling of the Project

Outlying Sporting Clubs

- Shire's current commitment to these clubs.
- Inclusion of the Clubs in this iteration of the Sports and Recreation Masterplan

The Draft Sports and Recreation Masterplan was also forwarded to Department of Local Government, Sport and Cultural Industries (Northam) for comment and feedback.

This feedback from both the Community and the Department was taken on-board in finalising the Masterplan.

Schedule for Master Plan 2021-31 Review

Activity	Start	Finish	Status
DEVELOPMENT OF S&R MASTERPLAN 2021-31	7-Jun-21	25-Nov-21	
STEP 1: SURVEY OF SPORTS AND RECREATION GROUPS			
Design	7-Jun-21	16-Jul-21	Complete
Circulation to groups and clubs	28-Jul-21	30-Jul-21	Complete
Survey period	3-Aug-21	16-Aug-21	Complete
Phone consultation	6-Aug-21	20-Aug-21	Complete
Closure	20-Aug-21	20-Aug-21	Complete
STEP 2: REPORT ON SURVEY			
Completion of survey report	23-Aug-21	31-Aug-21	Complete
STEP 3: WORKSHOP			
Sport and Recreation Committee	1-Sep-21	1-Sep-21	Complete
STEP 4: DRAFT PLAN	2-Sep-21	20-Sep-21	
Draft report completed	2-Sep-21	15-Sep-21	Complete
Shire consultation	13-Sep-21	20-Sep-21	Complete
STEP 5: DRAFT PLAN – SPORTS AND RECREATIONAL MASTERPLAN 2021-31			
Finalise Draft of Masterplan 2021/31	21-Sep-21	6-Oct-21	Complete
Presentation to Strategic Planning Committee	12-Oct-21	12-Oct-21	Complete
STEP 6: FINAL PLAN – SPORTS AND RECREATIONAL MASTERPLAN 2021-31			
Community consultation (2 weeks)	29-Oct-21	12-Nov-21	Complete
Finalise Masterplan 2021/31	13-Nov-21	16-Nov-21	Complete
Presentation to Shire Council	25-Nov-21	25-Nov-21	Pending

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The finalizing of the Sports and Recreation Masterplan will provide a framework for the Council to proceed with the scheduled programming of projects - planning, budgeting and sourcing of external funding and delivery.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

1. COMMUNITY
1.2 Provide social and cultural activities for all members of the community
1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience

3. BUILT ENVIRONMENT
3.2 Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
3.3 Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans

5. GOVERNANCE AND LEADERSHIP
5.1 Shire communication is consistent, engaging and responsive
5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Sports and Recreation Clubs and the broader community were engaged in the process through the delivery of a Sports and Recreation Survey (June 2021 to August 2021).

Following presentation to the Strategic Committee the draft document has been circulated within the Community for comment and feedback prior to further refinements to the Masterplan and submission to Council for adoption at the November 2021 OCM.

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

Financial - Risk Matrix Rating is assessed as Low. The development of the Masterplan will provide the framework to determine both the capital investment and operation and maintenance costs for sporting and recreational services provided to the community.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. The Masterplan will provide a clear and transparent process to the Community for the delivery of the Council's Sports and Recreation program.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

- This is the first iteration of the Shire's Sports and Recreation Masterplan.
- The Sports and Recreation Masterplan 2011-2020 provided direction to the Council on matters relating to Sports and Recreation. Of the 23 Recommendations in the Masterplan 2011-20:
 - Thirteen (13) have been achieved;
 - Six (6) are ongoing;
 - Four (4) were deferred (Multipurpose Precinct Project); and
 - Two (2) were withdrawn
- The Development and Adoption of a Sports and Recreation Masterplan is a pre-requisite / conduit for sourcing external funding.
- The Sports and Recreation Masterplan 2021-31 has a broader scope than the previous plan capturing outlying community clubs and facilities, and passive recreation.
- I would like to thank all Clubs, Organisations and members of the community for their participation in the process.

12.4 New MOU - Community Emergency Services Manager (CESM) Program

Meeting Date	25 th November 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Correspondence from the Shire of Kellerberrin
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 78-21/22

MOVED Cr Haythornthwaite SECONDED Cr Stacey

1. That Council note that the Shire of Kellerberrin has formally advised of its withdrawal from the current MOU for the Community Emergency Services Manager Program between the Shires of Quairading, Cunderdin, Tammin and Department of Fire and Emergency Services (DFES).
2. That Council support entering into a new MOU between the Shires of Quairading, Cunderdin, Tammin and Department of Fire and Emergency Services (DFES) for the Community Services Manager Program for a Term of 3 Years , with an Option of an Extension for a further 3 Years.

CARRIED 8/0

IN BRIEF

- A MOU has been in place for over 10 Years for the engagement of a Community Emergency Services Manager (CESM). Initially the Arrangement was between Council, Shire of Cunderdin and DFES and was based on 70% DFES Funding and 15% each for both Councils.
- The current MOU signed in April 2018 provides the Instrument for the Delivery and Funding of the Community Emergency Services Manager Program over the Shires of Cunderdin, Kellerberrin, Quairading, Tammin and DFES. Funding comprised of 60% DFES and 10% for each of the Councils.
- The current MOU is for 5 years expiring in April 2023.
- The Shire of Kellerberrin have advised that it wishes to withdraw from the MOU and has given 3 Months' Notice pursuant to the MOU.
- With the withdrawal of the Shire of Kellerberrin it is timely to bring the MOU into alignment with the new Statewide MOU template.
- A new MOU has been offered by DFES for a 3 Year Term with an Option to extend for a further 3 Years.
- The new Funding Agreement will see DFES's portion remain at 60% and the 3 Councils' portions being 13.33% per Council.
- A Draft MOU has been provided to the 3 CEO's for final Review, but is subject to consideration and support by all 3 Councils.

MATTER FOR CONSIDERATION

That Council note the withdrawal of the Shire of Kellerberrin from the CESM Memorandum of Understanding (MOU) and support Council's participation in a new MOU for the Community Emergency Services Manager Program between the Shires of Quairading, Cunderdin, Tammin and Department of Fire and Emergency Services (DFES).

BACKGROUND

In April 2018, the Shires of Quairading, Cunderdin, Kellerberrin, Tammin and DFES signed a MOU for the provision of a shared Community Services Manager to deliver Emergency Management Support Services to the Shires in accordance with DFES's Best Practices. The current 5-year term MOU terminates in April 2023.

The MOU provides for any of the Parties to withdraw from the MOU giving 3 Months' Notice of its intention.

The Shire of Kellerberrin at its October 2021 Ordinary Meeting of Council reviewed its current organisational structure and has created a Manager of Governance role to cover gaps in Compliance and current outsourced roles are to be brought back "in house".

The Shire of Kellerberrin on the 27th October 2021 advised the Chief Executive Officer of their formal three (3) months' withdrawal notice from the CESM Program in accordance with Clause 12 (Termination) of the MOU.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

Emergency Management Act 2005

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council is the current Host Council for the CESM Position with Mr Simon Bell working and residing in the District.

Council bears the Full Cost of the Program and are recouping 90% of the Costs from the other Parties to the MOU. DFES also covers 100% of the Availability Allowance paid to the CESM and all DFES Overtime for work undertaken on DFES Regional Fire Incidents.

The Current Projected Net Cost to Council per Year is \$16,457 (which is 10% of the Program's Annual Budget).

With the withdrawal of 1 Council, Council's Projected Net Cost in a full Year will be \$21,937.

The projected Cost to Council in the current 2021/2022 Year will be \$18,740.

Despite the increase in Costs to Council, it is considered that considerable benefit and support is derived from the Program and especially with the CESM being based in Quairading and visiting the adjoining Towns and DFES Regional Office in Northam on a regular roster basis.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

5.1 Shire communication is consistent, engaging and responsive

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

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

1. COMMUNITY

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

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

CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. Proposed that the CESM Program continue to be hosted by the Shire of Quairading. The 3.33% increase in Contribution Costs by Council can be incorporated in to future Years Budgets.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council has increasing obligations in regard to Emergency Management and for the establishment and support of Bush Fire Brigades and Volunteers.

Operation – Risk Matrix Rating is assessed as Low. The CESM position has been well established in the organisation over many years and is incorporated into the Organisational Structure approved by Council. The Position provides significant support for Council's Volunteer Bush Fire Brigades and Volunteers.

Natural Environment – Risk Matrix Rating is assessed as Low.

12.5 Application to Use Airstrip Hangar – Mr John Harris

Meeting Date	25 th November 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	Mr John Harris, Newell Street, Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

1. That Council support the Request from Mr John Harris to have access to and use the Aircraft Hangar at the Quairading Airstrip.
2. The Chief Executive Officer be authorised to finalise an Access Licence / Lease with Mr John Harris based on the Proposal submitted by Mr Harris.

RESOLUTION: 79-21/22

MOVED Cr McGuinness SECONDED Cr Haythornthwaite

That the Application to Use Airstrip Hangar – Mr John Harris Agenda Item be held over for more details on the Condition of the Building and Lessor/Lessee Responsibilities.

CARRIED 8/0

Reason for Variation from Officer's Recommendation

Council considered that there was insufficient details on the current Condition of the Hangar and also the future responsibilities on the Lessor/ Lessee for building maintenance.

IN BRIEF

- Local Resident Mr John Harris of Newell Street, Quairading approached the CEO in 2017/2018 as to whether he would be able to lease the "Old Hangar" at the Quairading Airstrip to house his light aircraft which he was restoring / assembling.
- The light aircraft is nearing completion and Mr Harris has approached the Administration again with his Request.
- The "Old Hangar" was originally constructed by the then GP, Dr Paul Higgins and upon his departure from Town and his subsequent Passing many years later, Council has acquired the Structure.
- For a number of years, the hangar was utilised (free of charge) by the St John Ambulance Sub Centre to garage their "First Aid Post Caravan". The Caravan has in recent years been sold and the hangar has remained unoccupied and not maintained.

MATTER FOR CONSIDERATION

Council to consider supporting the Proposal to Lease out the "Old Hangar" to Mr John Harris to house his light aircraft.

BACKGROUND

Council has care, control and management of the Quairading Airstrip situated on Crown Reserve 20494.

The "Old Hangar" is in poor condition however still sound. Mr Harris who is a Metal Work Fitter and Turner by Trade has undertaken to effect minor repair works at his Cost to ensure the structure is maintained to a "fit for use" condition.

STATUTORY ENVIRONMENT

Land Administration Act 1997

Council has Care and control of Crown Reserve 20494 under a Vesting Order (commonly known as a Management Order. Council has Power to Lease on this Reserve under Approval from the Minister for Land.

Local Government Act 1995

Section 3.58 Disposal of Property

Local Government (Functions & General) Regulation

Regulation 30(3)(a) – Exempt Transaction - under the Market Value of \$20,000

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

2021/22 – Mr Harris has offered to pay \$10.00 per Week (\$520 Paid Annually) and has undertaken to maintain the Structure at his own Cost.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

5. GOVERNANCE AND LEADERSHIP

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

COMMUNITY CONSULTATION

No Public Consultation was required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. Council does not maintain the Old hangar and currently receives no income from the Airstrip.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council should support to ensure another active user of the Airstrip and also show support for alternative Recreational pursuits in the Community. Building currently unoccupied and there have been no other Enquiries of Interest to occupy the hangar.

Operation – Risk Matrix Rating is assessed as Low. No impact upon the Organisation and no impact upon the safe operation of the Airstrip.

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 15 URGENT COUNCILLORS' BUSINESS

Nil.

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

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

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

RESOLUTION: 80-21/22

MOVED Cr McGuinness SECONDED Cr Hippisley

That Council consider the confidential report listed below in a meeting closed to the public at 3.18 pm in accordance with Section 5.23(2) of the Local Government Act 1995:

- 16.1 Executive Manager of Works & Services Appointment (Confidential Item)
- 16.2 CEO Key Performance Indicators (KPIs) 2021/2022 (Confidential Item)
- 16.3 CRISP Wireless – Access to Telecommunications Tower (Confidential Item)

CARRIED 8/0

16.1 Executive Manager of Works & Services Appointment (Confidential Item)

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

RESOLUTION: 81-21/22

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

That Council accept the CEO's Report on the Recruitment and recommended Appointment of Darren Wallace to the position of Executive Manager of Works & Services with the Shire of Quairading for a Contract Term of five (5) Years.

CARRIED 8/0

16.3 CRISP Wireless – Access to Telecommunications Tower (Confidential Item)

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

RESOLUTION: 82-21/22

MOVED Cr McGuinness SECONDED Cr Hayes

1. That Council support CRISP Wireless's Proposal to have access (not exclusive use) to the disused Telecommunications Tower on Reserve 29205 (Golf Club Reserve) for the purposes of providing improved Digital Connectivity to the District as part of the Company's Wheatbelt Digital Improvement Project.
2. The Chief Executive Officer be authorised to negotiate with CRISP Wireless on an Access Licence on a nil cost basis to Council.

CARRIED 8/0

3.25 pm

Mr Allan Rourke, Mrs Leah Horton, Mr Richard Bleakley and Mrs Anthea Strauss left the meeting.

16.2 CEO Key Performance Indicators (KPIs) 2021/2022 (Confidential Item)

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

RESOLUTION: 83-21/22

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

That Council adopt the Draft CEO Key Performance Indicators for New CEO Ms. Nicole Gibbs as identified in the confidential attachment for the 2021/2022 review year in accordance with clause 4 and schedule 3 of the CEO's Employment Contract.

CARRIED 8/0

RESOLUTION: 84-21/22

MOVED Cr Cowcill SECONDED Cr Hippisley

That the meeting be open to members of the public at 3.39 pm.

CARRIED 8/0

16.4 Public Reading of Resolution

Should there be any members of the public in attendance at the re-opened Meeting, the Shire President is to read aloud the decisions made by Council while the Meeting was closed to the public.

No Members of the Public were in attendance.

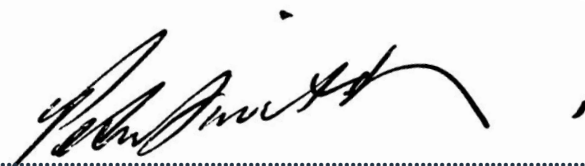
ITEM 17 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 16th December 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 18 CLOSURE

There being no further business, the Chairperson closed the Meeting at 3.40 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 25th November 2021 were confirmed 16th December 2021 as recorded on Resolution No. 86-21/22



Confirmed..... 16/12/2021