



Ordinary Council Meeting

Minutes | 28th October 2021

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

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

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

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

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Observers/Visitor

Nil.

Apologies

Nil.

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

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

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

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

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ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 30th September 2021

RESOLUTION: 46-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hippisley

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

CARRIED 8/0

7.2 Business Arising

Nil.

7.3 Confirmation of Minutes: Special Meeting of Council - 18th October 2021

RESOLUTION: 47-21/22

MOVED Cr Hippisley SECONDED Cr Stacey

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

CARRIED 8/0

7.4 Business Arising

Nil.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

No matters for consideration.

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

9.1 Strategic Planning Committee Meeting Minutes – 12th October 2021

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

OFFICER RECOMMENDATION

RESOLUTION: 48-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hippisley

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

CARRIED 8/0

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

1) Multi-Purpose Sports Precinct

RESOLUTION: 49-21/22

MOVED Cr Cowcill SECONDED Cr Stacey

RECOMMENDATION: SP05-21/22

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

2) Sport & Recreation Master Plan 2021-2031

RESOLUTION: 50-21/22

MOVED Cr Haythornthwaite SECONDED Cr Cowcill

RECOMMENDATION: SP06-21/22

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

3) Project Management Status Report

RESOLUTION: 51-21/22

MOVED Cr Hippiisley SECONDED Cr Stacey

RECOMMENDATION: SP07-21/22

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

4) Organisational Culture and Capacity Building

RESOLUTION: 52-21/22

MOVED Cr Hippiisley SECONDED Cr Cowcill

RECOMMENDATION: SP08-21/22

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

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

RESOLUTION: 53-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hippiisley

RECOMMENDATION: SP09-21/22

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

SP05-21/22– Within Current Year Budget Allocation

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

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

SP07-21/22 – Nil

SP08-21/22 – Nil

SP09-21/22 – Within Current Year Budget Allocation

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

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

5. GOVERNANCE AND LEADERSHIP

5.1 Shire communication is consistent, engaging and responsive

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

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

COMMUNITY CONSULTATION

No Community Consultation on the preparation of this Report.

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

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

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

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

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

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

9.2 Bush Fire Advisory Committee Meeting Minutes – 14th October 2021

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

OFFICER'S RECOMMENDATION

RESOLUTION: 54-21/22

MOVED Cr McGuinness SECONDED Cr Hippisley

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

CARRIED 8/0

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

1) Appointment of Chief Bush Fire Control Officer

RESOLUTION: 55-21/22

MOVED Cr Haythornthwaite SECONDED Cr Stacey

RECOMMENDATION: BFAC2- 21/22

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

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

CARRIED 8/0

2) Appointment of Deputy Chief Bush Fire Control Officer

RESOLUTION: 56-21/22

MOVED Cr Stacey SECONDED Cr Haythornthwaite

RECOMMENDATION: BFAC3- 21/22

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

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

CARRIED 8/0

3) Appointment of Fire Control Officers

RESOLUTION: 57-21/22

MOVED Cr Stacey SECONDED Cr McGuinness

RECOMMENDATION: BFAC4- 21/22

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

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

CARRIED 8/0

4) Appointment of Fire Weather Monitors

RESOLUTION: 58-21/22

MOVED Cr McGuinness SECONDED Cr Cowcill

RECOMMENDATION: BFAC5- 21/22

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

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

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

CARRIED 8/0

Council Discussion

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

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995 Part 5, Division 2

Bush Fires Act 1954

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

Council's Administration Cost is fully borne by Council.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

1. COMMUNITY	
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience
1.5	Support emergency services planning, risk mitigation, response and recovery

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

COMMUNITY CONSULTATION

N/A

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

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

Health – Risk Matrix Rating is considered as Low.

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

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

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

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – September 2021

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

OFFICER RECOMMENDATION

RESOLUTION: 59-21/22

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

That Council note the following:

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the Accounts paid during September 2021.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

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

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

OFFICER RECOMMENDATION

RESOLUTION: 60-21/22

MOVED Hippisley **SECONDED** Cr McGuinness

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

Additional Costs will be incurred in early 2022 to complete the work by Bob Waddell and Associates to create an automated and self-balancing Financial Reporting Model for Council's use. Any Contractor Fees in addition to the \$25,000 Budget Provision will need to be the subject of the Budget Review scheduled to be undertaken by Management and Council in February / March 2022.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

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

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

The Monthly Financial Statements have been updated by Bob Waddell and Associates (Contractor) and Executive Manager Corporate Services (EMCS) using the Bob Waddell Monthly Statements Model developed for smaller rural and regional Councils (Abridged Version).

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

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

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

11.3 Financial Information – Statements of Income and Expenditure for the Period Ending – 30th September 2021

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

OFFICER RECOMMENDATION

RESOLUTION: 61-21/22

MOVED Cr Hippisley SECONDED Cr Haythornthwaite

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

Additional Costs will be incurred in early 2022 to complete the work by Bob Waddell and Associates to create an automated and self-balancing Financial Reporting Model for Council's use. Any Contractor Fees in addition to the \$25,000 Budget Provision will need to be the subject of the Budget Review scheduled to be undertaken by Management and Council in February / March 2022.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

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

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

11.4 Discounted Gym Membership Fees for Volunteers

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

OFFICER RECOMMENDATION

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

RESOLUTION: 62-21/22

MOVED Cr McGuinness SECONDED Cr Hayes

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

CARRIED BY ABSOLUTE MAJORITY 8/0

Reason for Variation from Officer's Recommendation

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

IN BRIEF

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

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

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

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

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

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

(c) write off any amount of money,

which is owed to the local government.

** Absolute majority required.*

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

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

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

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

6.16 . Imposition of fees and charges

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

** Absolute majority required.*

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

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

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

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

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

(e) supplying goods;

(f) such other service as may be prescribed.

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

(a) imposed* during a financial year; and

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

6.19 . Local government to give notice of fees and charges

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

(a) its intention to do so; and

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

1. COMMUNITY
1.2 Provide social and cultural activities for all members of the community
1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire
1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience

COMMUNITY CONSULTATION

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

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

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

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

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 Establishment of Council Committees, Advisory Groups and Delegate Appointments

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

OFFICER RECOMMENDATION 1

RESOLUTION: 63-21/22

MOVED Cr Stacey SECONDED Cr Hippisley

That Council for the period October 2021 to October 2023:

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

CARRIED BY ABSOLUTE MAJORITY 8/0

OFFICER RECOMMENDATION 2

RESOLUTION: 64-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hippisley

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

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

Continues on next page

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

CARRIED 8/0**IN BRIEF**

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

This Report refers to Councillor representation on the various:-

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

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

The current Committee Structure is as follows:-

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

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

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

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

Audit & Risk Committee

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

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

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

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

Strategic Planning Committee

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

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

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

Bush Fire Advisory Committee (BFAC)

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

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

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

Membership: Two (2) Shire of Quairading Councillors

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

Local Emergency Management Committee (LEMC)

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

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

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

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

Advisory Groups

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

Ageing in Place Working Group

The Working Group established to consider:-

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

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

Medical Executive Advisory Committee

The MEAC is established to:

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

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

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

Old School Working Group

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

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

Quairading District Sport & Recreational Council

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

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

Quairading Tourism Working Group

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

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

Reconciliation Action Plan Advisory Committee (RAP)

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

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

School Liaison Portfolio

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Subdivision 2 – Committees and their meetings

5.8. Establishment of committees

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

** Absolute majority required.*

5.9. Committees, types of

(1) In this section –

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

(2) A committee is to comprise –

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

5.10. Committee members, appointment of

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

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

** Absolute majority required.*

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

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

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

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

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

5.11A. Deputy committee members

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

**Absolute majority required.*

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

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

5.11. Committee membership, tenure of

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

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

7.1A. Audit committee

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

**Absolute majority required.*

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

Bush Fires Act 1954, Section 67.

67. Advisory committees

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

Emergency Management Act 2005

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

POLICY IMPLICATIONS

n/a

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP
5.1 Shire communication is consistent, engaging and responsive
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
5.4 Implement systems and processes that meet legislative and audit obligations
1. COMMUNITY
1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

12.2 Council Delegate Appointments and Nominations to External Organisations

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

OFFICER RECOMMENDATION

RESOLUTION: 65-21/22

MOVED Cr Hippisley SECONDED Cr Cowcill

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

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

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

Avon South Local Action Group (ASLAG)

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

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

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

WALGA – Central Country Zone

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

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

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

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

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

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

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

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

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

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

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

BACKGROUND:

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

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

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

The Objects of the Incorporated Association are:

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

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

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

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

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

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

Quairading Local Health Advisory Group (LHAG)

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

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

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

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

Quairading Tourist and Tidy Town

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

ROLE:

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

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

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

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

MEETINGS:

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

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

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

Council is in the Wheatbelt South Regional Road Group

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

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

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

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

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

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

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

[Roe Tourism Association](#)

Purpose of the Association:

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

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

MEMBERSHIP:

The following Shires are Full Members of the RTA:-

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

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

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

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

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

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

GENERAL MEETINGS:

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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.
- 1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire
- 1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

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

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

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

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

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

OFFICER RECOMMENDATION

RESOLUTION: 66-21/22

MOVED Cr Haythornthwaite **SECONDED** Cr Hippisley

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

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

What is a DAP?

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

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

Local members

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

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

Alternate members

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

Constitution of Development Assessment Panels

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

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

STATUTORY ENVIRONMENT

Planning and Development (Development Assessment Panels) Regulations 2011

24. Local government members of LDAP

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

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

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

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Matrix Rating is assessed as Low

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

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

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

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

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

OFFICER RECOMMENDATION

RESOLUTION: 67-21/22

MOVED Cr Stacey SECONDED Cr McGuinness

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

- Evaluation of a Business Support Grant Application received by the Grants & Project Officer in October 2021.
- Allocation of financial resources in the Business Support Grants Program.

BACKGROUND

At the February 2021 Council Meeting, the Council adopted a Business Support Grants Policy and supporting documentation. An Allocation of \$20,000 has been made for the Program in the 2021/22 Council Budget.

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

The program is open all year round and funding up to \$5000 per business is available for a range of projects not limited to:

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

OCTOBER APPLICATIONS

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Business Support Grants Policy

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2030

2. ECONOMY

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

5. GOVERNANCE AND LEADERSHIP

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

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. Grant Application with the 2021/2022 Budget Allocation Further refinements through reviews to the Grant Process will reduce risk to Council and the Businesses through better planning and delivery of Projects supported by the Shire

Health – Risk Matrix Rating is assessed as Low

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 15 URGENT COUNCILLORS' BUSINESS

RESOLUTION: 68-21/22**MOVED Cr Haythornthwaite SECONDED Cr Stacey**

That Council accept Urgent Councillors Business.

CARRIED 8/0**Cr McGuinness**

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

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

RESOLUTION: 69-21/22**MOVED Cr McGuinness SECONDED Cr Cowcill**

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

Shire President Cr Smith

Cr Haythornthwaite

Cr McGuinness

Deputy Shire President Cr Stacey

CARRIED 8/0

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

No matters for consideration.

ITEM 17 NEXT MEETING DATE

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

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

ITEM 18 CLOSURE

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

I certify the Minutes of the Ordinary Meeting of Council held on 28th October 2021 were confirmed on the 25th November 2021 as recorded on Resolution No. 70-21/22

Confirmed.......... 25/11/2021