



# Ordinary Council Meeting

Notice of Meeting | 26<sup>th</sup> May 2022



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## SHIRE OF QUAIRADING

The Ordinary Council minutes of meeting held on 26<sup>th</sup> May 2022 commencing at 2.01 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at 2.01 pm.

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

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

Ms NJ Gibbs	Chief Executive Officer
Mrs LM Horton	Executive Manager, Corporate Services
Miss BJ Hadlow	Executive Officer

#### Observers/Visitor

Nil.

#### Apologies

Cr B McGuinness	
Cr BR Cowcill	
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy
Mr DR Mastin	Acting Executive Manager, Works & Services

#### Leave of Absence Previously Granted

Cr B McGuinness

### ITEM 3 PUBLIC QUESTION TIME

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Nil.

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

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Nil.

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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### 5.1 Application for Leave of Absence – Cr Cowcill

A written application for Leave of Absence has been received from Cr Cowcill for the Ordinary Meeting of Council scheduled 26<sup>th</sup> May 2022. The Council, in accordance with Section 2.25 of the *Local Government Act 1995*, may by resolution grant Leave of Absence to an Elected Member.

#### OFFICER RECOMMENDATION

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#### RESOLUTION: 172-21/22

#### MOVED Cr Hippisley SECONDED Cr Stacey

That Cr Cowcill be granted Leave of Absence in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meeting of Council scheduled for the 26<sup>th</sup> May 2022.

**CARRIED 6/0**

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## ITEM 6 DECLARATIONS OF INTEREST

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Cr Hayes declared an impartial interest with item 12.3 – Business Grant Application being that she is the Chairperson for the Quairading Community Resource Centre and the Quairading Community Resource Centre submitted a business support grant application.

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes: Ordinary Council Meeting – 28<sup>th</sup> April 2022

#### OFFICER RECOMMENDATION

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#### RESOLUTION: 173-21/22

#### MOVED Cr Haythornthwaite SECONDED Cr Hayes

That the minutes of the Ordinary Meeting of Council held on the 28<sup>th</sup> April 2022 be confirmed as a true and accurate.

**CARRIED 6/0**

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### 7.2 Business Arising

Nil.

### 7.3 Annual Electors Meeting Minutes

#### OFFICER RECOMMENDATION

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#### RESOLUTION: 174-21/22

#### MOVED Cr Stacey SECONDED Cr Hayes

That Council receive the minutes of the Annual Electors Meeting for its meeting on 19<sup>th</sup> April 2022.

**CARRIED 6/0**

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### 7.4 Business Arising

Cr Haythornthwaite said there may need to be some discussion in the future with regards to the format of the Annual Electors Meeting to try to encourage more members of the public to attend.

Some ideas that were discussed for the Annual Electors Meeting for 2023 are:

- “Piggy-backing” off another event
- Organising some kind of presentation
- Change the time to earlier
- Change the venue

The other alternative is to leave it as it is, and accept that Annual Elector Meetings are not well-attended events.

ITEM 8      RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

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*Nothing for consideration.*

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL  
CONSIDERATION

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*No matters for consideration.*



ITEM 10      MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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*No matters for consideration.*

**11.1    Accounts for Payment – April 2022**

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<b>Meeting Date:</b>	26 <sup>th</sup> May 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Leah Horton (Executive Manager Corporate Services)
<b>Attachments:</b>	(i) List of Accounts - April 2022 (ii) Transport Takings - April 2022 (iii) Credit Card Statement – March & April 2022
<b>Owner/Applicant:</b>	N/A
<b>Disclosure of Interest:</b>	Nil

**OFFICER RECOMMENDATION**

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**RESOLUTION: 175-21/22**

**MOVED Cr Haythornthwaite    SECONDED Cr Hayes**

That Council note the following:

1. That schedule of accounts for April 2022 covering municipal vouchers 23893 to 23896, and EFT 10738 to EFT 10875, totalling \$395,096.42 be received (Attachment i); and
2. That police licensing payments for the month of April 2022 totalling \$23,067.35 be received (Attachment ii); and
3. That fund transfers to the corporate credit card for March 2022 totalling \$93.75 and April 2022 totalling \$1,039.33 be received; and
4. That net payroll payments for the month of April 2022 totalled \$124,331.47; and
5. That the lease payments for the month of April 2022 totalled \$3,467.53; being \$2,423.73 on the CESM vehicle, and \$1,043.80 on the skeleton weed vehicle (chattel mortgage payment).

**CARRIED 6/0**

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**IN BRIEF**

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

**MATTER FOR CONSIDERATION**

Note the accounts paid during April 2022.

**BACKGROUND**

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

## STATUTORY ENVIRONMENT

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

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

## POLICY IMPLICATIONS

Delegation 1.1.13: Payments from the municipal or trust funds.

## FINANCIAL IMPLICATIONS

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

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

## ALIGNMENT WITH STRATEGIC PRIORITIES

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

## COMMUNITY CONSULTATION

Nil

## RISK ASSESSMENT

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

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

## COMMENT

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

The March 2022 credit card was unfortunately paid twice as it was unknown that this facility had been set-up with direct debit. Therefore the duplicate payment has been deducted from April's statement to pay the April balance net the credit opening balance.

Cr Stacey said there was an error with a vehicle registration plate description on page 84, in that it was written in as Q170 and should have been Q190. Ms Horton noted the error.

Cr Stacey queried the donation to the Collie Rotary Club. Ms Gibbs said the donation to the Collie Rotary Club was made because their volunteers had assisted the Shire of Quairading by collecting and destroying confidential documents that had fallen from a truck.

## 11.2 Financial Information – Statements of Income and Expenditure for the Period Ending – 30<sup>th</sup> April 2022

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<b>Meeting Date:</b>	26 <sup>th</sup> May 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Leah Horton (Executive Manager Corporate Services)
<b>Attachments:</b>	(i) Financial Statements for April 2022
<b>Owner/Applicant:</b>	N/A
<b>Disclosure of Interest:</b>	Nil

### OFFICER RECOMMENDATION

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#### RESOLUTION: 176-21/22

#### MOVED Cr Hippisley SECONDED Cr Stacey

That Council receive the monthly Financial Statements for the period ending 30<sup>th</sup> April 2022.

**CARRIED 6/0**

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### IN BRIEF

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

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

## **MATTER FOR CONSIDERATION**

To receive the monthly financial report and statements.

## **BACKGROUND**

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

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

## **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

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

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

*Local Government Act 1995*, Section 6.4

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

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

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

## ALIGNMENT WITH STRATEGIC PRIORITIES

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

## COMMUNITY CONSULTATION

Nil

## RISK ASSESSMENT

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

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

## COMMENT

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

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

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

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

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

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

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

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

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

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

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

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



## **MATTERS AFFECTING COUNCIL DECISION**

Cr Hippisley said he was still concerned about the Caravan Park not making a profit. Ms Gibbs shared the concern and advised that a restructure would need to be implemented to reverse the deficit financial position.

Cr Stacey queried the expenditure of operating activities on page 7, other properties and services year to date budget of nearly \$50,000, and the year to date actual at \$523,000. Ms Horton took the query on notice.

### 11.3 Transition to Altus – Corporate Uplift Solution

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<b>Meeting Date:</b>	26 <sup>th</sup> May 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Leah Horton (Executive Manager Corporate Services)
<b>Attachments:</b>	(i) IT Vision – Altus uplift proposal (ii) Altus uplift commercial structure (iii) IT Vision capability statement
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

#### OFFICER RECOMMENDATION

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#### RESOLUTION: 177-21/22

#### MOVED Cr Haythornthwaite SECONDED Cr Hayes

That Council approve the strategy to transition from SynergySoft suite of financial modules to Altus.

**CARRIED 6/0**

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#### IN BRIEF

- The Shire has been using IT Vision’s SynergySoft enterprise resource planning (ERP) software since 2006.
- IT Vision have advised that they are phasing out support for SynergySoft and have recommended that the Shire consider a strategy to migrate from the SynergySoft platform to Altus.
- Altus is an extensible, modern digital platform, fully born in the cloud and mobile device enabled. It is built using the most modern low-code rapid application development tools, with cyber-security and business-continuity ‘built-in’ and delivered through an engaging user-experience focused interface.
- The Altus bank reconciliation module has been used by the Shire since February 2021. The cloud based module has proven to be a significant benefit with the current staffing situation, allowing the bank reconciliations to be completed remotely by outsourced contractors.
- The Altus payroll module has already been approved by Council (Resolution 126-21/22) and is planned for implementation beginning late 2022. The payroll module is expected to significantly cut down the manual burden of the current process and increase employee satisfaction through the user-friendly portal.
- This report and the attached documents detail the proposed strategy over a five (5) year period to onboard planned Altus modules. This approach is measured and has been scheduled based on priority (i.e. lack of current systems) or by affect (i.e. the ability to positively affect more persons).

- The Altus uplift strategy allows for a phased implementation of desired modules, smoothing the payments for all implementations over the period at a discounted rate. By signing up for this program the Shire will ultimately save money on individual implementations and can effectively budget the expenditure over the five years without a significant upfront cost.

## **MATTER FOR CONSIDERATION**

That Council approve the strategy to transition from SynergySoft suite of financial modules to Altus over the planned five (5) year period.

## **BACKGROUND**

SynergySoft is IT Vision's legacy product suite, which can be fully integrated into Altus Solutions. SynergySoft is currently utilised by over 200 local governments across all States of Australia, it encompasses all business areas of an organisation with a single user interface. The Shire of Quairading has been using SynergySoft since 2006.

SynergySoft was developed over 20 years ago and went live in June 2001. Since that time significant technological advancements have occurred in the ICT environment. The change from On Premise to Cloud based software has been the most significant development in the last 30 years. Software as a service (SaaS) is a cloud based software delivery model in which the cloud provider develops and maintains cloud application software, provides automatic software updates, and makes software available to customers through the internet (the cloud). The need to install and maintain software is removed, and by using cloud computing users, companies do not have to manage physical servers themselves as it is simply accessed via the internet.

In 2014 IT Vision started working on the Altus research and development project to redesign and modernise their corporate systems and encourage SynergySoft users to begin the process of digital transformation. Altus is an extensible, modern digital platform hosted in the AWS Sydney data centre. It is built using the most modern low-code rapid application development tools, with cyber-security and business-continuity 'built-in'. The cloud based platform provides a digital and mobile enabled system, such as mobile apps for timesheet entry, time clocking, leave applications and associated approvals.

The Altus products integrate with SynergySoft and build a higher level of compliance and regulatory control through modules that are built with parameters direct from Council policies, legislation and awards. The system workflows have been built in with consideration of audit control and organisational governance.

IT Vision has invested significant R&D resources into the Altus suite and they have advised that they will be phasing out support for SynergySoft and have recommended that the Shire consider a 5-10 year strategy to migrate from the dated SynergySoft platform to Altus. As more Altus solutions are released they will naturally need to direct more attention to the Altus suite and less into SynergySoft and it is highly unlikely that significant development work will be assigned to SynergySoft, therefore there will be no improvements to the software.

As the Shire has already invested significant resources into SynergySoft and into two Altus products; Bank Reconciliations in February 2021, and Altus Payroll (powered by Definitiv) scheduled for late 2022, the logical way forward is to continue on-boarding various Altus modules and phase out SynergySoft. The alternative is a change of enterprise resource planning (ERP) systems, however at this stage with the considerable investment already made and the generally cost inhibitive practice of an entire new ERP which would likely see the Shire incur annual licence fees \$500,000 per annum and implementation costs in excess of \$1,000,000, the recommended way to proceed is with Altus.

It is proposed that the Shire plans and budgets for the migration of different Altus modules over a longer period of time (5 years), utilising the proposed Altus uplift strategy and smoothing of payment over that implementation time.

The proposed roadmap of implementation and applicable costs are detailed in attachment (i).

## STATUTORY ENVIRONMENT

Section 6.5(a) of the *Local Government Act 1995* (WA)(CI) and Section 5 (1) and Section 5 (2) of the *Local Government (Financial Management) Regulations 1996* requires the Council to ensure the financial records of the Shire are securely managed and compliant.

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Over the sample transition strategy, the implementation and training cost is estimated to be \$178,814 for all planned modules rolled out. The Shire currently pays an annual licence fee of \$22,924, the uplift option would see this annual licence fee increase by 50% (\$11,462) to \$34,386. By taking up the uplift option it entitles the Shire to implement modules without charge of additional module licence costs.

In 2022/23 the annual licence fee would increase by the uplift amount effective 1 July 2022 plus the Altus Payroll annual license fee of \$8,400 which has already been endorsed.

By taking up the uplift option, the Shire then only pays for the implementation costs and travel costs. As detailed in attachment (ii), the up-front licence costs for each product are waived which would afford an estimated saving of \$115,562 over the 5-year span when compared to no uplift strategy.

The Shire proposes to take up the option to smooth the payments for implementation over the 5 year period, being the total cost of implementation divided over 4 years (Year 1 payroll is already endorsed so is excluded from the smoothing arrangement). This implementation cost is therefore estimated at \$32,233 each financial year between 22/23 and 26/27.

There is no change to the 2021/22 budgeted expenditure.

A full summary of the financial implications is as per the following table:

Cost	2022/23	2023/24	2024/25	2025/26	2026/27
<b>Annual licence fee (existing)</b>	\$22,924	\$23,726*	\$24,557*	\$25,416*	\$26,306*
<b>50% uplift</b>	\$11,462	\$11,863*	\$12,278*	\$12,708*	\$13,153*
<b>Altus Payroll licence fee</b>	\$8,400	\$8,694*	\$8,998*	\$9,313*	\$9,639*
<b>Altus Payroll implementation</b>	\$49,883				
<b>Module Implementation Costs (Smoothed)</b>		\$32,233	\$32,233	\$32,233	\$32,233
<b>Total investment</b>	\$92,669	\$76,517	\$78,066	\$79,671	\$81,331

\* Includes CPI estimate increase at 3.5% per annum

## ALIGNMENT WITH STRATEGIC PRIORITIES

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

### COMMUNITY CONSULTATION

Nil.

### RISK ASSESSMENT

	Option 1
Financial	<p>Medium</p> <p><i>The annual licence fee increases and the implantation costs are spread over the 5 year period. The fee increase is not significant compared to the potential cost of changing over to another ERP, or the cost of continuing to have non-complying or non-existent software (such as records management).</i></p>
Health	N/A
Reputation	<p>Low</p> <p><i>Loss of trust from the community and employees if we end up using a software package that is not maintained through updates and upgrades.</i></p> <p><i>Reputational damage if we continue to use systems that do not have levels of compliance and governance embedded into the structure.</i></p>
Operations	<p>High</p> <p><i>There will be impacts to standard operations, policies and procedures as modules are implemented. Most modules will bring significant improvements, but will rely on staff resourcing for mapping, testing and roll-out, potentially affecting business as usual.</i></p>
Natural Environment	N/A

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

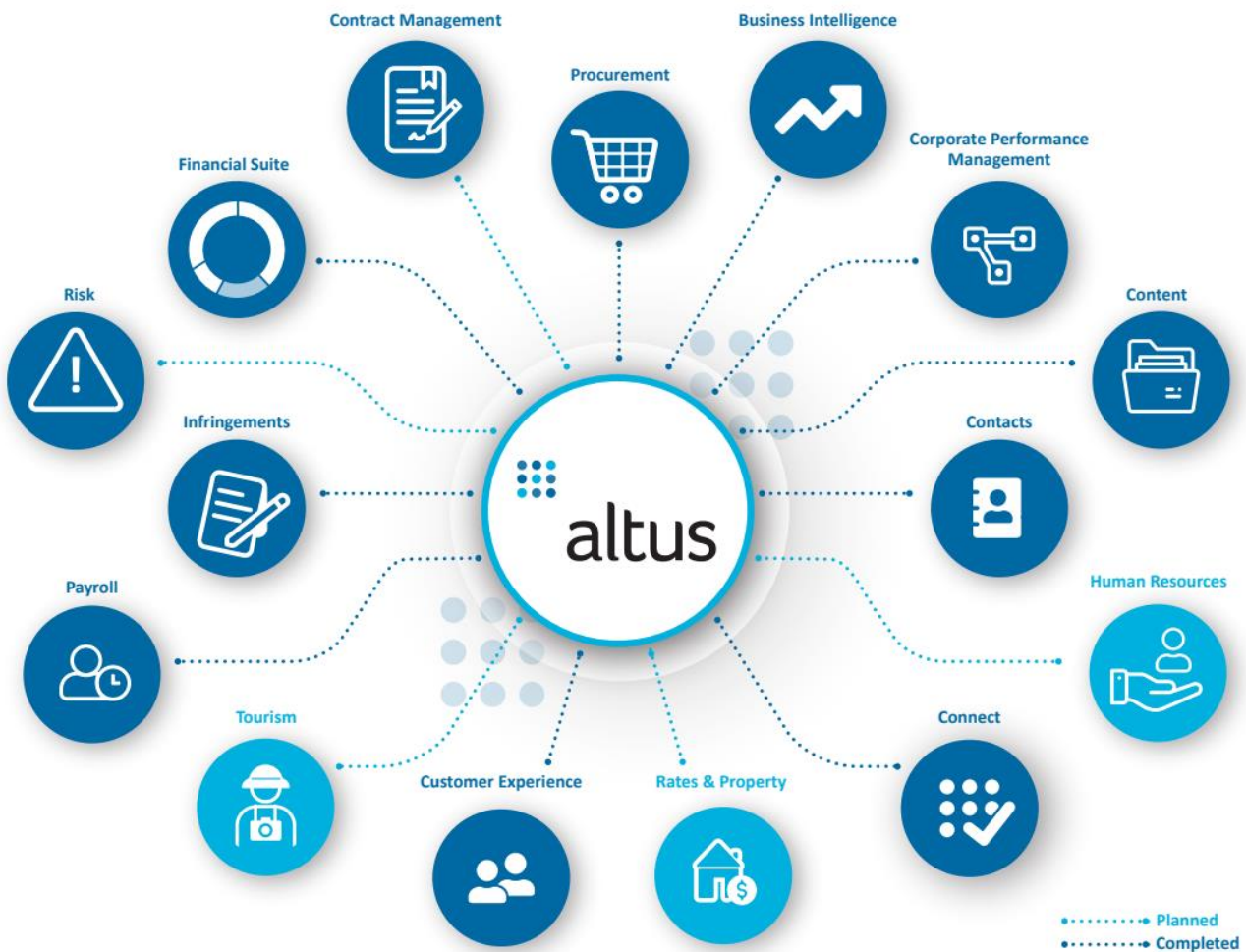
## COMMENT

IT Vision have provided the Shire with a proposal including an annual license fee uplift strategy to transition to Altus over a 5 year timeframe, as detailed in attachment (i).

In order to determine if and what modules to transition, the Shire has reviewed current operations to see where there are gaps in software (i.e. no current corporate records management system), or where there are areas that require significant improvement (i.e. payroll and procurement).

The proposal has been given considered thought to ensure that the module implementations are scheduled in order of priority and with resourcing considerations. There was a strong focus on implementing modules in close proximity where there was a clear link between functions, and to overall ensure a focus on compliance and improving the opportunity cost of officer time.

Attachment (iii) details the full suite of products available with the Altus solution, an extract is provided below of the planned and completed modules. This is subject to change as IT Vision continue to develop their products and some modules have changed since the capability statement was published.



In collaboration with IT Vision, the Shire has reviewed the modules and developed a plan for implementation. Some modules were excluded from the planning to ensure that the costs incurred are necessary and that modules implemented are of benefit to the Shire. Further reviews of future module implementations may be required as the Shire grows in maturity and the Altus product develops further.

The Shire has identified the following modules to be implemented over the five year period.

**Year One: 2022/23**

Altus Content (Records Management)

Altus Payroll

Altus Connect (included in Payroll)

Altus Procurement

**Year Two: 2023/24**

Altus Core Financials

**Year Three: 2024/25**

Altus Budgeting

Altus Risk Management

**Year Four: 2025/26**

Altus Rates

Altus Contacts

**Year Five: 2026/27**

Altus Property

The Altus suite of products will see a significant return on investment through cost and time savings through the reduction in transactional processing effort across various modules. These modules will future proof the Shire, allowing true remote working through the digital and mobile enabled platform. The Shire will see a significant reduction in manual checking for compliance with the built in governance tools through the modules, particularly within payroll (award parameters built in) and purchasing (procurement policy parameters built in). The increase in employee morale and time available through the reduction of manual process cannot be quantified but is expected to be significant.

It is recommended that Council endorse the strategy to implement the planned modules over the five year period, taking up the uplift option and smoothing the payments through to 2026/27.



**12.1 Establishment of Microgrid Working group**

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<b>Meeting Date:</b>	26 <sup>th</sup> May 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Attachments:</b>	(i) Power Point – Recent Solar Projects (ii) Copy of CBH Bins
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

**OFFICER RECOMMENDATION**

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**RESOLUTION: 178-21/22**

**MOVED Cr Hippisley SECONDED Cr Hayes**

That Council endorse the establishment of a microgrid working group.

**CARRIED 6/0**

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**IN BRIEF**

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

It is the recommendation of the Shire Officers that the microgrid project is worthy of further investigation. Council is being asked to endorse the establishment of a working group to investigate, research, consult on and develop a robust proposal so the organisation is confidently positioned to recommend to Council:

- The establishment of a microgrid in the Shire of Quairading; or,
- The abolition of the project.

**MATTER FOR CONSIDERATION**

That Council approve the establishment of a microgrid working group for the purpose of investigating the feasibility of a microgrid in the Shire of Quairading.

**BACKGROUND**

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



Chief Executive Officer, Ms Nicole Gibbs and Cr Hippisley have since carried out further investigation into funding and grant opportunities, and have met with industry experts in this field to see if this is a worthwhile project to pursue. Shire Officers believe this is a worthwhile project. While there are significant regulatory obstacles in Western Australia, which have resulted in the Eastern States being some decades ahead of us in the microgrid field, there is growing industry and political support to challenge this current regulatory position.

The purpose of the proposed working group will be to:

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

The Strategic Community Plan 2021-2031 (SCP) states that economic development is a high priority. It also states that thriving local businesses are needed to provide jobs and investment opportunities for existing and potential new residents, and a thriving local community is needed to provide a workforce and capital for local business.

The SCP commits to ‘Leveraging Federal and State Government priorities and programs,’ elaborating that ‘The Shire will work with relevant agencies on opportunities to leverage priorities and programs to benefit local and regional businesses.’ Additionally the SCP states that ‘The Shire seeks to ensure the sustainability of our local environment through reduction of the Shire’s carbon footprint through renewable energy.’

The development of Distributed Energy Resources (DER) is currently a priority for the Federal Government, State Government and Western Power. The Federal Government, in the 2020-21 Federal Budget, committed \$50m to a six-year program to improve the resilience and reliability of electricity supply in regional communities. They are actively seeking a local government in Western Australia to apply for some of this money right now.

## **STATUTORY ENVIRONMENT**

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

## **POLICY ENVIRONMENT**

Shire of Quairading Strategic Community Plan 2021-2031

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

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

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

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

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

## ALIGNMENT WITH STRATEGIC PRIORITIES

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

## CONSULTATION

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

## RISK ASSESSMENT

	Option 1
Financial	Low <i>There is no significant cost associated with establishing a working group.</i>
Health	N/A
Reputation	Low <i>There is no reputational risk associated with establishing a working group.</i>
Operations	Low <i>The impact will be in the form of the CEO's time.</i>
Natural Environment	Low <i>A microgrid is a self-sustaining energy source that is beneficial to the Shire.</i>

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

## **COMMENT**

Cr Hippisley gave a short presentation to Council on the benefits of a microgrid and the need for a Microgrid Working Group to explore the possibility of establishing one in the Shire of Quairading.

Nominations for membership of the Working Group were called by Chairperson, Cr Smith. The following people were nominated.

- Cr Hippisley
- Cr Smith
- Ms Gibbs

All accepted the nominations verbally.

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## **RESOLUTION: 179-21/22**

**MOVED Cr Hippisley SECONDED Cr Hayes**

That Council:

1. Endorse the nominated persons to establish the Micro-grid Working Group:
  - Cr Hippisley
  - Cr Smith
  - Ms Gibbs
2. That the Microgrid Working Group establish terms of reference as the first task.

**CARRIED 6/0**

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## 12.2 Social Media Strategy

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<b>Meeting Date:</b>	26 <sup>th</sup> May 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Jen Green (Grants & Project Officer)
<b>Attachments:</b>	(i) Social Media Strategy (ii) Website Usage Overview - April 2022
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

### OFFICER RECOMMENDATION

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#### RESOLUTION: 180-21/22

#### **MOVED Cr Haythornthwaite SECONDED Cr Hippisley**

1. That Council accepts the Officer's Strategy on Social Media submitted by the Grants & Project Officer.
2. That Council adopts the Strategy and supports its implementation across Council's Social Media pages.

**CARRIED 6/0**

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### IN BRIEF

The Grants & Projects Officer was asked to develop a strategy for the use and management of Council's social media accounts.

The Shire currently has an active Facebook and Instagram page, with other accounts being managed by contractors including the Swimming Pool and Caravan Park.

### MATTER FOR CONSIDERATION

Adoption of a Social Media Strategy for Council's active social media accounts.

### BACKGROUND

Social media is online communication that allows interaction with customers and the sharing of information in real time. This can help reach customers better, create online networks and sell and promote products and services.

One of the biggest advantages of social media is how it helps to build and strengthen relationships. It's a great tool for building awareness, earning trust, finding out issues within the community and for reaching people during a crisis. Connecting community members with their local government can improve public safety and well-being on multiple fronts and enables direct dialogue between community and government.

A content strategy is a way to tell a consistent, cohesive story about a brand and what it does. The strategy includes attainable goals, identifies audiences and makes sure that content and messages are distributed effectively.

With more than three billion people around the world using social media every month, the users and engagement on major platforms just keep increasing.

For a local government to have an effective, cohesive and trust-worthy social media page, it requires constant updating and a clear strategy on posting and engagement to remain create trust, facilitate transparency, address residents' concerns and solve problems. Social media has become for many the standard currency of government communication

The Strategy provides information on:

1. Social media engagement;
2. Using the platforms as a strategic marketing tool to promote economic outcomes;
3. Posting and scheduling;
4. Language and style;
5. Target audiences; and
6. Content pillars

The Strategy objectives are:

1. Improve customer service and retention;
2. Increase brand awareness;
3. Create a reliable and trustworthy information outlet that supports the community;
4. Drive website traffic;
5. Increase community awareness of Shire programs;
6. Grow the Shire's economic presence and encourage new business;
7. Increase tourism outcomes through targeted posting;
8. Engage with locals, visitors and potential new business through strategic boosting of posts; and
9. Create a reliable source of communication in adverse events through targeted boosting of posts.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil in the 2021-22 financial year

Submitted for 2022-23 budget deliberations

## **ALIGNMENT WITH STRATEGIC PRIORITIES**

- 2.2 Economy: Build upon our "Take a Closer Look" brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population
- 2.3 Economy: Shire engages stakeholders and partners to help capture local economic development initiatives
- 5.1 Governance and Leadership: Shire communication is consistent, engaging and responsive

## **COMMUNITY CONSULTATION**

Nil

## RISK ASSESSMENT

	Option 1
Financial	Low <i>There is minimal costs associated with Social Media marketing.</i>
Health	N/A
Reputation	Low <i>The strategy ensures the reputation of Council is consistent and cohesive. An active and responsive Council will improve customer service satisfaction.</i>
Operations	Low <i>Council staff already operate the Shire social media accounts</i>
Natural Environment	N/A

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

## COMMENT

The Shire has recently been subject to a bushfire emergency in February this year. In times of adverse events, it is clear that community looks to social media for safety updates, evacuation notices, road closures etc. This information is crucial and able to be delivered effectively and reach most of the community through targeted boosting and having an active and responsive social media presence.

In an emergency situation, social media provides access to relevant and timely information. It's reliable during emergencies when other media is either overwhelmed or just not covering an area because of its location. Social media can also effectively assist in self-regulating misinformation.

## COMMENTS AFFECTING COUNCIL DECISION

Cr Haythornthwaite said she assumed that the guidelines of the strategy would be passed on to all staff in very clear terms. Ms Gibbs confirmed this would be happening.

Cr Hippisley said it is very important to use the Social Media space to get our name out there as it is cost effective and reaches the right audience.

## 12.3 Business Grant Application

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<b>Meeting Date:</b>	26 <sup>th</sup> May 2022
<b>Responsible Officer:</b>	Nicole Gibbs (CEO)
<b>Reporting Officer:</b>	Jen Green (GPO)
<b>Attachments:</b>	(i) Business Grants Assessment May 2022 (ii) Quairading CRC Application & Quotes
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Cr Hayes - Chairperson of the Quairading Community Resource Centre

### OFFICER RECOMMENDATION

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#### RESOLUTION: 181-21/22

#### MOVED Cr Hayes SECONDED Cr Hippisley

1. That Council accepts the Officer's Report on the May Business Support Grants and supports the Grant Assessment Document submitted by the Grants and Projects Officer.
2. That Council provides funding for the received application from the Quairading CRC to the value of \$1585.00.

**CARRIED 6/0**

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### 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 August 2021 via the Shire Facebook Page, Website, Banksia Bulletin and direct email to all Quairading businesses.
- One application was received during May 2022 to the value of \$1585.00.
- Details of the Application have been provided for consideration and recommendation to Council.
- The application has been evaluated by the Grants Team based on criteria in the Business Grant Guidelines.

### MATTER FOR CONSIDERATION

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

### BACKGROUND

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

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

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

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

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

To date, 4 projects have been funded in the 2021-22 financial year, totalling \$11,661.39.

#### **MAY 2022 APPLICATIONS**

<b>Business</b>	<b>Project</b>	<b>Amount</b>
<b>Quairading CRC</b>	Upgrade of essential computer equipment used for one-on-one digital support sessions and the purchase a compact photo printer to deliver a new photo printer service to the community.	\$1585.00
<b>Grand Total</b>		<b>\$1585.00</b>

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995.*

#### **POLICY IMPLICATIONS**

Business Support Grants Policy

#### **FINANCIAL IMPLICATIONS**

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

#### **ALIGNMENT WITH STRATEGIC PRIORITIES**

- 2.1 Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 5.1 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

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

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

## COMMENT

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

## 12.4 Record Keeping Policy

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<b>Meeting Date:</b>	26 <sup>th</sup> May 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Attachments:</b>	(i) Records Management Strategy (ii) Records Management Policy (iii) Letter from State Records Commission
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

### OFFICER RECOMMENDATION

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#### RESOLUTION: 182-21/22

#### MOVED Cr Haythornthwaite SECONDED Cr Stacey

That Council review and endorse the proposed Records Management Strategy and Records Management Policy.

**CARRIED 6/0**

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### IN BRIEF

In August 2020 The States Records Office approved the current Shire of Quairading Recordkeeping Plan, subject to significant actions being performed to address non-compliance within the Plan. The Shire has not yet addressed these outstanding actions.

One significant action was to redevelop and endorse records management policies and procedures to reflect current practices, by March 2021.

Officers have created a new Record Management Plan and Record Management Policy to commence the process of actioning outstanding actions.

### MATTER FOR CONSIDERATION

That Council endorse the proposed Information Management Plan and Information Management Policy.

### BACKGROUND

The Shire of Quairading is involved in a range of activities and makes decisions on a daily basis that directly impact the local community. These activities include waste management, recreational facilities, planning approvals, home, business and short-term rental applications, health inspections and pet management. In addition, councillors' debate set policy and make local government rules and resolutions. All of these activities generate records. According to the *State Records Act 2000*, the definition of a government record is:

'A record created or received by a government organisation or a government organisation employee in the course of the work for the organisation.'

Records can take many forms including letters, memos, emails, photos, videos, recordings and social media posts. They are important because they are the corporate knowledge of an organisation, independent of staff turnover. Records may also form important evidence in legal proceedings or have priceless value as an historic record. Most importantly, records and good recordkeeping practice promote accountable and transparent decision-making.

The *State Records Act 2000* sets the framework for records management of state and local government entities. Under the Act, the State Records Commission is required to produce standards and principles. The Act also requires all government entities, including local governments, to develop a recordkeeping plan or information management plan outlining how they will comply with the standards and principles. Record keeping plans or information management plans must be approved by the State Records Commission.

Record keeping plans or information management plans are used to define key business activities and functions and to demonstrate that recordkeeping tools are in place. These include:

- Policies and procedures to support the plan;
- Consistent identification and naming of records;
- Preservation, retention and disposal of records;
- Compliance activities such as:
  - Staff training;
  - Monitoring and evaluation of information management practice;
  - Compliance reporting;
  - Timely disposal of records; and
  - Adequate protection over digital records.

The State Records Office provides administrative assistance and technical advice to the State Records Commission. It also provides advice to local governments and other government entities on the development of plans and feedback once the plan has been submitted for approval. Every five years local governments must submit an amended or reviewed plan for approval.

## **STATUTORY ENVIRONMENT**

*State Records Act 2000*

## **POLICY IMPLICATIONS**

Records Management Policy

## **FINANCIAL IMPLICATIONS**

Nil

## **ALIGNMENT WITH STRATEGIC PRIORITIES**

5.4 Implement systems and processes that meet legislative and audit obligations

## **COMMUNITY CONSULTATION**

Nil.

## RISK ASSESSMENT

	Option 1
Financial	High <i>The penalties for mismanagement of records are high and range from external investigation to potential temporary or permanent closure of the Shire.</i>
Health	N/A
Reputation	High <i>Loss of trust from the community and employees if the mismanagement of information results in financial and other penalties from the State or Commonwealth regulatory bodies.</i>
Operations	Low <i>The new plan and policy will make record keeping less onerous for staff, allowing for more time for more meaningful tasks.</i>
Natural Environment	N/A

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

## COMMENT

A review of the Shire's Recordkeeping plan was carried out by the State Records Office in August 2020 which was approved, with the specified and significant caveat that the approval was in good faith that the list of non-compliance issues would be resolved expediently. As of yet, the Shire has not yet commenced addressing the non-compliance issues and this fact will no doubt be highlighted in all audits leading up to 2025.

A strategy and underpinning policy have been created. The review and adoption of this policy commences the process of addressing the non-compliance.

## 12.5 Outdoor Eating Areas Policy

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<b>Meeting Date:</b>	26 <sup>th</sup> May 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Attachments:</b>	(i) Outdoor Eating Areas Policy
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

### OFFICER RECOMMENDATION

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#### RESOLUTION: 183-21/22

#### MOVED Cr Hayes SECONDED Cr Hippisley

That Council endorse the Outdoor Eating Areas Policy.

**CARRIED 6/0**

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### IN BRIEF

Recently Food Works asked the Shire to consider approving plans for an outdoor eating area. At this point it was revealed that the Shire does not currently hold a policy for outdoor eating areas. The Shire is obliged to have such a policy to guide applicants and to ensure transparency and accountability in decision-making. An Outdoor Eating Areas Policy has been developed for Council consideration and adoption.

### MATTER FOR CONSIDERATION

Consideration and adoption of the draft Outdoor Eating Areas Policy.

### BACKGROUND

Following a request from Food Works to establish an outdoor eating area, it has been discovered that the Shire of Quairading does not have an outdoor eating policy, which it is obliged to hold.

A draft policy has, therefore, been drafted for Council's consideration and adoption.

Whilst the policy may appear verbose given the lack of outdoor eating venues in Quairading, the Shire is compelled to provide all the information contained within the document for transparency and accountability purposes and to assist applicants through the process.

### STATUTORY ENVIRONMENT

*Local Government Act 1995.*

*Planning and Development Act 2005.*

*Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016.*

### POLICY IMPLICATIONS

Nil - This is a new Policy.

## FINANCIAL IMPLICATIONS

N/A

## ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.1 Community: Work collaboratively with local and regional service providers to engage the community as active citizens.
- 5.1 Governance: Shire communication is consistent, engaging and responsive
- 5.4 Implement systems and processes that meet legislative and audit obligations

## COMMUNITY CONSULTATION

Nil.

## RISK ASSESSMENT

	Option 1
Financial	Low
Health	N/A
Reputation	Moderate <i>It is a legislative requirement to have an Outdoor Eating Area Policy if Council is making decisions with regard to this issue.</i>
Operations	Low <i>Having a policy to refer to assists Shire officers when a request for an outdoor eating area is submitted.</i>
Natural Environment	N/A

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

## COMMENT AFFECTING COUNCIL DECISION

Cr Cheang asked if the chairs that are currently on the street out the front of some businesses were approved.

Cr Smith said they may have complied with the Local Law: *Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016*.

Ms Gibbs said that it is a legal requirement to have an outdoor eating policy for the Shire to be able to approve any future outdoor eating areas.

## 12.6 Bushfire Risk Management Coordinator (New Position)

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<b>Meeting Date:</b>	26 <sup>th</sup> May 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Attachments:</b>	(i) BRMC – Shire of Quairading (ii) LG Grant Agreement
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

### OFFICER RECOMMENDATION

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#### RESOLUTION: 184 - 21/22

#### MOVED Cr Stacey SECONDED Cr Hayes

That Council note the information provided.

**CARRIED 6/0**

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### IN BRIEF

The Department of Fire & Emergency Services (DFES) is proposing the establishment of a new and shared Bushfire Risk Management Coordinator position. The position would be shared and funded by DFES, the Shire of Northam, the Shire of Kellerberrin and the Shire of Quairading, mimicking the Community Services Emergency Manager model.

In effect, DFES would provide a grant amount each year over a three-year period to subsidise the salary cost of the position. The three Shires would share the remainder of the cost, with the Shire of Quairading contributing 20% of this three-way cost in exchange for one day per week of dedicated service.

### MATTER FOR CONSIDERATION

That Council agree to contribute to the Bushfire Risk Management Coordinator position in accordance with the terms and conditions detailed in the draft Bushfire Risk Management Coordinator Local Government Grant Agreement (Attachment ii).

1. This agreement includes the breakdown of time allocation for the BRMC position as follows:
  - Shire of Northam - three days
  - Shire of Quairading - one day
  - Shire of Kellerberrin - one day



2. This agreement includes the funding schedule as follows:

PAYMENT SCHEDULE	AMOUNT TO BE PAID (\$)	PAYMENT DATE
2022-23	Grant Amount TOTAL	Within ten (10) business days of receipt of an invoice from the Grantee
DFES 50% funding	\$76,542	
LG(s) 50% funding	\$76,542	
2023-24	Grant Amount TOTAL	Within ten (10) business days of receipt of an invoice from the Grantee
DFES 30% funding	\$46,508	
LG(s) 70% funding	\$108,517.50	
2024-25	Grant Amount TOTAL	Within ten (10) business days of receipt of an invoice from the Grantee
DFES 30% funding	\$48,116	
LG(s) 70% funding	\$112,269.50	

## BACKGROUND

### Approved Purpose of Grant

The Bushfire Risk Mitigation Officer (BRMC) is a new position that the Department of Fire and Emergency Services (DFES) is introducing across WA. The BRMC will perform an integral role in regional bushfire mitigation and will be responsible for ensuring local government mitigation programs are effectively planned, implemented and evaluated.

It is intended that the BRMC provide significant benefit to local governments and their communities and supports the achievement of the following:

- An increase in the number of mitigation activities, leading to a reduction in bushfire risk and greater protection of lives and assets.
- Improved visibility and understanding of local government mitigation works through regular reporting of annual and 3+ year mitigation programs.
- A more coordinated approach to bushfire mitigation and improved consultation between landowners and land managers.

DFES is offering to subsidise the salary component of a shared BRMC position over a three-year period. The remainder of the total cost of the position would be shared by the Shire of Northam, the Shire of Kellerberrin and the Shire of Quairading. The Shire of Quairading would pay 20% of this three-way cost in exchange for one day per week of dedicated service.

The approved purpose of the DFES grant is to pay part of the salary of the BRMC and to work with stakeholders to plan, complete and evaluate BRM activities. The grant funds can only be used to pay the salary component of the recommended BRMC budget. All local government parties to the agreement must agree to cover the residual salary amount and all other recommended costs such as allowances and non-salary items.

The BRM program will include the identification and classification of bushfire risks within the participating local governments. The program will involve the development and implementation of a treatment plan in respect to the identified risks, through the utilisation of shared resources and the cooperation of local governments, state agencies, private owners and/or occupiers of land.

BRM Plans document the bushfire related risk to assets of the communities and outline treatments to mitigate these risks. The BRMC, through the coordination of local government mitigation activities, will perform a vital role in managing bushfire risk within the local community. The BRMC will be responsible for ensuring local government mitigation programs are effectively developed, implemented and evaluated

The proposed total BRMC budget is:

ITEM Funded	Grant Period		
	2022-23	2023-24	2024-25
<b>SALARY</b>			
Salary/wages	\$ 91,047.00	\$ 94,915.00	\$ 98,896.00
<b>ON COSTS</b>			
Workers Compensation Superannuation Leave	\$ 23,362.66	\$ 24,355.19	\$ 25,376.71
<b>Subtotal Salary</b>	<b>\$114,409.66</b>	<b>\$119,270.19</b>	<b>\$124,272.71</b>
<b>ICT COST</b>			
Laptop Computer, accessories and data card	\$ 3,272.40	-	-
Mobile Phone & Usage	\$ 1,818.00	\$ 1,836.18	\$ 1,854.54
<b>VEHICLE COSTS</b>			
Lease/Service	\$ 15,301.50	\$ 15,454.52	\$ 15,609.06
Fuel	\$ 10,908.00	\$ 11,017.08	\$ 11,127.25
<b>OTHER</b>			
other (inc equipment and PPE)	\$ 1,818.00	\$ 1,836.18	\$ 1,854.54
Training	\$ 1,515.00	\$ 1,530.15	\$ 1,545.45
Travel Allowance	\$ 4,040.00	\$ 4,080.40	\$ 4,121.20
Other (furniture/fittings/administration)			
<b>Subtotal Ancillary Costs</b>	<b>\$38,672.90</b>	<b>\$35,754.51</b>	<b>\$36,112.05</b>
<b>GRAND TOTAL (EX GST) rounded</b>	<b>\$153,083</b>	<b>\$155,025</b>	<b>\$160,385</b>

The approved DFES grant (salary component only) is:

ITEM Funded	Grant Period		
	2022-23	2023-24	2024-25
<b>TOTAL (EX GST)</b>			
Salary/wages	\$76,542	\$46,508	\$48,116

The proposed contribution from the Shire of Quairading is:

<b>Bushfire Risk Mitigation Coordinator</b>			
<b>ITEM Funded</b>	<b>Quairading (yr 1)</b>	<b>Quairading (yr 2)</b>	<b>Quairading (yr 3)</b>
<b>SALARY</b>	1 Day P/W (20%)	1 Day P/W (20%)	1 Day P/W (20%)
Salary/wages	\$ 9,104.70	\$ 13,288.10	\$ 13,845.44
<b>ON COSTS</b>			
Workers Compensation Superannuation Leave	\$ 2,336.27	\$ 3,409.73	\$ 3,552.74
<b>Subtotal Salary</b>	<b>\$11,440.97</b>	<b>\$16,697.83</b>	<b>\$17,398.18</b>
<b>ICT COST</b>			
Laptop Computer, accessories and data card	\$ 327.24	-	-
Mobile Phone & Usage	\$ 181.80	\$ 257.07	\$ 259.64
<b>VEHICLE COSTS</b>			
Lease/Service	\$ 1,530.15	\$ 2,163.63	\$ 2,185.27
Fuel	\$ 1,090.80	\$ 1,542.39	\$ 1,557.82
<b>OTHER</b>			
Other (inc equipment and PPE)	\$ 181.80	\$ 257.07	\$ 259.64
Training	\$ 151.50	\$ 214.22	\$ 216.36
Travel Allowance	\$ 404.00	\$ 571.26	\$ 576.97
Other (furniture/fittings/admin istration)			
<b>Subtotal Ancillary Costs</b>	<b>\$3,867.29</b>	<b>\$5,005.63</b>	<b>\$5,055.69</b>
<b>GRAND TOTAL (EX GST)</b>	<b>\$15,308.26</b>	<b>\$21,703.46</b>	<b>\$22,453.87</b>
<b>GRAND TOTAL (EX GST) Rounded</b>	<b>\$15,308.30</b>	<b>\$21,703.50</b>	<b>\$22,453.90</b>

## **STATUTORY ENVIRONMENT**

*Local Government 1995*

*Bush Fires Act 1954*

*Bush Fires Regulations 1954*

*Fire and Emergency Services Act 1998*

*The Emergency Management Act 2005*

*Environmental Protection Act 1986*

*Work Health & Safety Act 2020*

## POLICY IMPLICATIONS

Review of Bushfire Mitigation Plan and respective roles and responsibilities.

## FINANCIAL IMPLICATIONS

The financial implications are minimal when weighed against:

- The fact that the Shire has no existing bushfire mitigation capability; and
- The increased risk to life and property because the Shire does not mitigate against bushfire.

The exact financial implication on the Shire over the three-year period of the proposed agreement is as follows:

	YEAR 1	YEAR 2	YEAR 3
<b>GRAND TOTAL (EX GST)</b>	\$15,308.26	\$21,703.46	\$22,453.87
<b>GRAND TOTAL (EX GST) Rounded</b>	\$15,308.30	\$21,703.50	\$22,453.90

## ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.5 Community: Support emergency services planning, risk mitigation, response and recovery
- 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

Extensive consultation has occurred between the four proposed signatories to the agreement, being Shire of Quairading, Shire of Kellerberrin, Shire of Northam and DFES.

## RISK ASSESSMENT

	Option 1
Financial	Low <i>Relative to the potential cost of property and life in the absence of any form of bushfire mitigation (as is the current status), the proposed model is cost-efficient.</i>
Health	N/A
Reputation	Low <i>Bushfire is a constant and imminent threat across the Shire and the community will welcome this strong and formal initiative.</i>
Operations	Low <i>The day per week dedicated to bushfire mitigation will reduce the burden on existing operations.</i>
Natural Environment	Low <i>The reduction in bushfire threat and the careful management of the threat is critical to ensuring the sustainability of the natural environment.</i>

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

## COMMENT

Nil.

## COMMENTS AFFECTING COUNCIL DECISION

Cr Stacey said that the cost for the Bush Fire Risk Management Coordinator would be on top of the CESM salary that the Shire is currently paying. Given that Kellerberrin had pulled out of the four-way CESM agreement with Quairading, Tammin and Cunderdin, what was the chance that Kellerberrin would pull out of this agreement too? Ms Gibbs said Kellerberrin had pulled out of the CESM arrangement because they were not getting value for money due to time constraints and lack of proper planning with regards to the role. Ms Gibbs has since met with the CEOs from Cunderdin and Tammin to restructure the CESM role.

Ms Gibbs said there was the option for Council to reject the new position. The possible consequence was that rejection may adversely impact grant funding with reference to bush fire mitigation risk. The Shire is expected to participate in regional initiatives when these are offered by DFES.

Concern was raised about long-term cost but Ms Gibbs reminded Council that this was a three-year program with no commitment beyond that term.

Cr Hippisley said if there was a serious incident involving a fire and through investigation it was discovered this role was offered to us and we turned it down, the Shire could possibly be seen as negligent. Ms Gibb agreed.

Cr Haythornthwaite queried if there was any funding available as it is a new role. Ms Gibbs advised that there was not.

## 12.7 Request for Family Recognition

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<b>Meeting Date:</b>	26 <sup>th</sup> May 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Attachments:</b>	(i) Letter from Julie Fletcher
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

### OFFICER RECOMMENDATION

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#### MOVER NIL

That Council:-

1. Consider the information provided, and decide if a street or road is deemed suitable for a name change.
2. Move to commence the process to change the name in honour of the McRae family.

**MOTION LAPSED**

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Motion lapsed due to lack of Council support.

#### IN BRIEF

On the 25 April 2022 a letter was received from Julie Fletcher on behalf of the McRae family. The letter states that the family have been active members of the Quairading community since 1926, with the last McRae leaving Quairading in 2021. As of yet, there is nothing within the district that honours the McRae's time in Quairading and the older members of the family are distressed by this fact. The family has requested some form of recognition, preferably in the form of a street name, although they have stated that another form such as a plaque would be acceptable.

#### MATTER FOR CONSIDERATION

That Council consider changing a road or street name to honour the McRae family's time in Quairading or, alternatively, erect a plaque within the district.

#### BACKGROUND

On the 25 April 2022 the Shire received a letter from Julie Fletcher, who is the granddaughter of David and Alice McRae. The McRae's resided in Quairading from 1926-2021. The McRae's farmed in Quairading for almost 100 years and were active members of the community, sitting on boards and becoming involved in multiple committees and groups. It is stated in the letter that the family had a love for living in the town. The McRae family would like the history of the family recognised by the Shire.

The family would like to see a street sign in honour of the McRae's or, alternatively, a plaque. The Geographical Names Advisory Committee (meeting held 27<sup>th</sup> January 2021) listed McRae as a name to be considered for future roads.

## Landgate process for renaming a road

Any person, community group, organisation, government department or local authority can request a new name or an amendment to an existing name or boundary by contacting Geographic Names within Landgate in the first instance.

### *Step 1: Prepare a naming proposal*

The naming proposal must be prepared according to the relevant sections of the Policies and Standards for Geographical Naming in Western Australia 2017.

### *Step 2: Develop a consultation strategy*

A strategy for consulting with the wider community should detail who will be consulted, how they will be consulted and how feedback will be compiled and analysed.

### *Step 3: Determine who should be consulted*

Consultation should be held with the communities that will be affected by the proposed naming/renaming or boundary adjustment of any feature, locality or road. The following table identifies which members of the community need to be consulted.

Proposal	Who to consult	Type of consultation
Renamed road	Immediate community (Defined as including residents, ratepayers and businesses within the immediate area who are directly affected by the submission.)	<ul style="list-style-type: none"><li>• Letters to affected residents, ratepayers or businesses</li><li>• Notices</li><li>• Surveys</li><li>• Public meetings (only if this is a potentially contentious issue)</li></ul>

### *Step 4: Build awareness of the proposal and invite feedback*

The following methods can be used to build awareness of the proposal and invite feedback. Each method has its own strengths and prior to selecting one or more of the methods, naming authorities should give consideration to the proposal's aims and the required outcomes of community consultation.

#### Notices

Local/State newspaper, radio, television, local notice boards, which include the following information:

- the proposed (new) name/boundary and why it has been nominated
- where the feature, locality or road is located
- information on how to provide feedback, such as a public meeting (give date, time and venue), phone number, mailing address, email details and the website's URL.

#### Letters

Letters to members of the immediate or extended community should be clear and precise.

As a minimum they must refer to the principles and procedures of the relevant sections of the Policies and Standards for Geographical Naming in Western Australia 2017 and include the following information:

- the location and extent of the feature, locality or road proposed to be named or renamed (with a map and written description)
- the reason for choosing the proposed name
- the closing date for public feedback, which must be 30 days from the date of the letter and/or public advertisement (whichever is later)
- an indication that, if the name or boundary change affects addresses, Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new; however, it should also be stated that Australia Post might not guarantee the delivery of incorrectly addressed mail and customers should also be advised to use their official address.

If property addresses are potentially affected by the proposal, the letter must include a survey seeking a response from the residents, rate payers and/or businesses in question.

### Surveys

Surveys should be used to gain an indication of community support or rejection of a naming/renaming or boundary change proposal. They must be used with the immediate community if they will be affected by an address change arising from the successful outcome of a proposal.

Surveys must refer to the Policies and Standards for Geographical Naming in Western Australia 2017 and include the following details:

- a statement outlining the background of the proposal
- information that the non-return of surveys will be treated as tacit consent for the proposal
- inclusion of two questions:
  - Do you approve the proposal to name/rename/adjust the boundaries of \_\_\_\_\_?
  - Do you support the proposed name \_\_\_\_\_ or boundary location (as shown on map)?
- space for respondents to include their name, address and contact details.

### Internet

As a minimum, websites promoting a naming/renaming or boundary change proposal or competition should include the following information:

- background to the proposal
- maps indicating the location and extent of the feature, locality or road the closing date for submissions
- information about how expressions of support or objection can be lodged
- details on how naming proposals can be lodged, if relevant
- reference and links to the online Policies and Standards for Geographical Naming in Western Australia 2017.

### Public Meetings

If it is considered necessary, a public meeting could be held. The need for this depends on how important the feature, locality or road is to the community and how controversial the naming/renaming/boundary changing may be.

#### *Step 5: Analyse feedback from the community*

When a survey is sent to the immediate community, consent is considered to be achieved when the number of respondents expressing consent, added to the number of no respondents (indicating tacit consent) is greater than 50 per cent of the total surveyed population.



## Suggested names of roads that could be changed within the town

Coraling Street

Suburban Road

Louden Street

Plester Ave or Plester Place

### STATUTORY ENVIRONMENT

Policies and Standards for Geographical Naming in Western Australia

### POLICY IMPLICATIONS

Community Engagement Policy

### FINANCIAL IMPLICATIONS

There will be some cost to the Shire in purchasing and installing the new sign. This cost can be considered for the 2022/2023 budget.

### ALIGNMENT WITH STRATEGIC PRIORITIES

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

### COMMUNITY CONSULTATION

Not at this time, though extensive community engagement will be required should this project go ahead.

### RISK ASSESSMENT

	Option 1
Financial	Low
Health	N/A
Reputation	Low <i>While the reputational risk is considered low, it will be disappointing for the family if their request is completely rejected.</i>
Operations	Medium <i>This project will require the commitment from one or more staff to carry out due to the amount of community consultation required.</i>
Natural Environment	N/A

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

## COMMENT

Nil.

## COMMENTS AFFECTING COUNCIL DECISION

Council discussed the motion and decided that, as many significant families were still unrepresented in street signage, it was critical that due process was followed through the Geographical Names Advisory Committee. The McRae family is currently listed by the Committee should the Shire develop a new road. Meanwhile, Council will consider a 'plaque option' for the McRae's and the wider community.

## 12.8 Update in Brief – The Groves

The Groves access project is progressing with Acting Executive Manager, Works & Services Dean Mastin, Leading Hand, Scott Bavin, Janet Colbung and Annette Bennell meeting at the Groves on Wednesday 25<sup>th</sup> May 2022 to determine the best route to the Groves. Once a plan has been put in place, construction of the road will be able to commence through the Works division in the coming weeks.

There has been further appointments and information updates with members of the Noongar Community to ensure that everyone is completely aware and up to date with how the project is going to be carried out.

Quotes are being finalised from Adam May, Bent Nail Building for the toilet and shower block, it will be a similar build to the toilet block at the Toapin Weir. Shire Officers have been informed by Adam that he is ready to go as soon as the quote has been submitted to Council, should it be accepted. Once the access is complete, the toilet and shower block will be the next stage of the project.

**On another matter, it has recently been brought to Shire Officers attention that the rabbit proof fence along the bushland surrounding the Groves is trapping native reptiles and they are dying of either dehydration or hunger. In addition to this, it is now well known that there are rabbits within the rabbit proof fence.**

For Council's information, the rabbit proof fence may be readjusted or removed.

### COMMENT

Ms Gibbs informed Council that Mr Mastin contracted COVID-19 which has delayed the Groves access route commencement date.

## 12.9 Update in Brief – Old School Site

The Shire has responsibility for a block of land on the site of the (former) Quairading State School on the corner of McLennan and Charlton Streets. This was the first purpose built school building in Quairading town, constructed in 1913. It was then used as the Manual Arts classroom when the “new” (current) school was built across the road in 1948. Unfortunately, the building was destroyed by fire in 2016.

The Shire has been prioritising delivery of a commemorative project within the 2021/22 financial year. Staff have worked with the RAP Committee and Works team to develop a reduced scope concept plan to ensure this can be achieved. The main focal point will be a large granite rock with a memorial plaque along with some interpretative signage explaining both the history of the building and the achievements of local Noongar people to access State-sponsored education within Quairading in the early years of settlement. John Kickett’s story will be prominently featured and his descendants will be consulted on the final wording of that sign.



Task	Status	Due Date
Granite Rock	Rock selection completed. Works staff collected from farm on 17/05 and is in town awaiting blessing from Murray Yarran (as per RAP) and installation.	20/05
Gravel Rock	Sourced from within Shire. Compacted base layers with a finer crush on top. Pathways will have GeoHex earth stabilising cells.	19/05
Corten/ Weathered Steel Surround	Ordered Australian-made product from Green Earth – PO2928 2.4m lengths that are held in place with matching stakes	19/05
Signage	Sarah is working on drafting the text. There are two potential suppliers for the steel pillars with cut outs ( <i>Banksia cuneata</i> to keep with strong Shire branding)	07/06
Plantings	Focus will be on hardy native species that can be watered for the first summer but then thrive on natural rainfall. Sarah is working on finding an authorised seed collector to source <i>Banksia cuneata</i> seeds propagation and planning in Autumn 2023. Jacob Hare and the Parks & Gardens staff are developing a plan for the garden component.	Autumn 2023

## **COMMENT**

Cr Stacey said he noted that banksia cuneata's are going to be grown in the area around the footprint of the old school site, though expressed concern that it was not an appropriate soil type, as they grow in sandy soil.

Cr Hayes said they are challenging to propagate, but it would be good to attempt to grow them.

Ms Gibbs said Mrs Caporn is managing the project and will double-check with her as to whether soil type has been considered.

## 12.10 Update in Brief – Kwirradging Koort Community Park

Since the March 2022 OCM presentation, a small Working Group has been established with various Shire staff/teams providing input and expertise to the project development and delivery.

The Working Group has discussed each item individually that was proposed for inclusion to truly make our park special and unique to Quairading.

Their next meeting is on Tuesday 24<sup>th</sup> May, after which we will begin placing orders with various equipment suppliers and begin site works.

We are working towards holding the Grand Opening at the town's Christmas Party in early December.

Task	Status	Due Date
Power Connection	Awaiting Design – out for quoting with Western Power. They will contact us with a costed design that we then need to approve. The team is experiencing delays. Once approved, work will commence 10 weeks after payment of invoice. Local contractors will be involved in the final fit installation.	01/08
Water Connection	Existing 20mm line that serviced workshop is still live. Works Request Form underway with Water Corporation to cost adding new meter and a sewer main extension to site. Local contractors will be involved in the final fit installation.	10/06
Site Works	Shire Works team will initially clear the site of existing section of bitumen and the old loading ramp.	17/06
Play Equipment	Working Group making final selections for Sarah to place orders with the suppliers. Most equipment has an estimated 8 to 12 weeks supply window.	01/08
Furniture & Fixtures	Working Group making final selections for Sarah to place orders with the suppliers. Going with an anodised aluminium as our preferred finish of furniture where possible.	01/08
Fencing	Black PVC coated mesh with top and bottom rail. Currently out for costing. 270 linear meters around perimeter with 3 access gateways.	01/11
Shade Sails	Preferred shade solution to sand area. Need a second quote for procurement.	TBC
Softscaping	More mulch will be ordered to add to what's left from the last batch. Sand available in the Shire. Sarah to cost supplier for concrete edging & pathways – possible project with CRC to include some brass symbols into design.	TBC
Planting & Irrigation	Need to confirm Design & Costings. External contractor will be engaged for irrigation design with Works team to assist with install. Water play elements can drain into a tank for recirculating into irrigation system.	TBC
Wind Wheels	Wheels have now been constructed. Support posts are being designed & costed. Wheels will have to be moved to northern boundary to capture east/west prevailing winds. Sarah can circulate a video of wheels moving.	01/09
Big Q Artwork	Working Group finalising design & preferred finish. Sarah to contact local metal fabrication suppliers for procurement.	01/09

Entry Signage	Need to acknowledge all funding support and include Lotterywest logo. Sarah to develop some concept designs. One of the last elements to be installed?	TBC
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**COMMENT**

Ms Gibbs said the Shire are utilising internal project management, construction and maintenance services to reduce costs and increase the overall facilities within the park.

ITEM 13      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*



ITEM 14    MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

## ITEM 15 URGENT COUNCILLORS' BUSINESS

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Cr Smith had urgent business to discuss, but requested it be discussed as a confidential item.

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

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

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

### OFFICER RECOMMENDATION

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#### RESOLUTION: 185-21/22

#### MOVED Cr Haythornthwaite SECONDED Cr Hippisley

That Council consider the confidential reports listed below in a meeting closed to the public at 3.25 pm in accordance with Section 5.23(2) of the *Local Government Act 1995*:

- 16.1 CEO Performance Review (Confidential)
- 16.2 Local Government Honours Program 2022 (Confidential)
- 16.3 Email (Confidential Urgent Councillors Business)

**CARRIED 6/0**

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3.25pm Mrs Horton and Miss Hadlow left the meeting.

#### 16.1 CEO Performance Review (Confidential)

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

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#### RESOLUTION: 187-21/22

#### MOVED Cr Haythornthwaite SECONDED Cr Hayes

This recommendation is not for publication.

**CARRIED 6/0**

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**16.2 Local Government Honours Program 2022 (Confidential)**

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

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**RESOLUTION: 187-21/22**

**MOVED Cr Stacey SECONDED Cr Hayes**

This recommendation is not for publication.

**CARRIED 6/0**

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**16.3 Email – Confidential Urgent Councillors Business**

*Confidential Urgent Councillors Business was discussed. This information is not for publication.*

**16.3 Public Reading of Resolution**

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**RESOLUTION: 188-21/22**

**MOVED Cr Hippisley SECONDED Cr Jo Hayes**

That the meeting be open to members of the public at 4.01 pm.

**CARRIED 6/0**

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**ITEM 17 NEXT MEETING DATE**

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 30<sup>th</sup> June 2022, commencing at 2.00pm in the Council Chambers, 10 Jennaberring Road, Quairading.

**ITEM 18 CLOSURE**

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There being no further business, the Chairperson closed the Meeting at 4.02 pm.

I certify the minutes of the Ordinary meeting of Council held on 26<sup>th</sup> May 2022 were confirmed 30<sup>th</sup> June 2022 as recorded on Resolution No. 190.

Confirmed.......... 30/6/2022