



Ordinary Council Meeting

Minutes | 27th October 2022



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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

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

Councillors

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

Council Officers

Ms Nicole Gibbs	Chief Executive Officer
Mrs Leah Horton	Executive Manager, Corporate Services
Miss Britt Hadlow	Executive Officer
Ms Sarah Caporn	Executive Manager, Works & Services

Observers/Visitors

Mrs Magdalen Johnston
Ms Kimberly Roberts

Apologies

Nil.

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

Nil.

2.02pm – Ms Hadlow left the meeting.

2.02pm – Mrs Magdalen Johnston, Ms Kimberly Roberts and Miss Hadlow entered the meeting.

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

Deputy Principal, Mrs Magdalen Johnston and Aboriginal and Islander Education Officer, Ms Kimberly Roberts provided a presentation to request support from Council for the “School for Pool” initiative that the school are looking to implement with the aim to encourage low-attende’e’s to go to school.

Council were in support of the initiative and requested the school submit a formal proposal to Council for consideration.

2.16pm – Mrs Magdalen Johnston, Ms Kimberly Roberts and Ms Hadlow left the meeting.

2.17pm – Ms Hadlow returned to the meeting.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

Cr Jo Hayes declared an impartial interest with item 12.9 – Community Grants as she is the Council representative on the Quairading Tourist & Tidy Town Committee and prepared the grant application.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 29 September 2022

OFFICER RECOMMENDATION

RESOLUTION: 82 - 22/23

MOVED Cr Stacey SECONDED Cr Hayes

That the minutes of the Ordinary Meeting of Council held on the 29 September 2022 be confirmed as a true and accurate record.

CARRIED 7/0

The minutes of the Ordinary Council meeting held 29 September 2022 were provided to Councillors under separate cover and can be found on the Shire of Quairading website.

7.1.1 Business Arising

Nil.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

No matters for consideration.

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

9.1 Confirmation of Minutes: Strategic Planning Committee – 11 October 2022

OFFICER RECOMMENDATION

RESOLUTION: 83 - 22/23

MOVED Cr Hippisley SECONDED Cr Cheang

That Council receive the minutes of the Strategic Planning Committee meeting held on the 11 October 2022.

CARRIED 7/0

9.1.1 Business Arising

Nil.

SHIRE OF QUAIRADING

Strategic Planning Committee

The minutes of the Strategic Planning Committee held 11 October 2022 at 4.58pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the meeting at 4.58 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Apologies

Nil.

Leave of Absence Previously Granted

Cr BR Cowcill

ITEM 3 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

4.59pm - Mr Grant Mills entered the meeting.

Mr Mills and Ms Caporn provided a presentation to the Strategic Planning Committee on behalf of the Quairading Volunteer Bushfire Brigades to request the committee recommend to Council to fund a mobile standpipe.

It was identified during the 2022 fires that some areas of the Shire are a distance away from a standpipe, as some appliances had to travel 10-15kms to a standpipe to refill.

A mobile stand pipe can pump a water source close to the fire zone to allow appliances to be refilled quickly in an emergency situation. The mobile standpipe will cost approximately \$3000.00. This will retrofit the current Shire owned trailer to make it suitable for water transfer purposes.

5.24pm – Mr Mills and Miss Hadlow left the meeting.

5.25pm – Miss Hadlow returned to the meeting.

ITEM 4 DISCLOSURE OF INTEREST

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

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

- (a) In a written notice given to the CEO before the meeting; or
- (b) At the meeting immediately before the matter is discussed.

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

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

- (a) In a written notice given to the CEO before the meeting; or
- (b) At the meeting immediately before the matter is discussed.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 9th August 2022

OFFICER RECOMMENDATION

RECOMMENDATION: SP05-22/23

MOVED Cr Hayes SECONDED Cr Haythornthwaite

That the minutes of the Strategic Planning Committee meeting held on the 9th August 2022 be confirmed as a true and accurate record.

CARRIED 6/0

5.2 Business Arising

Nil.

ITEM 6 STRATEGIC COMMUNITY PLAN PRIORITIES

6.1 Optimising the use of vacant blocks in the Shire of Quairading

5.43pm: Mrs Horton left the meeting

Meeting Date:	11 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Appraisal – Elders Northam Real Estate (ii) By-law relating to Buildings-Brick Area (iii) Brochure of Modular homes (iv) Donnybrook House Plan (Recommended) (v) Somerset House Plan (Recommended) (vi) Langley House Plan (Recommended)
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVER NIL

For the Strategic Planning Committee to recommend to Council, that Council:

1. Adopt the position that modular housing is considered as “other hard and durable fire resistant material approved by Council” as stipulated in By-law relating to Buildings-Brick Area.
2. For Council to note the information provided on options to date for optimising the use of vacant residential blocks in Quairading.

MOTION LAPSED

IN BRIEF

Council has had 12 residential blocks for sale on Edwards Way/Reid Street for over 20 years. Council owns 10 additional residential blocks that have remained vacant for over 10-20 years. Finally, there are five abandoned residential homes or vacant lots that Council intends to acquire in the immediate future.

Council officers have contacted multiple real estate agents, all who have provided the same information. There once was high-level interest in relocating to Quairading due to the affordability of blocks. However, over the past decade there has been a decline in vacant land values and sales in Quairading, which has resulted in vacant blocks in Quairading values lowering. This is because the Shire has (sometimes) stringently adhered to a ‘brick and tile’ policy when we possibly might have been able to be more lenient. It is the realtor’s professional opinion that escalated building costs and the Shire of Quairading’s building envelope means people will continue to buy elsewhere if we do not approve modular housing as a standard option across the Shire.

MATTER FOR CONSIDERATION

For Council to consider adopting the position that modular housing is considered as “other hard and durable fire resistant material approved by Council” as stipulated in By-law relating to Buildings-Brick Area.

For Council to note the information provided on options to date for optimising the use of vacant residential blocks in Quairading.

BACKGROUND

Current by-laws potentially restrict what buyers can build on certain land, in that the laws in some circumstances only allow “brick and tile” housing. Council has made it a strategic priority to bring new residents to the Shire but the current model is cost-prohibitive for potential buyers due to the cost of labour and materials required to construct a “brick and tile” home.

Modular housing is a cost effective, durable option for housing construction and is now commonplace across Australia. There is no reason this form of housing cannot and should not be used as a standardised mode of construction across the Shire of Quairading.

Council currently owns a multitude of vacant land within the Shire of Quairading. The lot locations are:

Asset Code	Asset Name	Date Acquired	Location Description	
1034	LAND - LOT 93 (28) AVON STREET	30/06/2002	VACANT LAND	Residential
1041	LAND - LOT 345 (14) MACDONALD STREET	15/12/2011	VACANT LAND	Residential
1105	LAND - LOT 158 (5) GROWDEN STREET	30/06/2000	VACANT LAND	Residential
1106	LAND - LOT 159 (3) GROWDEN STREET	30/06/2000	VACANT LAND	Residential
1138	LAND - LOT 92 (26) AVON SRTEET		VACANT LAND	Residential
1145	LAND - LOT 33 (8) MCLENNAN STREET		VACANT LAND	Residential
1146	LAND - LOT 34 (10) MCLENNAN STREET	30/06/2014	VACANT LAND	Residential
1150	LAND - LOT 175 (5) WOOD STREET		VACANT LAND	Residential
1151	LAND - LOT 176 (3) WOOD STREET		VACANT LAND	Residential
1152	LAND - LOT 177 (1) WOOD STREET		VACANT LAND	Residential
1158	LAND - LOT 1 (1) JUNCTION ROAD		VACANT LAND	LIA
1161	LAND - LOT 75 (15) JUNCTION ROAD		VACANT LAND	LIA
1200	LHFR - LOT 301 (8) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1201	LHFR - LOT 302 (6) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1202	LHFR - LOT 303 (4) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1203	LHFR - LOT 304 (2) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1204	LHFR - LOT 305 (15) REID STREET	30/06/2017	VACANT LAND	Residential

1205	LHFR - LOT 328 (11) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1206	LHFR - LOT 321 (9) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1207	LHFR - LOT 323 (5) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1208	LHFR - LOT 324 (3) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1209	LHFR - LOT 325 (1) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1210	LHFR - LOT 326 (19) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1211	LHFR - LOT 327 (21) REID STREET	30/06/2017	VACANT LAND	Residential

There are also five abandoned residential homes or vacant lots that Council intends to acquire in the immediate future.

The Executive Officer has contacted multiple real estate agents to discuss property values. This includes contacting Mr Fred Hill from Elders Real Estate in Northam for the purpose of obtaining a value on 8 McLennan Street, Quairading (water & power available at the property, 807m²).

A. THE CONSTRAINTS

Mr Hill provided an appraisal for Council's consideration (attachment i). Within his appraisal he gave his professional opinion regarding the current status of vacant land sales within the Shire of Quairading district in comparison to established residences. In Mr Hill's opinion, vacant land sales have been declining over the last seven years and, because of this, the value of vacant land has also declined. 8 McLennan Street was valued at between \$15,000 - \$20,000.

In Mr Hill's opinion, there are two factors that are influencing this decline:

1. Recent building costs; and
2. Council's current building envelope.

The design and construction options are governed by the Shire's Local Planning No.3 and the associated By-law, as follows:

1. The subject land is classified 'Residential' zone in the Shire's Local Planning No.3 (LPS3) with a split/dual residential density coding of R10/20;
2. Clause 26 of LPS3 expressly states as follows:

Where on the Scheme Map an area is identified as having a dual density coding in the form of a split R-Code, when considering an application for development approval, or when making a recommendation to the Commission in respect of subdivision, the local government is to apply the lower of the two R-Codes to the proposal unless:

- (a) it is consistent with all relevant planning instruments governing the control of the development to the satisfaction of the local government; and
 - (b) it retains the heritage values of the premises where the premises is included on the heritage list in accordance with the Scheme and any relevant local planning policy to the satisfaction of the local government; and
 - (c) the lot is connected to reticulated sewerage.
3. In relation to the development of any new outbuildings (i.e. domestic storage sheds) on any of the lots LPS3 states as follows:

On land coded **R12.5 or higher** the R-Codes in regard to outbuildings are modified to the following:

- (a) the total area of all outbuildings on the lot shall not exceed 75m² or 10% of the area of the lot, whichever is the lesser;
- (b) the maximum wall height shall be 3.5 metres and the maximum building height shall be 4.5 metres;
- (c) the minimum setbacks shall be—
 - (i) 2 metres to any secondary street boundary; and
 - (ii) 1 metre to any side lot boundary; and
 - (iii) 1 metre to any rear lot boundary;
- (d) outbuildings shall be located entirely behind the rear of the dwelling on the lot unless constructed in the same materials as and having colours matching those of the dwelling; and
- (e) the external surface of outbuildings shall be non-reflective and not include metallic silver, white or off-white, except where the total area of all outbuildings on the lot does not exceed 20m².

On land coded **R10** the R-Codes in regard to outbuildings are modified to the following:

- (a) the total area of all outbuildings on the lot shall not exceed 90m²;
- (b) the maximum wall height shall be 3.5 metres and the maximum building height shall be 4.5 metres;
- (c) the minimum setbacks shall be—
 - (i) 3 metres to any secondary street boundary; and
 - (ii) 1 metre to any side lot boundary; and
 - (iii) 1 metre to any rear lot boundary;
- (d) outbuildings shall be located entirely behind the rear of the dwelling on the lot unless constructed in the same materials as and having colours matching those of the dwelling; and
- (e) the external surface of outbuildings shall be non-reflective and not include metallic silver, white or off-white, except where the total area of all outbuildings on the lot does not exceed 20m².

4. The development standards prescribed in the Residential Design Codes (i.e. R-Codes) area also applicable to any future development. The various provisions listed in point 3 above override the R-Code standards for outbuildings;
5. **Council has prepared and adopted a By-Law (i.e. Local Law) (see (i) attachment) that requires all residential buildings (i.e. dwellings) on the subject land to be constructed of brick, reinforced concrete, stone, cement brick or other hard and durable fire resistant material approved by Council; and**
6. None of the lots have been designated as being bushfire prone by the Fire and Emergency Services Commissioner of WA. As such, the bushfire planning requirements prescribed in State Planning Policy 3.7 and the associated guidelines are not applicable.

B. THE POTENTIAL OPTIONS

OPTION 1: Construct modular homes at Council cost and sell the house/land package

Council officers have been in contact with modular housing providers, one who has recommended designs specific to the Edwards Way blocks and indicative costs for the houses to be built.

The suggested house designs to consider are:

- Donnybrook (attachment iii) a 3x1 “traditional” style home starting at \$201,366.00
- Somerset (attachment iv) a 4x2 “traditional” style home starting at \$258,431.00
- Langley (attachment v) 4x2 “traditional” style home starting at \$224,034.00

Advantages

- The construction costs are affordable;
- A current real estate analysis (which includes current real estate available in Quairading) indicates cost-recovery to a moderate profit; and
- Additional families relocating to Quairading and supporting the school, small business and light industry will result in an increase in population and economic growth.

Disadvantages

- The houses are lesser quality than those already existing on Reid Street and this may result in objection from those property owners.
- The Shire will be required to fund the build and wear the cost until the properties are sold.

OPTION 2: Sell the vacant lots with a structured sales strategy

The 20 years (plus) sales strategy enacted appears to have been heavily dependent on Rural Country Builders promoting a land and house package at their own discretion. The result was that no initiative (or money) was put behind marketing of the package. In addition, the package was cost-prohibitive for Quairading (i.e. the package would result in an immediate financial loss for the owner who would have paid more for the package than the property was worth because it was a brick and tile model).

A structured media strategy may result in a more positive outcomes.

Advantages

- The blocks may sell, potentially increasing the number of families living in the Shire.
- Additional families relocating to Quairading and supporting the school, small business and light industry will result in an increase in population and economic growth.

Disadvantages

- A condition of the sale will need to be a ‘contract to build’ and this may not be a popular model with some potential buyers.

OPTION 3: Sell the vacant lots for \$1

Over a 20 year period, the contribution that 10 plus additional families may have made to the Shire of Quairading (financial and otherwise) has potentially been kyboshed by attempting to sell the vacant blocks through an old paradigm that has since shifted. Perhaps it is time to enact a successful initiative replicating the Bruce Rock model to “Bring People Back to Quairading.”

Advantages

- The blocks will sell more quickly, potentially increasing the number of families living in the Shire.
- Additional families relocating to Quairading and supporting the school, small business and light industry will result in an increase in population and economic growth.

Disadvantages

- A condition of the sale will need to be a 'contract to build' and this may not be a popular model with some potential buyers.

OPTION 4: Gift all or some of the lots to the Commonwealth Government

The Commonwealth is currently operating a program for eligible local governments, whereby if a local government gifts land to the Commonwealth, the Commonwealth will build an affordable house on the land.

Advantages

- The blocks will no longer be the responsibility of local government.
- No upfront costs.
- Additional families relocating to Quairading and supporting the school, small business and light industry will result in an increase in population and economic growth.

Disadvantages

- Increased affordable housing in the Shire can result in higher levels of dysfunction.
- The local government will have no control in terms of selecting residents to rent the homes.

STATUTORY ENVIRONMENT

Shire's Local Planning No.3 (LPS3)

Local Law – Relating to Buildings - Brick Area

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The financial implications will vary depending on what Council decide to do with the vacant lots.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 3.3 **Build Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.2 **Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 **Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Shire officers consulted with Fred Hill from Northam Elders Real Estate.

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>It would be financially beneficial for Council to sell the Edwards Way blocks.</i></p> <p><i>It is also more likely Council will be able to sell other vacant blocks around town if there is more flexibility in what potential buyers can build on the lots.</i></p>
Health	N/A
Reputation	<p>Medium</p> <p><i>Some residents may not like modular housing to be built in the town site due to the style or look of them, but, Council need to consider whether it is more beneficial to keep with the current model which is not working, or become more flexible in a bid to bring new people and business to town.</i></p> <p><i>On the flip side of this, some people will be happy that they are able to buy an affordable block, as well as erecting a house that can fit within their budget.</i></p>
Operations	Low
Natural Environment	N/A

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

COMMENT

The current By-law relating to Buildings-Brick Area and the Local Planning Scheme No.3 hold regulations that “all residential buildings (i.e. dwellings) on the subject land to be constructed of brick, reinforced concrete, stone, cement brick or other hard and durable fire resistant material approved by Council”.

During a phone conversation with Mr Hill, it has been discovered that there was a potential client of his that was interested in purchasing land in Quairading. Upon finding out that the only style of house that they could build was “brick and tile” the buyer declined to buy in Quairading and took their business elsewhere, as they couldn’t afford to build a brick house.

It is difficult to generate interest in potential buyers of vacant land within the district as it is. Hard regulations on what style home can be built will not encourage the selling of vacant land, and building in Quairading. As the evidence shows vacant blocks land sales have been declining, something needs to change as what is in place now, is not working.

Some brochures and samples have been attached of what could potentially be built (attachment iii – vi). Now days, modular homes do not have that “transportable” house look. They can be built to look very smart, fresh and modern.

Modular Homes

What is a modular home?

A modular home tends to be a house that is fabricated in a factory, in an assembly line format. Each section is built separately before being shipped to the site for final assembly.

The top materials used to build modular homes are:

- Concrete
- Steel
- Wood

There are six Bushfire Attack Level classifications which form part of the Australian Standard for construction of buildings in bushfire prone areas. The classifications indicate the materials required to use in a build.

The six classifications are:

BAL low: Insufficient risk to warrant construction requirements – very low risk

BAL 12.5: Ember attack – low risk

BAL 19: Increasing levels of ember attack and burning debris along with exposure to heat flux of up to 19kW/sqm

BAL 29: Increasing levels of ember attack and burning debris along with increasing exposure to heat flux of up to 29kW/sqm

BAL 40: Increasing levels of ember attack and burning debris along with increasing heat flux of up to 40kW/sqm and increased likelihood of exposure to flames

BAL FZ: Ember attack and direct exposure to flames from the fire front in addition to heat flux of greater than 40kw/sqm

These levels are based on the following elements:

- **Location** – This will include how many directions a bushfire may approach from as well as road access in and out of the property
- **The type of vegetation on the property** – There is no such thing as fireproof vegetation as it can all burn in extreme fire conditions. The more dense the vegetation, the more intense the fire zone is. If there is a mixture of trees, shrubs, grasses and leaf litter this can have a kindling affect allowing the fire to build

- **How far the house is from vegetation** – The closer the property is to vegetation, the higher the fire risk. Research into Australian bushfires has indicated that around 85% of house destruction happens within 100m of bushland. The greater the area of bushland, the greater the risk of direct exposure to flames
- **The slope of the property** – The topography affects the speed and spread of a fire. Fires burn faster uphill. When moving upslope, the fire dries out the vegetation ahead making it easier to burn. The steeper the slope, the quicker the fire. This is often a challenge as many favour their homes being situated at the top of a slope to maximise views

Some modular homes can be built to a Bushfire Attack Level 40 and even to a BAL FZ bushfire resistant.

This means they can be placed up to and within a high flame zone region. The standard steel frame construction of some modular prefab houses means that they can withstand extreme winds, earthquakes, heavy snow and fire activity.

As stated in item 6 in the background information “None of the lots have been designated as being bushfire prone by the Fire and Emergency Services Commissioner of WA.”, but the above information indicates that a modular home is made out of suitable material to adhere to the requirements stipulated in the associated Local Law.

Benefits of a modular home in comparison to a traditional “brick and tile” home are:

1. Construction time

When building in a rural or remote location, the cost of building onsite can quickly get out of hand once factoring in delivery costs and long-term travel and accommodation for your builders. It usually takes 12-16 weeks from choosing the design of your modular home to moving in (depending on material and labour availability).

Modular homes are much faster to build than traditional constructions. Bad weather can cause significant project delays, and even after it subsides the site may not be safe for work. As all parts of a modular home are manufactured in a factory and transported to site, these potential delays are significantly decreased.

There’s also less likely to be on-site delays and complaints from neighbours when much of the work has been completed beforehand.

2. Quality control and structural integrity

The controlled environment means that construction managers can more easily supervise work. With many different parts, this is very important.

Both modular homes and traditional construction are built to building regulatory codes, however, modular homes are also often fitted with steel chassis for enhanced durability. This means that they can better withstand stresses of transport to the site and high wind environments when the house is assembled.

3. Sustainability

The building industry has seen a shift in practices and materials as environmental concerns become increasingly important. Not only are sustainable materials better for the environment, they can also prove to be far more cost effective in the long run.

Modular homes often have passive features such as house orientation, good ventilation, insulation and shading built into the design stage. Add-ons like solar power and greywater systems are also easily included. Further, the fact that most of the work has been done off-site means that there is far less waste, saving you time and money.

4. Cost effectiveness

It's usually cheaper to build a modular home. It takes less time, and because of this there's less time the owner has to spend renting another property while their house is being built.

This is also important for builders on-site. Because much of the work has been done for them, they can work solidly for a shorter period of time, get paid, and then move on to another job. This is especially important if the site is far from where they live, meaning costs of travel and accommodation (if necessary) are dramatically reduced.

5.46pm: Mrs Horton returned to the meeting

DISCUSSION AFFECTING COMMITTEE DECISION

The committee did not recommend this motion to Council because the committee:

- Would like to confirm what the building code deems as “durable and fire resistant material” and understand what is possible to build in the parameters of the Local Building Scheme 03, and other relevant Local Laws without changing the scheme/laws (a time consuming and costly endeavour).
- Would like to take more time to consider the options provided to come up with a future plan for a housing strategy, possibly in a more informal setting.
- Noted that consultation may need to be made with the community about building modular homes on the Reid Street/Edwards Way block so not to upset the residents that have built to the current standards.
- Wanted confirmation of whether modular housing can currently be built on the south side of Heal Street under the current laws.
- Would like to see if there are any other alternative options to modular housing that are affordable, and not “brick and tile”.

The committee requested that the notes and requests be taken on board by officers, and an updated agenda item be provided to Council at the October 2022 Ordinary Council meeting.

6th October, 2022

Shire of Quairading
10 Jennaberring Rd,
Quairading, W.A. 6383

Dear Shire Councillors,
Thank you for allowing me to appraise the property at 8 McLennan St, Quairading. Please find detailed below, a brief property description and appraisal as requested.

PROPERTY APPRAISAL

Property Address & Location

8 McLennan St, Quairading, W.A. 6383

Legal Description & Title Information

Land District	Lot Number	Plan/Diagram	Volume	Folio	Area m2
Quairading	33	073916	1801	85	807

Property Details

The property is a Residential block situated Northern part of the townsite.
Water and Power are available to the property.

Property Assessment

Residential property values generally reflect the seasonal prospects and trends in commodity prices and the overall state of the economy. The assessment of this property will be greatly influenced by the demand and financial position of district and external buyers looking to invest. The Residential property market in Western Australia is currently buoyant with good demand from qualified buyers, with the Quairading area no exception.

However, residential blocks in the Shire of Quairading have not sold in line with established Residences. Elders Real Estate have seen a decline in vacant land values in the past 7 years. This we believe is a response to the recent building costs and the Shire of Quairading building envelope that appears difficult to adhere to in the current climate of building Brick residences to a budget.

Investors are reluctant to buy to build in the town due to building envelope.

We have used a method of comparative sales analysis to determine this market appraisal.

If offered to the current market, we believe a consideration of \$15,000.00 - \$20,000.00 to be achievable.

Comparative Sales

18 Powell Crs
27/1/22
\$20,000

18 Murphy St
8/10/21
\$15,000

57 Avon St
11/10/21
\$14,000

16 Parker St
5/3/21
\$33,000 sold within the AFIF group

22 Powell Crs
27/1/21
\$16,500

If you have any questions, please contact me on 0417 991 573

This information is valid for 30 days from the date of appraisal. Once again thank you for the opportunity.

Kind Regards



Fred Hill
Elders Real Estate
Rural Sales Representative

Disclaimer: This report is prepared strictly as an indication and not a sworn valuation and is solely for the party to whom it is addressed to provide an estimate of what the property may realise if offered for sale at the date of this report. No liability whatsoever shall be accepted by Elders Real Estate if used for any other purpose or by a third party.

LOCAL GOVERNMENT ACT, 1960-1969.

The Municipality of the Shire of Quairading.

By-law Relating to Buildings—Brick Area.

L.G. 1376/52.

IN pursuance of the powers conferred upon it by the abovementioned Act and of all other powers enabling it, the Council of the abovementioned Municipality hereby records having resolved on the 13th day of November, 1969, to make and submit for confirmation by the Governor the following by-laws:—

1. No person shall erect or cause to be erected any residential building in that portion of the district of the Shire of Quairading as is described in the Schedule A hereto unless all outer walls of the building are constructed of brick, re-inforced concrete, stone, cement brick or other hard and durable fire-resisting material approved by the Council.
2. No person shall erect or cause to be erected any building in that portion of the district of the Shire of Quairading as is described in the Schedule B hereto unless the front walls of such buildings are constructed of brick, re-inforced concrete, stone, cement brick or other hard and durable fire-resisting material approved by the Council.
3. Any person or persons who commits a breach of these by-laws shall on conviction be liable to a maximum penalty of two hundred dollars and to a maximum daily penalty of ten dollars for each day during which the offence continues.

Schedule A.

- (1) All those blocks of land within the boundary of the Quairading Townsite that are situated south of Suburban Road.
- (2) All blocks of land that face the northern side of Suburban Road in the Townsite of Quairading.

Schedule B.

All blocks of land that face the northern side of Heal Street, between Junction Road and McLennan Street in the Townsite of Quairading.

Dated the 9th day of December, 1969.

The Common Seal of the Shire of Quairading was hereunto affixed by Authority of a Resolution of the Council in the presence of—

[L.S.]

A. C. KELLY,
President.
C. J. SPRAGG,
Shire Clerk.

Recommended—

L. A. LOGAN,
Minister for Local Government.

Approved by His Excellency the Governor in Executive Council this 4th day of February, 1970.

W. S. LONNIE,
Clerk of the Council.

3 March 1995]

GOVERNMENT GAZETTE, WA

787

LG304

LOCAL GOVERNMENT ACT 1960*Municipality of the Shire of Harvey***By-law Relating to Standing Orders—Amendment**

In pursuance of the powers conferred upon it by the abovementioned Act, and all other powers enabling it, the Council of the abovementioned Municipality hereby records having resolved on the 25th day of October, 1994, to make and submit for confirmation by the Lieutenant-Governor and deputy of the Governor, an amendment to the abovementioned By-law which was first published in the *Government Gazette* on the 3rd September 1982, as amended.

(1) By adding a new Clause 22—

“ Recording of Proceedings Prohibited

A person shall not use any visual or vocal electronic device or instrument to record the proceedings of the Council, unless he/she has been given permission by the Council to do so. ”

Dated this 7th day of December, 1994.

JOHN L. SABOURNE, President.
KEITH J. LEECE, Shire Clerk.

Recommended—

PAUL OMODEI, Minister for Local Government.

Approved by the Lieutenant-Governor and deputy of the Governor in Executive Council this 28th day of February 1995.

M. C. WAUCHOPE, Clerk of the Council.

LG305

LOCAL GOVERNMENT ACT 1960*The Municipality of the Shire of Quairading***By-law Relating to Buildings—Brick Area**

In pursuance of the powers conferred upon it by the abovementioned Act and of all other powers enabling, the Council of the abovementioned Municipality hereby records having resolved on the 17th day of March 1994, to make and submit for confirmation by the Lieutenant-Governor and deputy of the Governor, the following amendment to the above By-laws published in the *Government Gazette* on 24th February 1970.

The By-law is amended as follows—

(1) By adding after the word “Road” in line 2 of Schedule A the words “except all lots facing Ashton Street”.

Dated this 22nd day of July 1994.

The Common Seal of the Shire of Quairading was hereto affixed in the presence of—

D. J. BROWN, President.
G. A. FARDON, Shire Clerk.

Recommended—

PAUL OMODEI, Minister for Local Government.

Approved by the Lieutenant-Governor and deputy of the Governor in Executive Council this 28th day of February 1995.

M. C. WAUCHOPE, Clerk of the Council.



Your vision, built modular

Dear Sir / Ms

In response to your recent request, we have pleasure in enclosing our Brochure and Price List on our range of transportable homes.

Should our standard designs not cover your special requirements, our experienced team will be happy to assist you in planning a home to suit your individual lifestyle.

We pay special attention to the quality and finish of our homes, and, so that you may appreciate this for yourself, we invite you to inspect our range of display homes, along with others under construction, at our Display Centre at 20 Walters Way in Forrestfield.

The office and display homes are open from 8.30am to 4.30pm during the week and on Saturdays by appointment. If you require further information, please do not hesitate to phone us on the above number.

On the back of our brochure we have provided a map directing you to our Forrestfield premises, should you have any doubt as to our exact location.

We thank you for your enquiry and look forward to the opportunity of meeting you and showing you through our display homes.

Yours faithfully

JOHN HEARNE
Managing Director



TRANS HOMES

Your Vision, Built Modular

HOUSING PRICE SCHEDULE

Indicative Prices valid from March 2022

All quotes to be priced individually due to the current & continually price increases we are receiving.

DESIGN	FLOOR SIZE M2	FEATURES	CATEGORY	BASE PRICE INC. GST
Sundowner	61	1 or 2 bedroom, a single load which can be easily, a teenagers retreat, a granny flat, or an extension to your existing home.	Coastal/Holiday	\$112,416.00
Donnybrook	131	3 bed, 2 bath, this 2 load floor plan can be rearranged in so many different ways to give ample living space	Traditional	\$201,366.00
Brenton	134	4 bed, 1 bath, 3 load home, floor plan has the flexibility to be altered to suit your exact needs	Traditional	\$212,771.00
Denham	136	2 bed, 2 bath, 2 load home this floor plan has been designed to take in the vista of your block	Coastal/ Holiday	\$212,323.00
Langley	143	4 bed, 2 bath, a 3 load home which offers flexibility in all the right places	Traditional	\$224,034.00
Norfolk Mk2 *	170	3 bed, 2 bath, a 3 load entertainers delight	Contemporary	\$252,408.00
Somerset	182	4 bed, 2 bath, a 3 load home versatile in layout flexible in design	Traditional	\$258,431.00
Gascoyne	184	4 bed, 2 bath, this 3 load home packs a huge amount in the way of layout	Contemporary	\$258,837.00
Exmouth	186	4 bed, 2 bath, a 3 load home which offers huge living spaces	Contemporary	\$264,678.00
Millstream	194	4 bed, 2 bath, a 3 load home within in built store rooms ideal for the NW requirements	Contemporary	\$272,618.00
Amberley Mk4*	244	4 bed, 2 bath, 4 load home, large living areas ideal for the growing family	Traditional	\$319,523.00

Prices listed above include delivery to an assumed level and accessible site **within 200km's from Perth GPO.**

Transportation Costs **over 200km's** are calculated on an individual basis

Prices include engineered concrete floors as standard

* **On display at 20 Walters Way Forrestfield**

Trans Homes

20 Walters Way, Forrestfield WA 6058

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SPECIFICATION SUMMARY

PRELIMINARIES

- All design, drafting and engineering requirements.
- Minimum ABSA 6 star energy rating
- Insurance cover up to the time of hand over on site.
- 6 years structural warranty.
- 6 months maintenance period.
- Included delivery within 200km of Perth GPO.

BASE

- Pre-stressed concrete or universal beams mounted on steel stumps set in concrete with galvanised floor joists supporting Aquatite II flooring with compressed fibro cement sheet to all wet areas.

EXTERNAL

- Fully engineered Zinalume steel wall and roof frame fully sarked with double sided sislotion.
- Roof clad with corrugated Colorbond sheeting.
- Wall clad with Hardies rusticated weatherboard, painted, or corrugated colorbond sheeting with required thermal break.
- R2.0HD fibreglass batts to walls.
- R3.5 fibreglass batts to ceilings.
- Powder coated aluminium windows and sliding doors with security locks and flyscreens.
- Painted hardwood frame to all external hinged doors, painted, with powder coated aluminium barrier type fly door.
- Gainsborough trilock handle to all external hinged doors.

INTERNAL

- 2400mm high ceilings.
- Flush jointed plasterboard to walls and ceilings.
- Water resistant plasterboard to bathroom, ensuite and laundry with villaboard to shower recess.
- Steel door frames, window reveals and architraves.
- Moulded timber skirtings.
- Fully painted.
- Walk in robes where shown with single white melamine shelf and hanging rail.
- Fully wired with adequate light and power points to all rooms.
- Hard wired smoke detectors.
- 1 television point, 1 telephone point.
- Range of Gainsborough internal door handles.



KITCHEN

- Laminated bench tops.
- White melamine lined internal cabinetry.
- Choice of metal door handles.
- Clark Advance 1230mm stainless steel 1 ¾ bowl inset sink with Senza Round Goose Neck sink mixer.
- Built in pantry where indicated.
- Ceramic tiled splashbacks.
- Circular fluorescent light fitting.
- Soft close function to cabinetry drawers and doors

BATHROOM/ENSUITE/LAUNDRY/WC

- Choice of ceramic floor and wall tiles.
- 2m high wall tiling to shower recesses.
- Framed clear glass shower screens with pivoting door.
- Fully framed mirrors to vanities.
- Decina Como 1670 white acrylic bath.
- Seima Pacto 450 recessed white ceramic vanity basin.
- Harmony Bassini close coupled white toilet suite.
- Privacy locks to bathroom/ensuite/WC
- Exhaust fans to bathroom/ensuite/WC.
- Harmony Senza tapware.
- Automatic washing machine taps.
- 45 ltr stainless steel laundry trough.
- Copper or polyethylene tube water pipes.
- Sanitary plumbing and waste lines finished beneath floor for connection to external services by owner.
- Soft close function to cabinetry doors

APPLIANCES

- A provisional allowance of \$950 for hot water unit.
- A provisional allowance of \$750 for free standing stove.
- A provisional allowance of \$1,800 for wall or under bench oven, hotplate and range hood where indicated.

OPTIONAL EXTRAS

- Upgrade to cyclonic specification.
- Colorbond Ultra Roofing.
- Hardies primeline cladding.
- External and internal feature doors.
- Clear finished Jarrah mouldings.
- Built in robes.
- Window treatments.
- Glass splashbacks.
- Staron, stone or granite bench tops.
- Air conditioning.
- Carports, verandahs and alfrescos.
- Floor coverings.



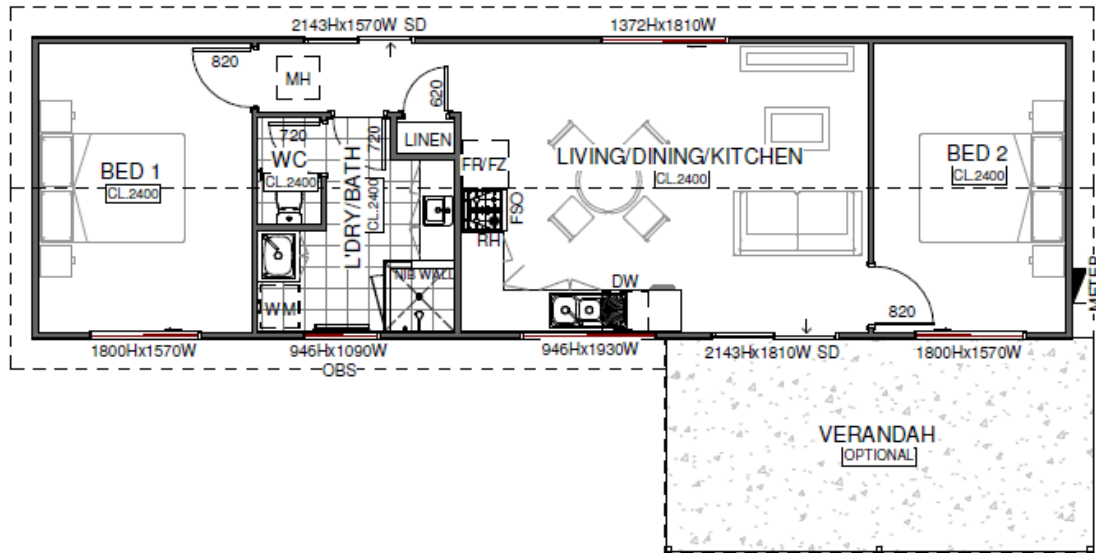
Sundowner



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A: 20 Walters Way, Forrestfield, WA 6058
P: (08) 9454 9522



- 2 Bedrooms
- Bathroom
- Kitchen
- Dining
- Living



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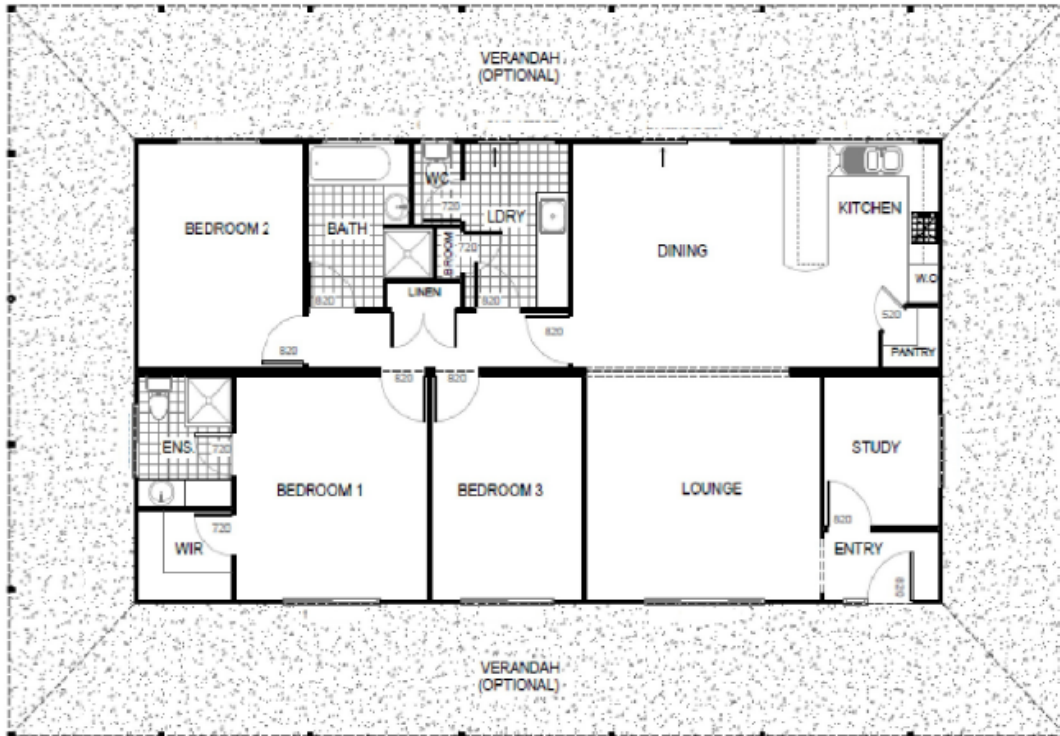
Donnybrook



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- 3 Bedrooms
- 2 Bathrooms
- Kitchen
- Dining
- Lounge
- Study



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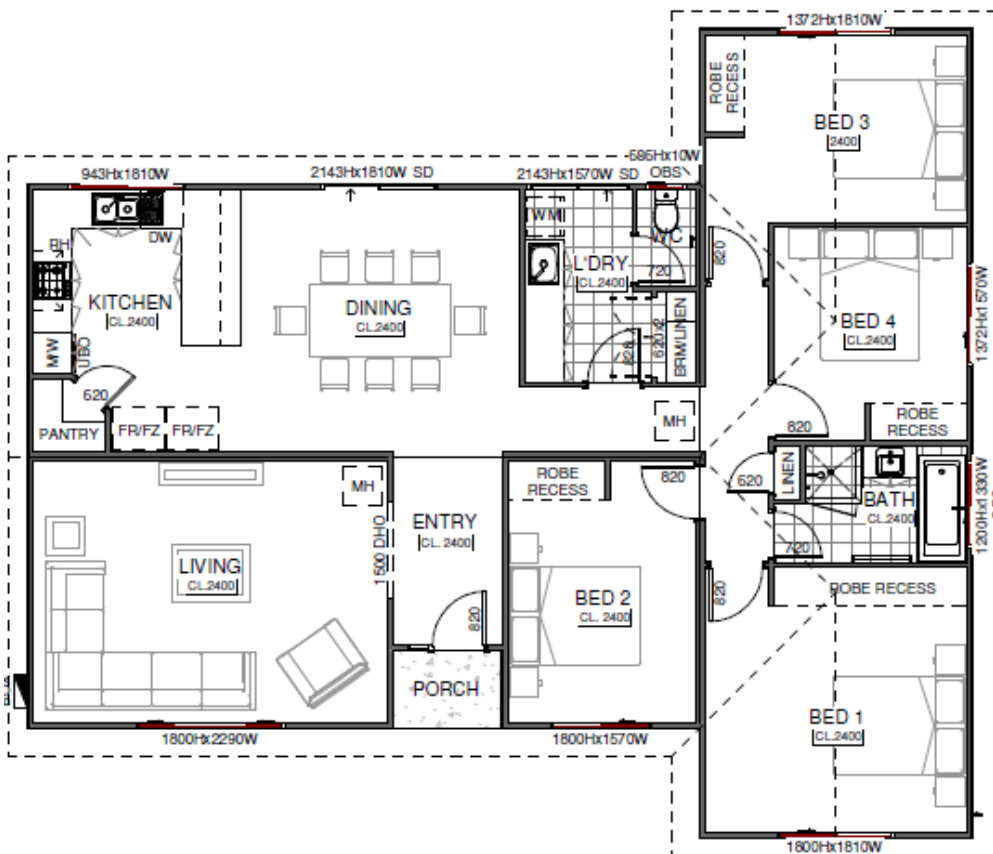
Brenton



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- 4 Bedrooms
- Bathroom
- Home Theatre
- Kitchen
- Family Porch



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Denham

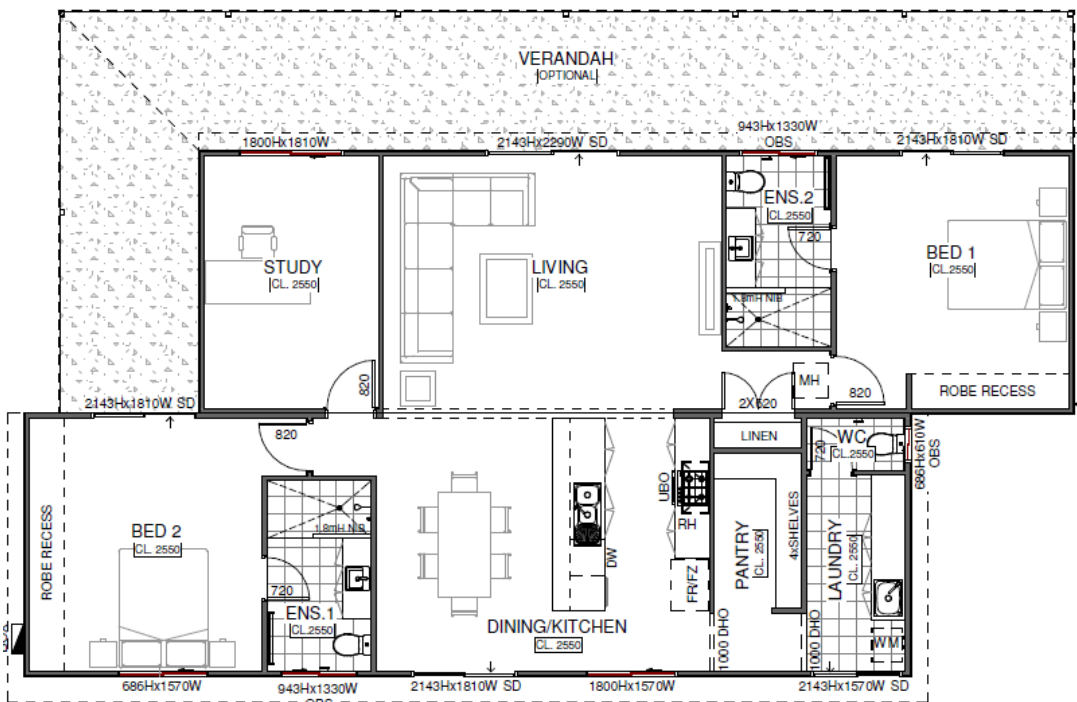


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Contemporary Designer Homes

A: 20 Walters Way, Forrestfield, WA 6058
P: (08) 9454 9522

- 2 Bedrooms
- 2 Bathrooms
- Kitchen
- Living
- Study



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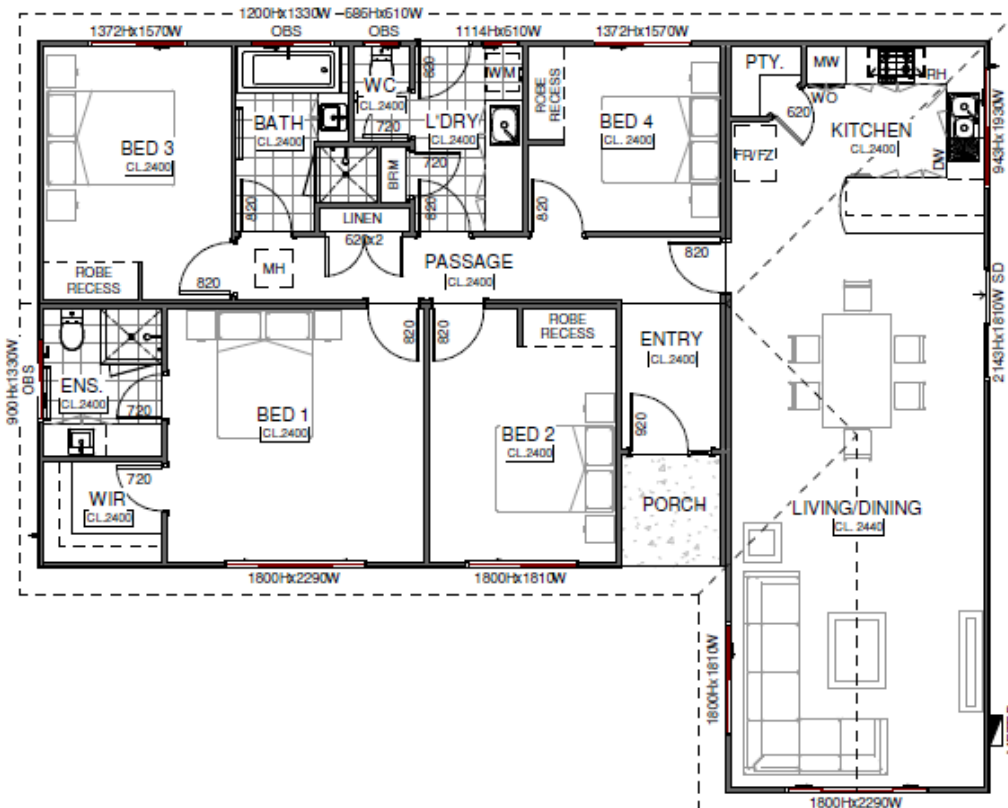
Langley



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- 4 Bedrooms
- 2 Bathrooms
- Kitchen
- Dining
- Home Theatre
- Porch



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Norfolk MkII



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- 3 Bedrooms
- 2 Bathrooms
- Kitchen
- Meals
- Family
- Study
- Porch



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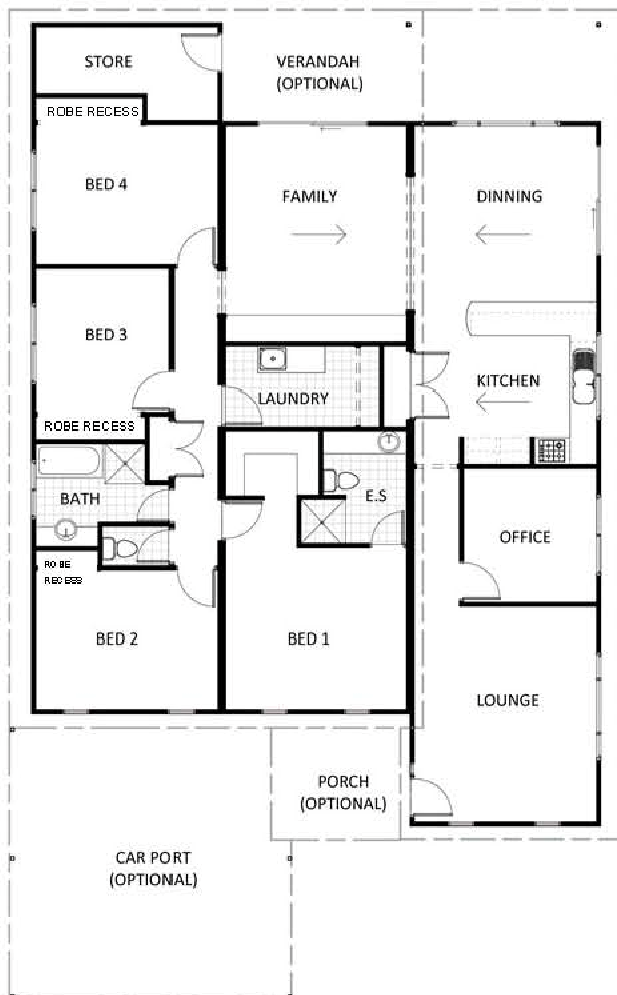
Gascoyne



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- 4 Bedrooms
- 2 Bathrooms
- Kitchen
- Dining
- Family
- Lounge
- Office
- Store



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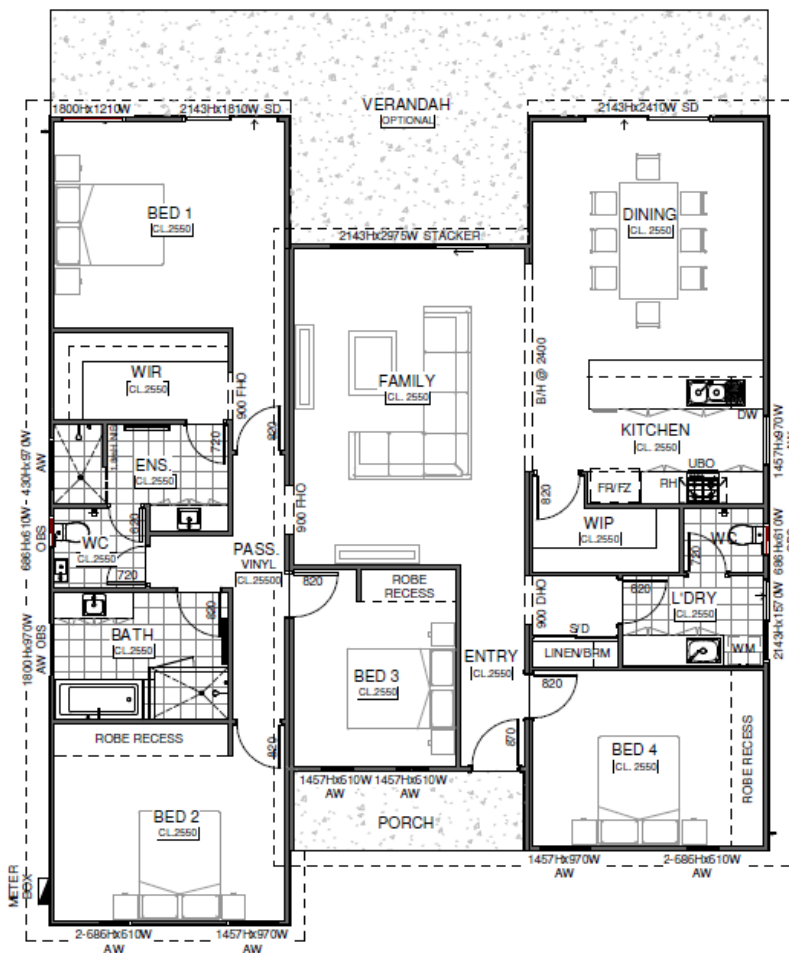
Exmouth



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Contemporary Designer Homes

A: 20 Walters Way, Forrestfield, WA 6058
P: (08) 9454 9522



- 4 Bedrooms
- 2 Bathrooms
- Kitchen
- Meals
- Family
- Store



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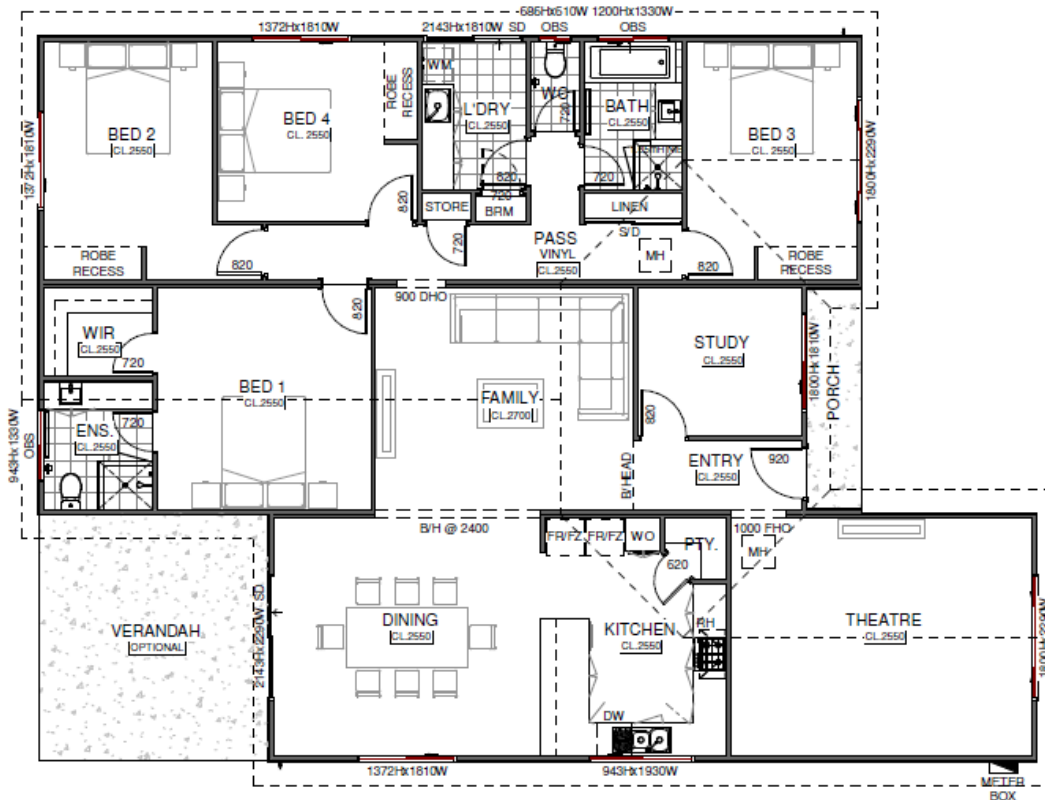
Millstream



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Contemporary Designer Homes

A: 20 Walters Way, Forrestfield, WA 6058
P: (08) 9454 9522



- 4 Bedrooms
- 2 Bathrooms
- Kitchen
- Family Lounge
- Office
- Porch



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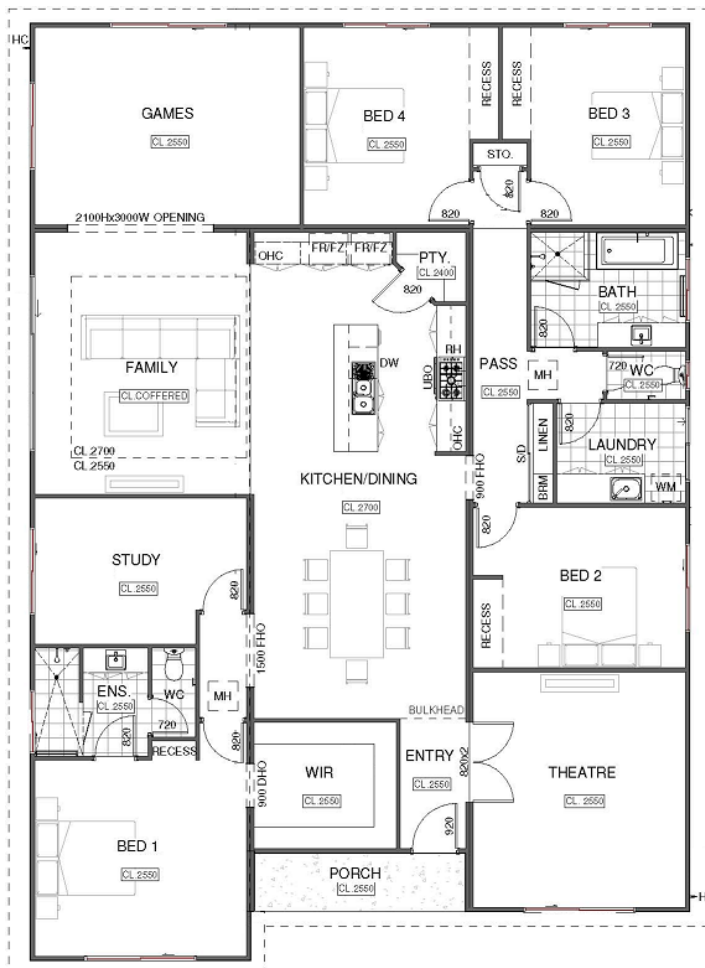
Amberley MkIV



Elevation for illustration purposes only

Contemporary Designer Homes

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P: (08) 9454 9522



- 4 Bedrooms
- 2 Bathroom
- Home Theatre
- Games
- Kitchen
- Dining
- Family
- Study
- Porch



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- Staron, stone or granite bench tops.
- Air conditioning.
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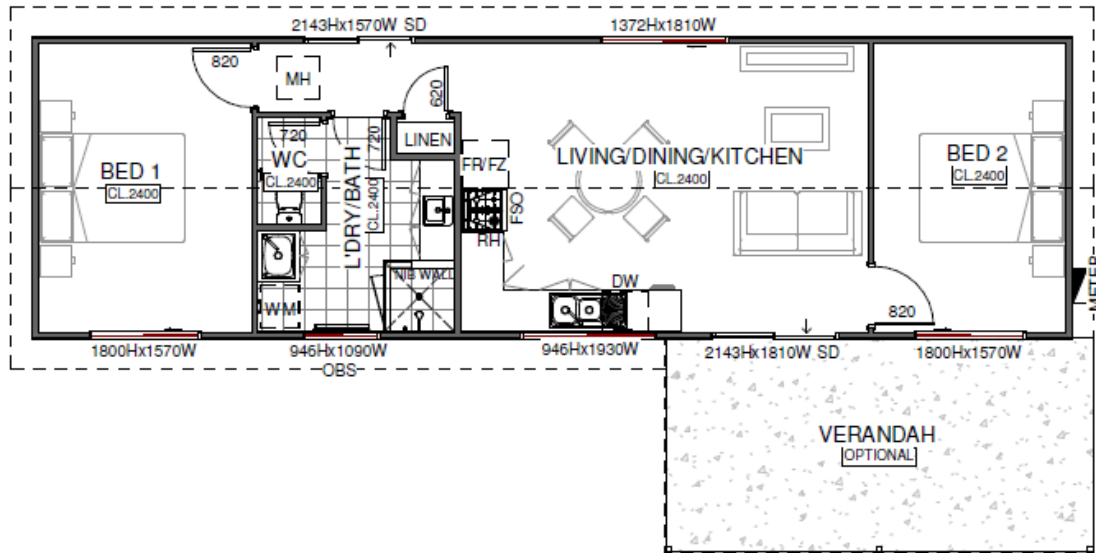
Sundowner



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Contemporary Designer Homes

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- 2 Bedrooms
- Bathroom
- Kitchen
- Dining
- Living



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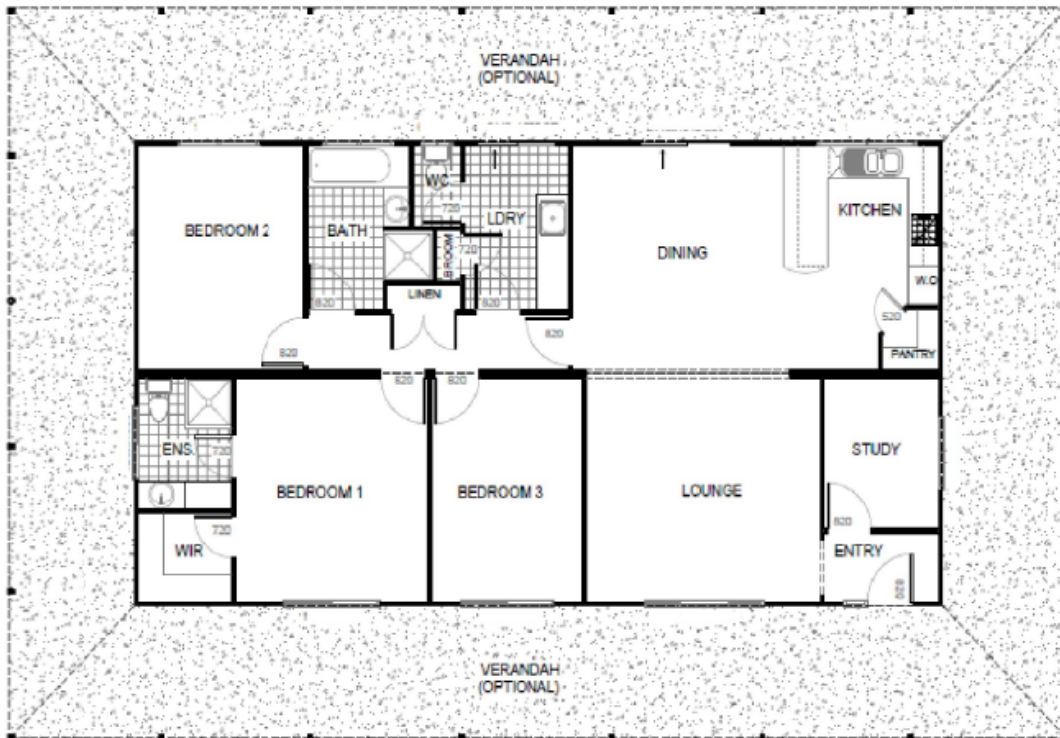
Donnybrook



Elevation for illustration purposes only

Contemporary Designer Homes

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P: (08) 9454 9522



- 3 Bedrooms
- 2 Bathrooms
- Kitchen
- Dining
- Lounge
- Study



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Excellence in residential
transportable housing



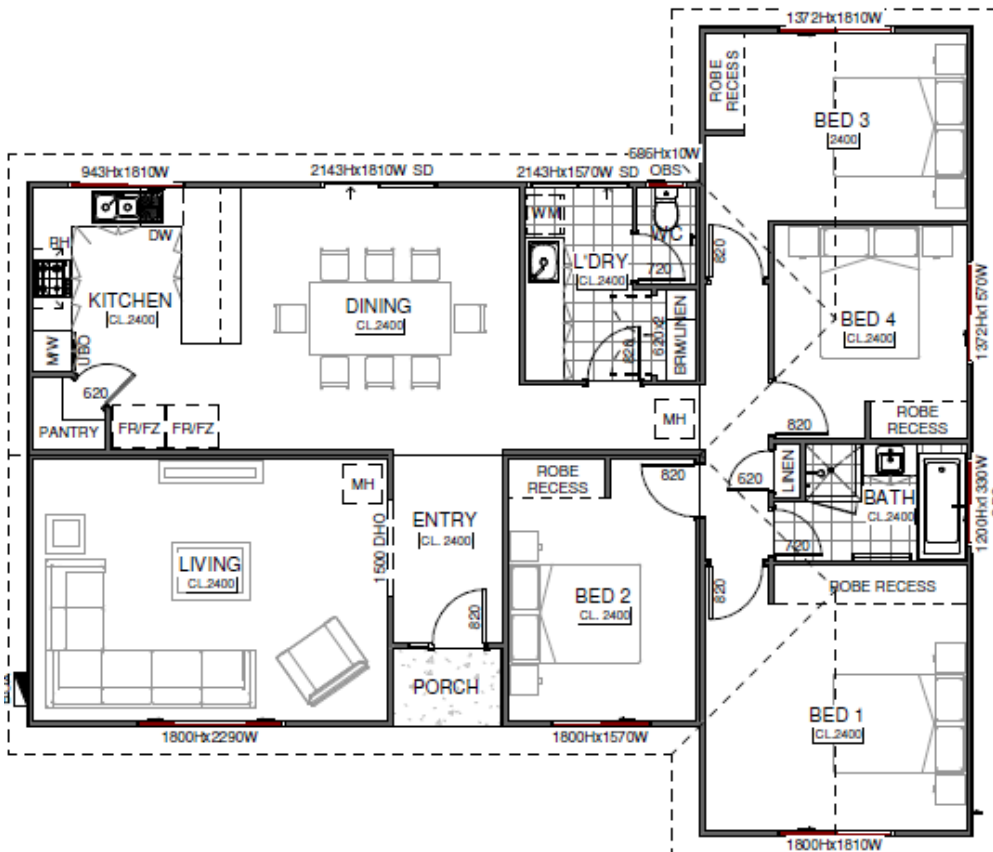
Brenton



Elevation for illustration purposes only

Contemporary Designer Homes

A: 20 Walters Way, Forrestfield, WA 6058
P: (08) 9454 9522



- 4 Bedrooms
- Bathroom
- Home Theatre
- Kitchen
- Family
- Porch



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Denham

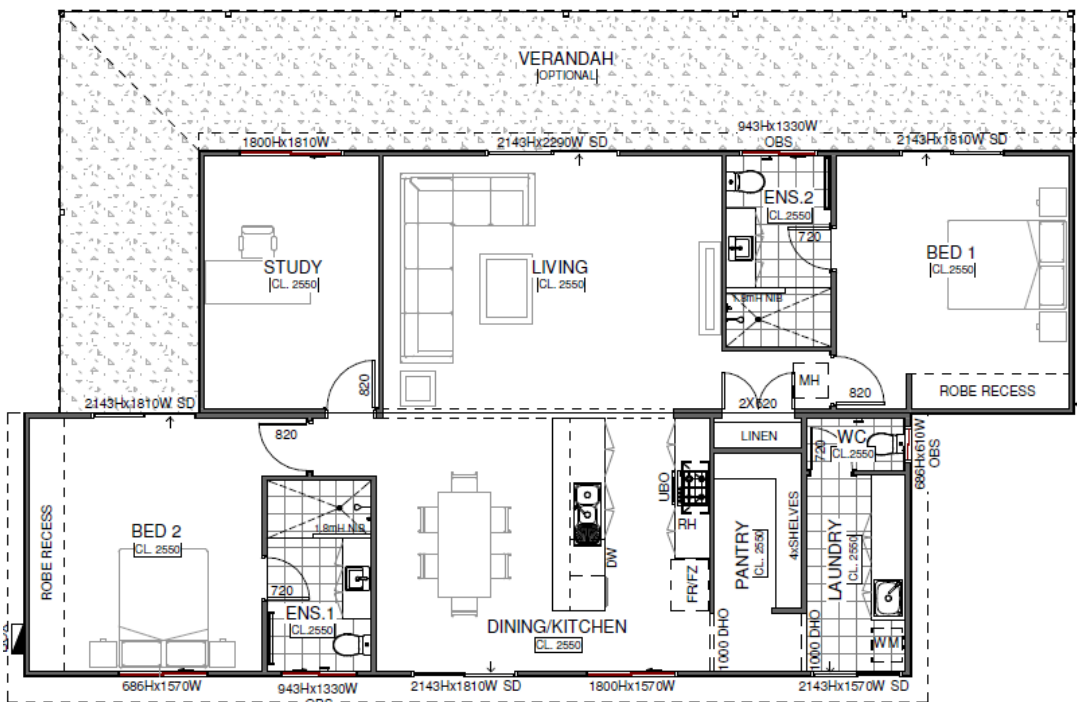


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P: (08) 9454 9522

- 2 Bedrooms
- 2 Bathrooms
- Kitchen
- Living
- Study



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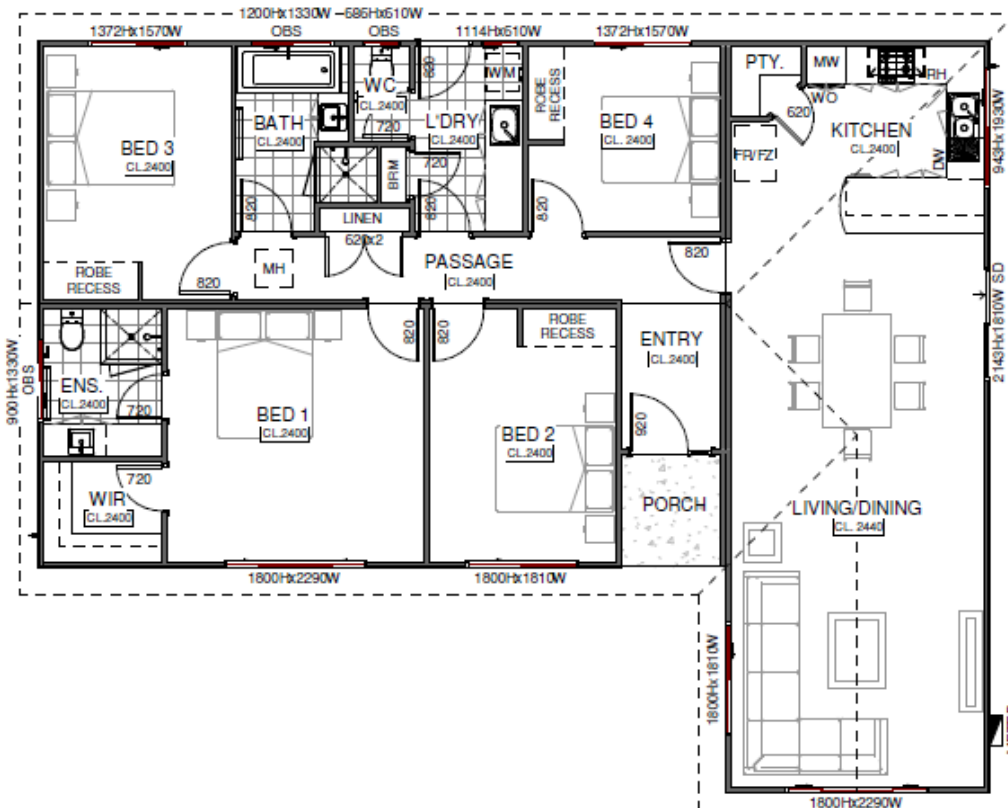
Langley



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Contemporary Designer Homes

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P: (08) 9454 9522



- 4 Bedrooms
- 2 Bathrooms
- Kitchen
- Dining
- Home Theatre
- Porch



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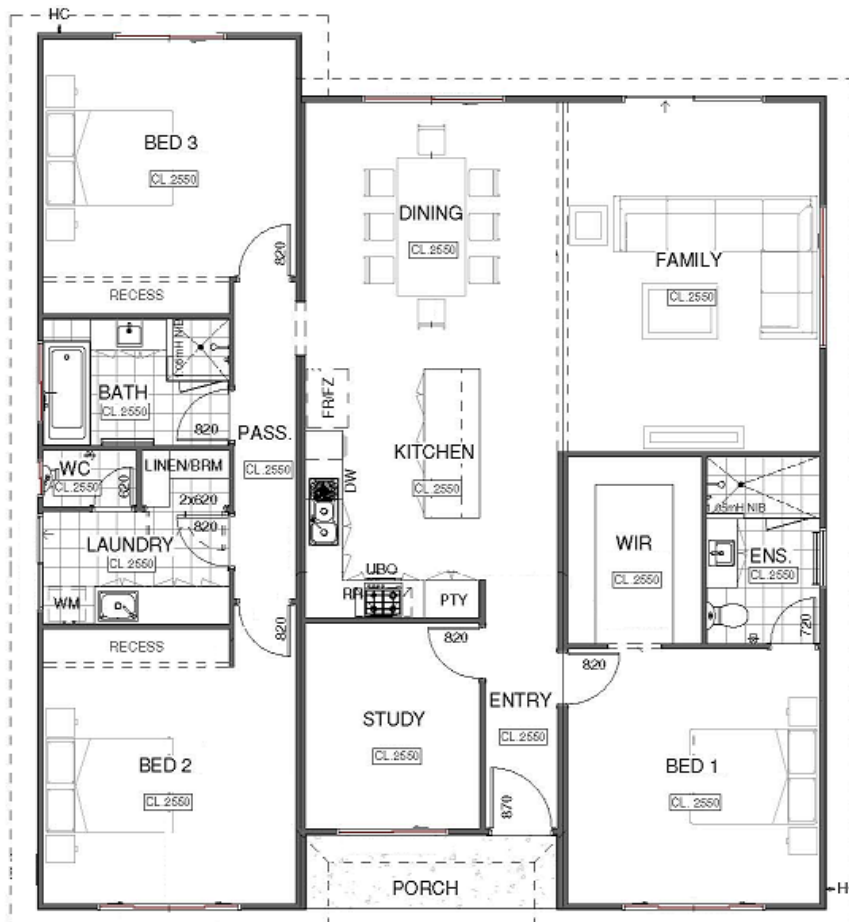
Norfolk MkII



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Contemporary Designer Homes

A: 20 Walters Way, Forrestfield, WA 6058
P: (08) 9454 9522



- 3 Bedrooms
- 2 Bathrooms
- Kitchen
- Meals
- Family
- Study
- Porch



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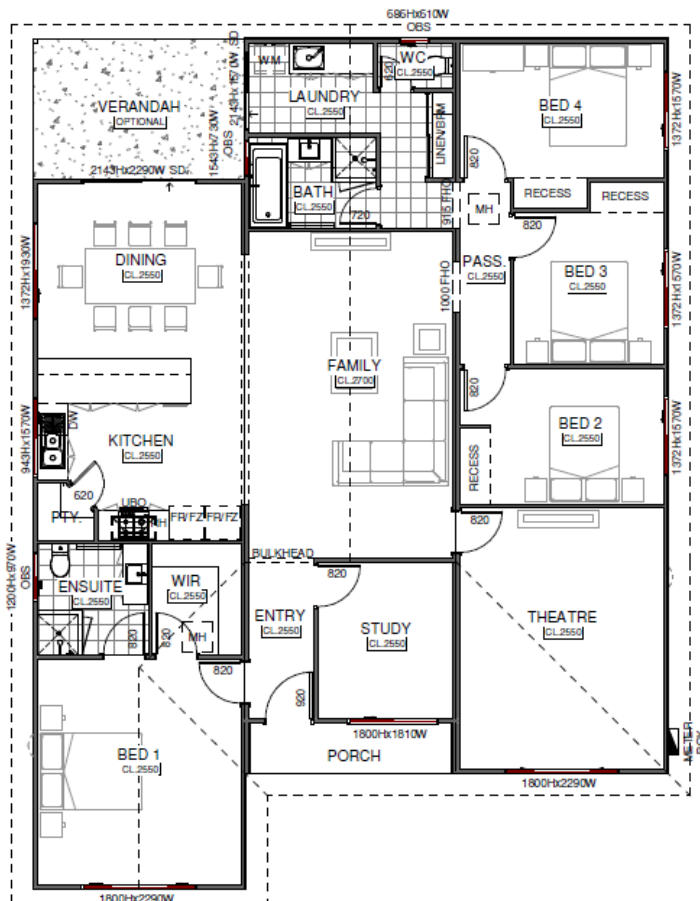
Somerset



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Contemporary Designer Homes

A: 20 Walters Way, Forrestfield, WA 6058
P: (08) 9454 9522



- 4 Bedrooms
- 2 Bathrooms
- Home Theatre
- Kitchen
- Meals
- Family
- Porch



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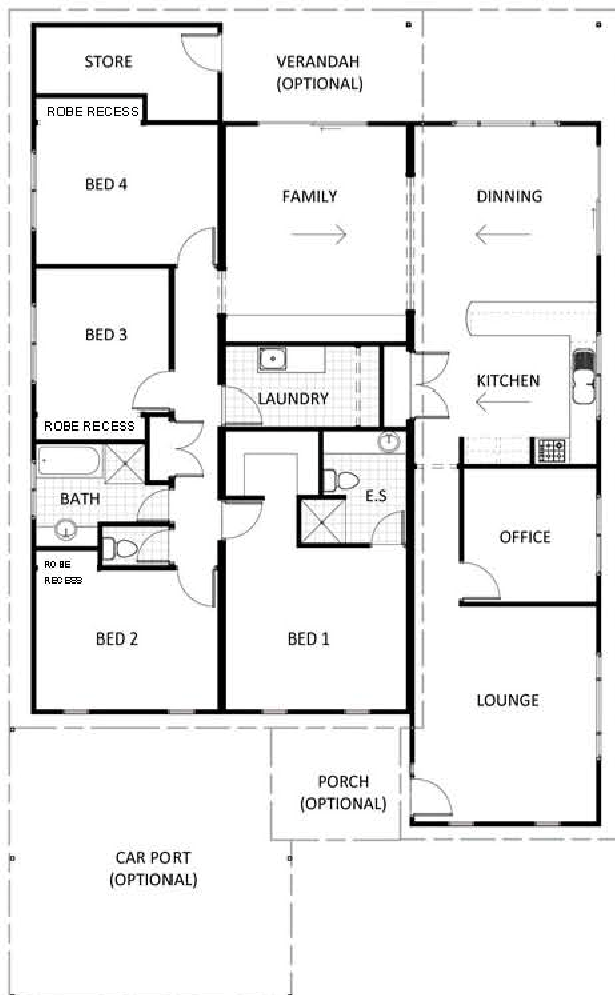
Gascoyne



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Contemporary Designer Homes

A: 20 Walters Way, Forrestfield, WA 6058
P: (08) 9454 9522



- 4 Bedrooms
- 2 Bathrooms
- Kitchen
- Dining
- Family
- Lounge
- Office
- Store



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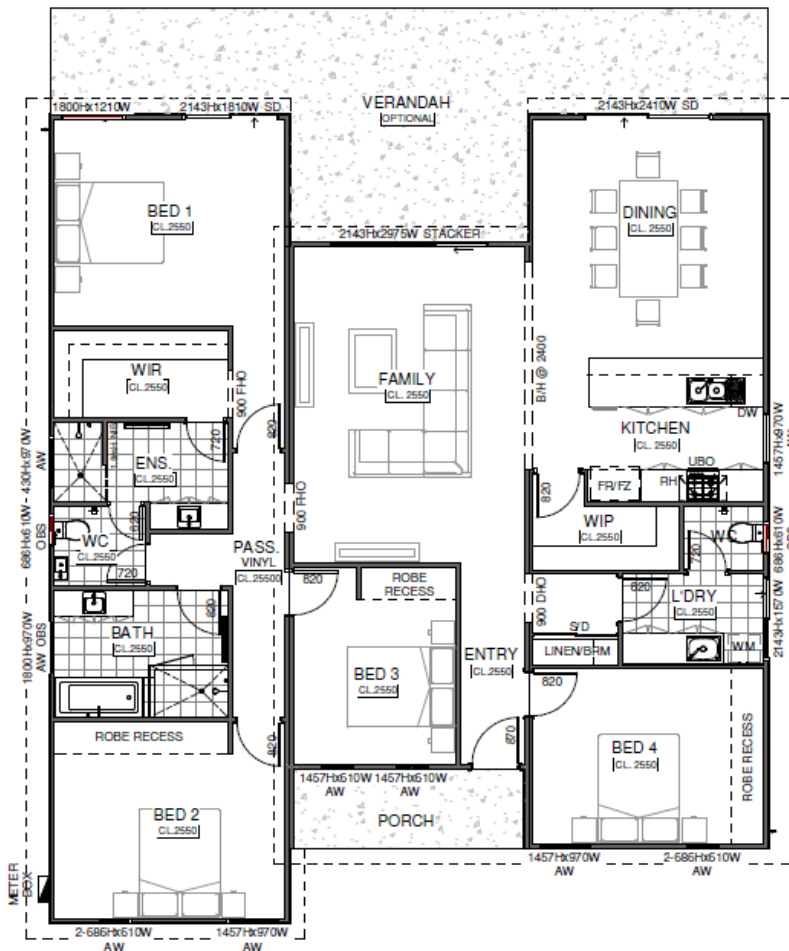
Exmouth



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Contemporary Designer Homes

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- 4 Bedrooms
- 2 Bathrooms
- Kitchen
- Meals
- Family
- Store



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Excellence in residential
transportable housing



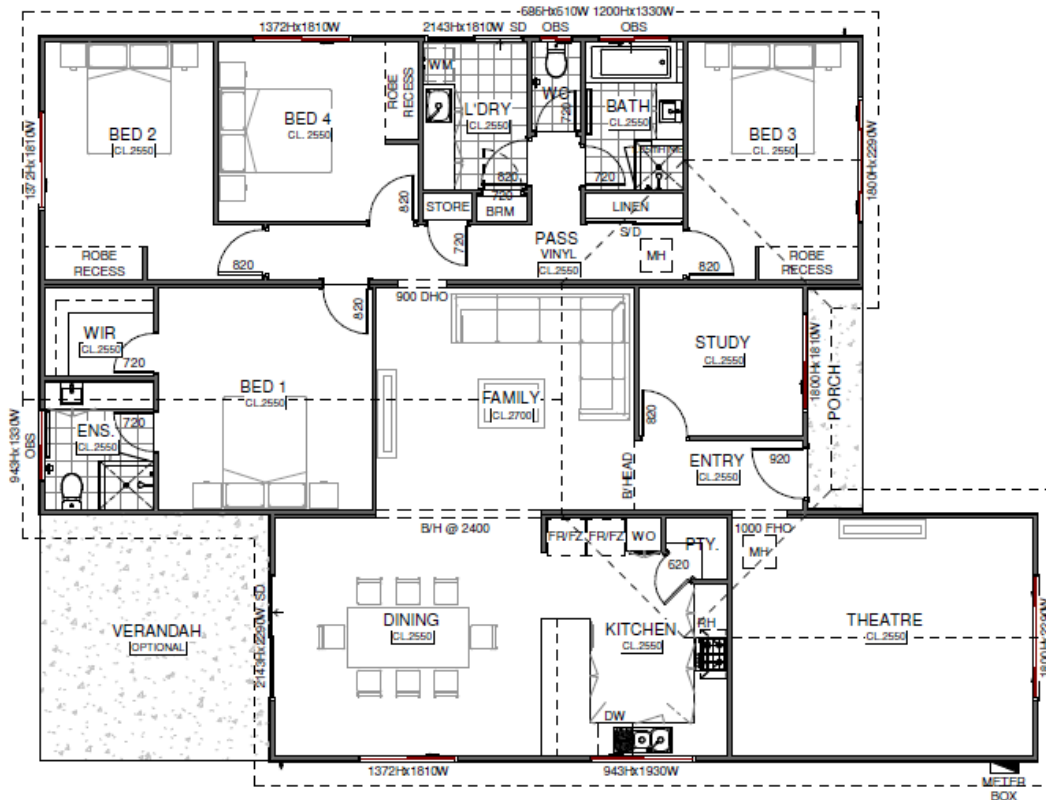
Millstream



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Contemporary Designer Homes

A: 20 Walters Way, Forrestfield, WA 6058
P: (08) 9454 9522



- 4 Bedrooms
- 2 Bathrooms
- Kitchen
- Family Lounge
- Office
- Porch



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transportable housing



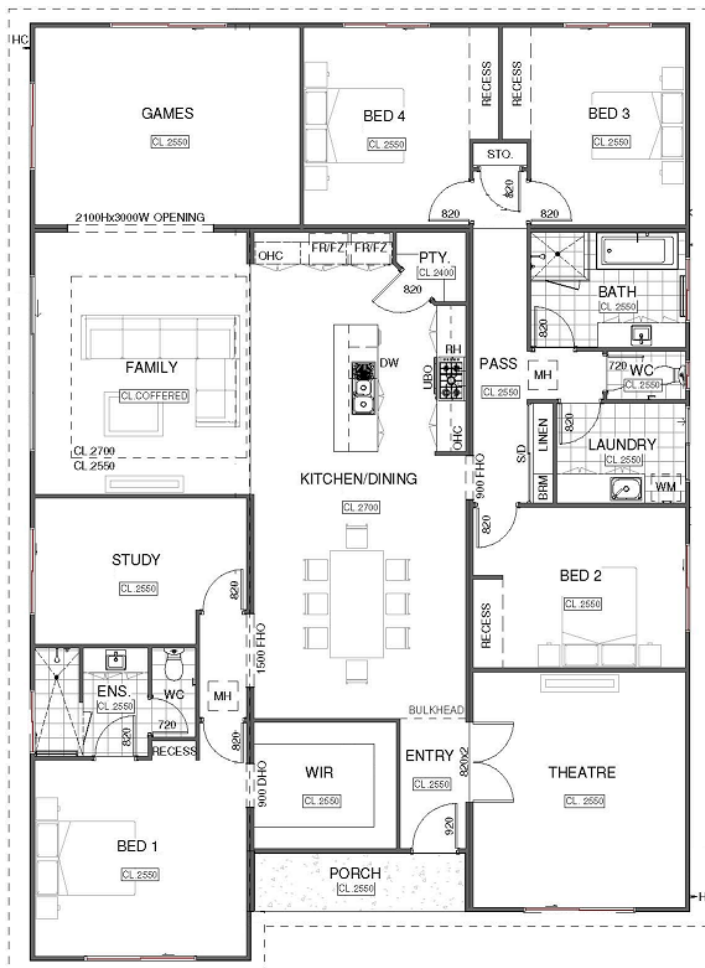
Amberley MkIV



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Contemporary Designer Homes

A: 20 Walters Way, Forrestfield, WA 6058
P: (08) 9454 9522



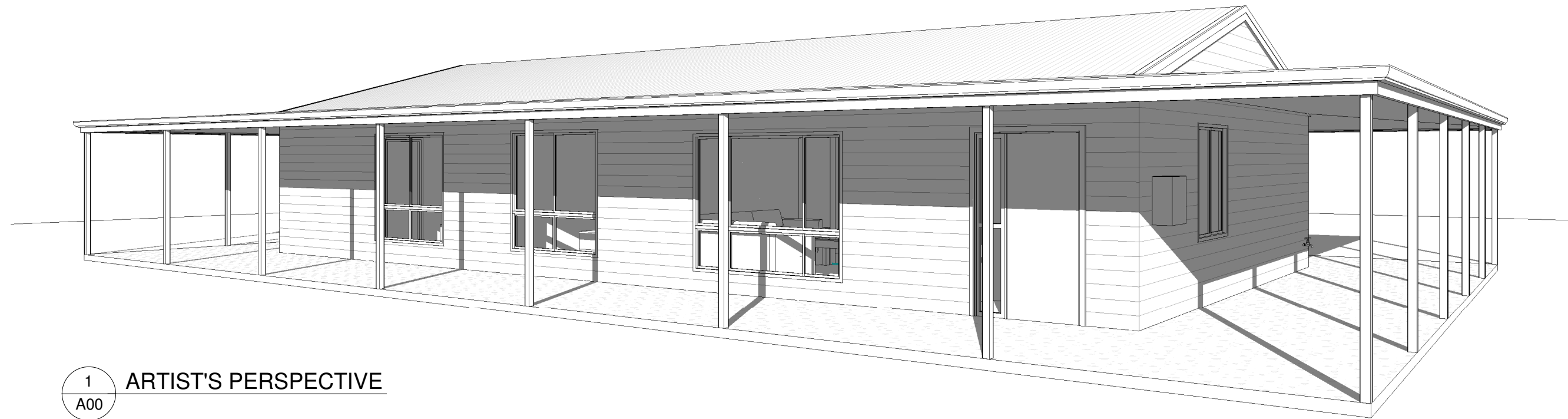
- 4 Bedrooms
- 2 Bathroom
- Home Theatre
- Games
- Kitchen
- Dining
- Family
- Study
- Porch



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1 ARTIST'S PERSPECTIVE
A00

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ISSUE	AMENDMENT	BY	DATE

SHEET CONTENT:		
PERSPECTIVE		
DATE:	DRAWN BY:	CHECKED BY:
21/02/2021	RIR	JH
SCALE:	A3	

PROPOSED RESIDENCE FOR		
DONNYBROOK 3 BED + 2 BATH		
PROJECT NO.	DWG. NO.	REV.
TRS32.4	A00	A

C:\Drawing\Trans Homes Current Designs\Standard Design- Revised\TRS32.4 - Donnybrook.rvt

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CLIENT NOTE:
READ IN CONJUNCTION WITH ADDENDA

INTERNAL OPENINGS:

DHO: DOOR HEIGHT OPENING 2040mm A.F.L
UNLESS OTHERWISE NOTED.

ABBREVIATION LEGEND

A/C	AIR CONDITIONING UNIT - SPLIT TYPE
COND	A/C CONDENSER - EXTERNAL UNIT
OHC	OVERHEAD CUPBOARDS
RH	RANGEHOOD
UBO	UNDERBENCH OVEN
WO	WALL OVEN
FSS	FREE STANDING STOVE
FR/FZ	FRIDGE / FREEZER RECESS
DW	DISHWASHER RECESS
WM	WASHING MACHINE RECESS
TRH	TOILET ROLL HOLDER
TR	TOWEL RAIL
TRG	TOWEL RING
MH	MANHOLE
BRM	BROOM
OBS	OBSCURE
HC	HOSE COCK
FT	FRIDGE TAP



1 FLOOR PLAN
A01 1 : 100

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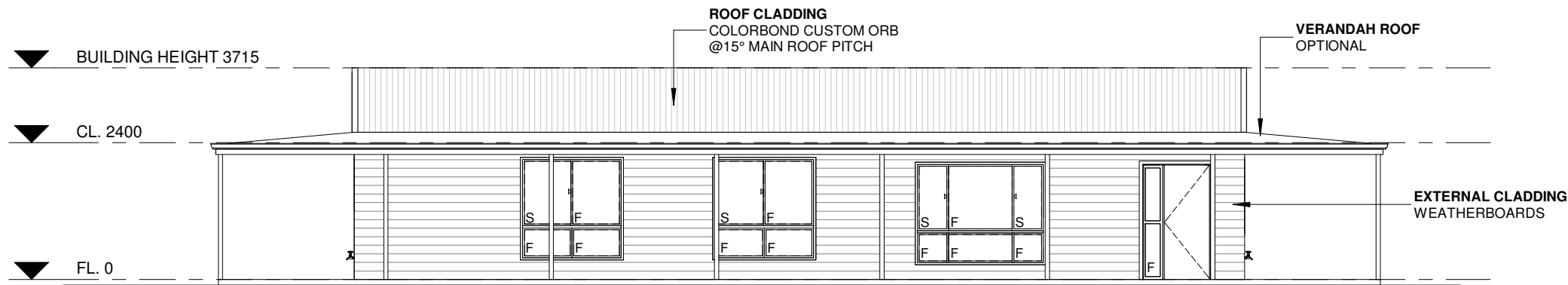


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ISSUE	AMENDMENT	BY	DATE

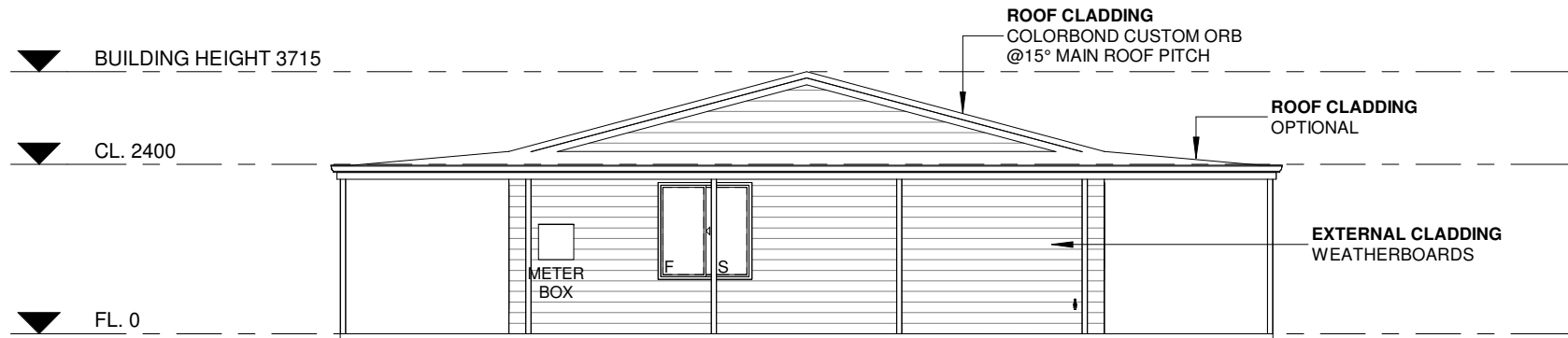
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22/02/2021	RIR	JH
SCALE:	1 : 100	A3

PROPOSED RESIDENCE FOR		
DONNYBROOK 3 BED + 2 BATH		
PROJECT NO.	DWG. NO.	REV.
TRS32.4	A01	A

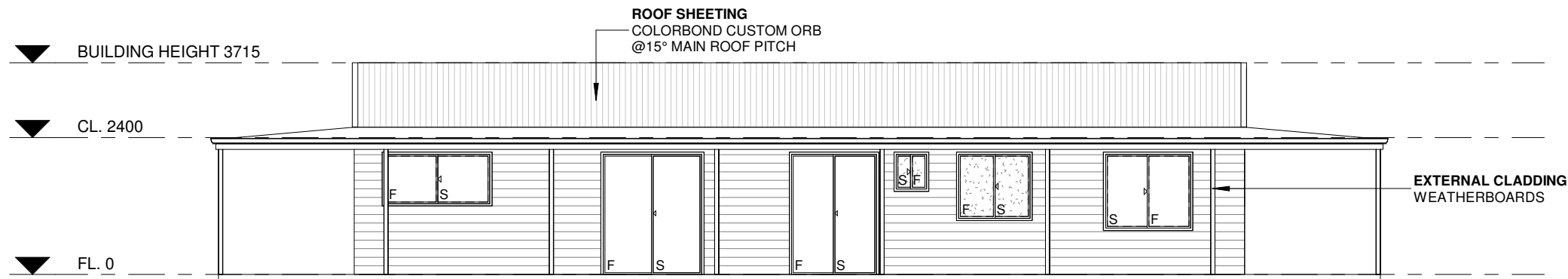
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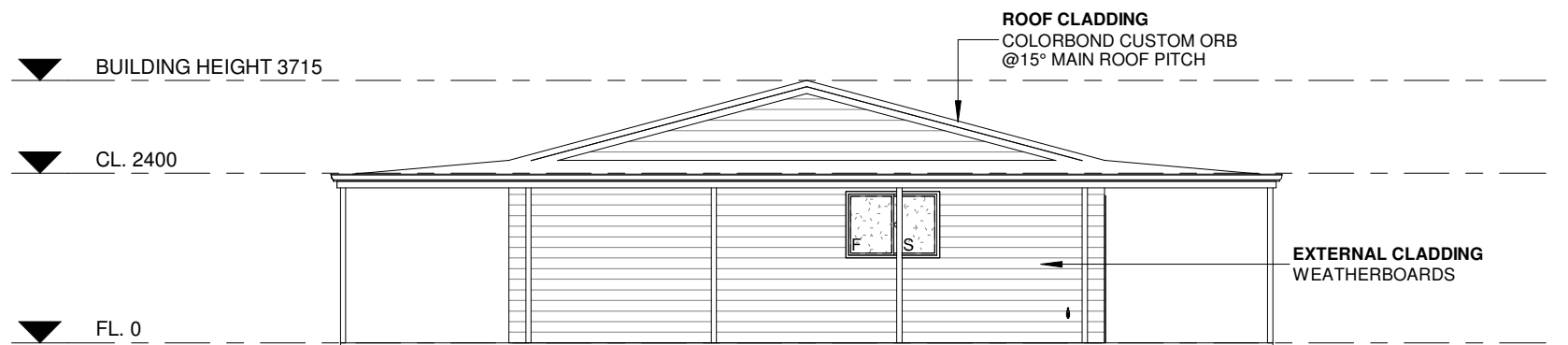
E1 E1 ELEVATION
A02 1 : 100



E2 E2 ELEVATION
A02 1 : 100



E3 E3 ELEVATION
A02 1 : 100



E4 E4 ELEVATION
A02 1 : 100

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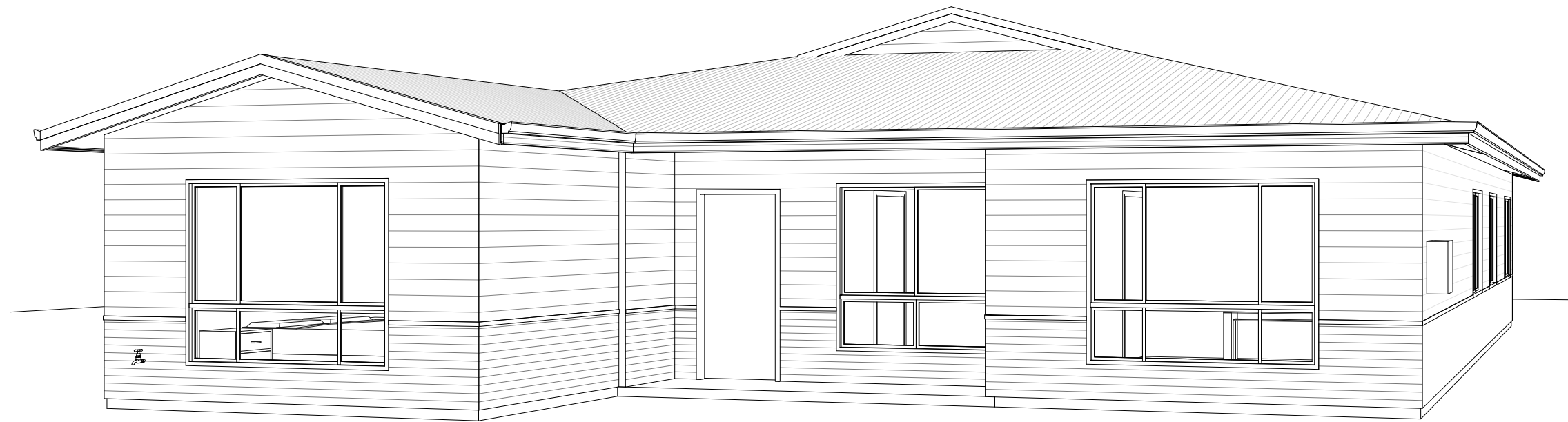


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ISSUE	AMENDMENT	BY	DATE	

SHEET CONTENT:		
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DATE:	DRAWN BY:	CHECKED BY:
22/02/2021	RIR	JH
SCALE:	1 : 100	A3

PROPOSED RESIDENCE FOR		
DONNYBROOK 3 BED + 2 BATH		
PROJECT NO.	DWG. NO.	REV.
TRS32.4	A02	A

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A	PREPARE STANDARD DESIGN	RIR	22/02/2021

SHEET CONTENT: ARTIST'S PERSPECTIVE		
DATE: 22/02/2021	DRAWN BY: RIR	CHECKED BY: JH
SCALE:		A3

PROPOSED RESIDENCE FOR SOMERSET 4 BED + 2 BATH		
PROJECT NO. TRS42.3	DWG. NO. A00	REV. A

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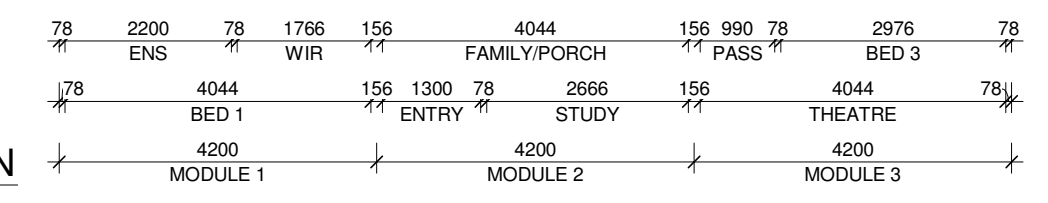
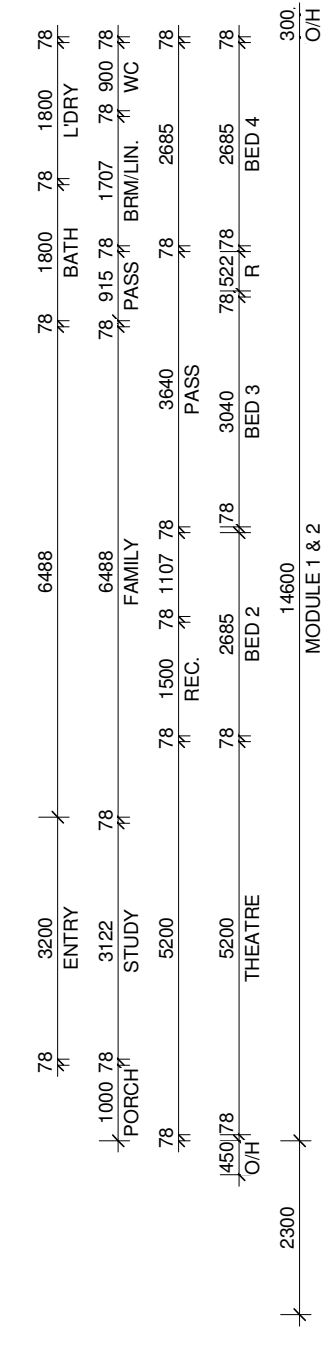
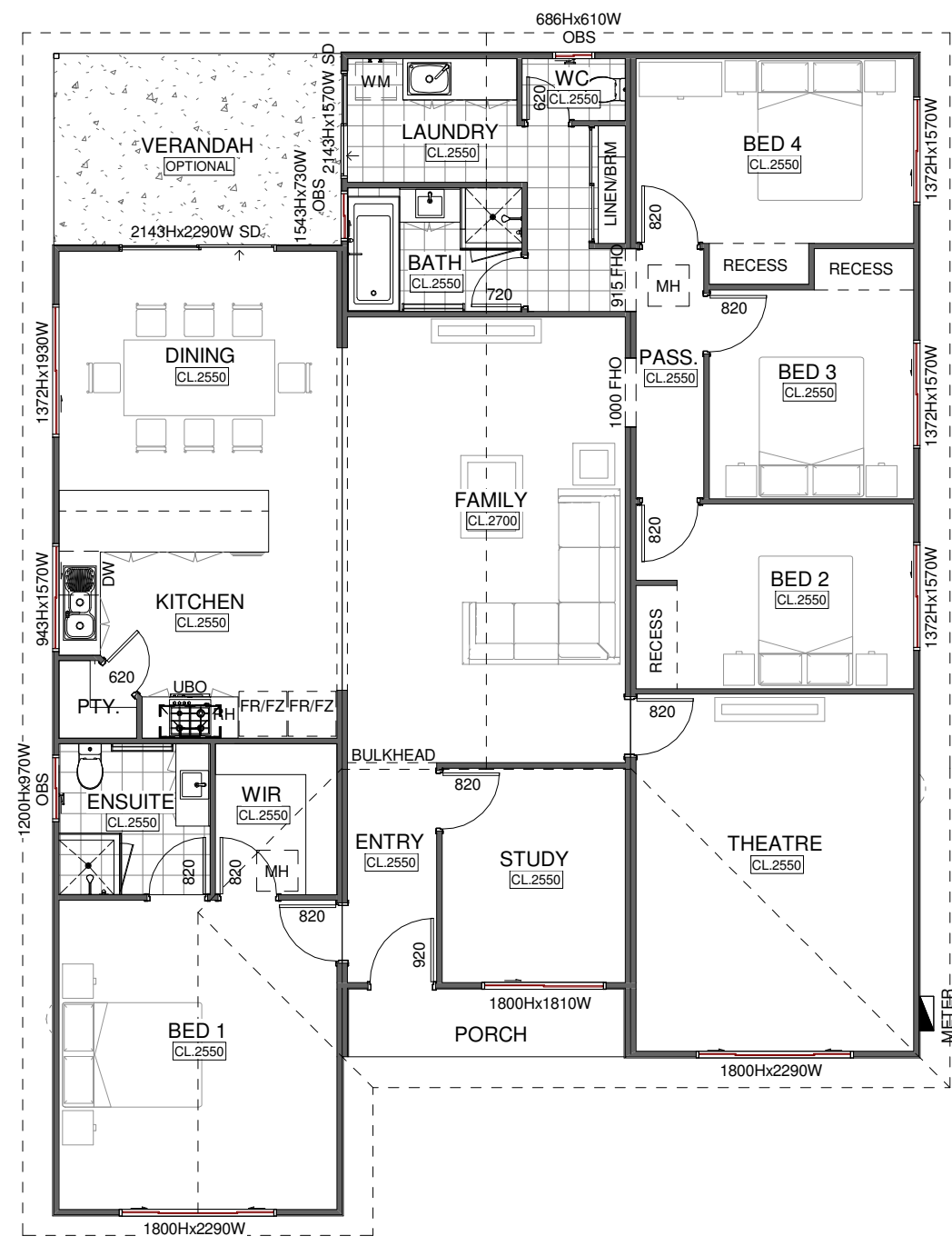
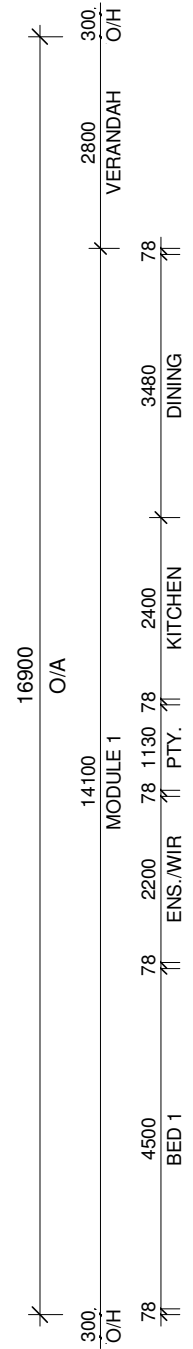
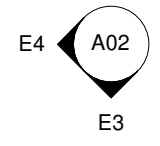
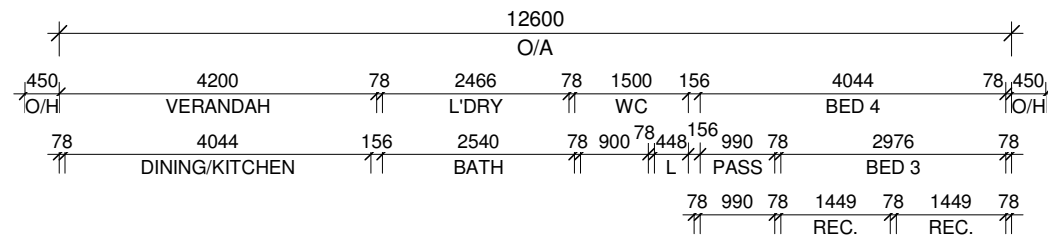
READ IN CONJUNCTION WITH ADDENDA

INTERNAL OPENINGS:

DHO: DOOR HEIGHT OPENING 2040mm A.F.L. UNLESS OTHERWISE NOTED.

ABBREVIATION LEGEND

A/C	AIR CONDITIONING UNIT - SPLIT TYPE
COND	A/C CONDENSER - EXTERNAL UNIT
RH	RANGEHOOD
UBO	UNDERBENCH OVEN
FR/FZ	FRIDGE / FREEZER RECESS
DW	DISHWASHER RECESS
WM	WASHING MACHINE RECESS
TRH	TOILET ROLL HOLDER
DTR	DOUBLE TOWEL RAIL
TRG	TOWEL RING
MH	MANHOLE
BRM	BROOM
OBS	OBSCURE
FT	FRIDGE TAP
HC	HOSE COCK



1 FLOOR PLAN
1 : 100

177.66m ²
--.00m ²
4.20m ²
181.86m²
213.73m ²
--.00m ²
213.73m²

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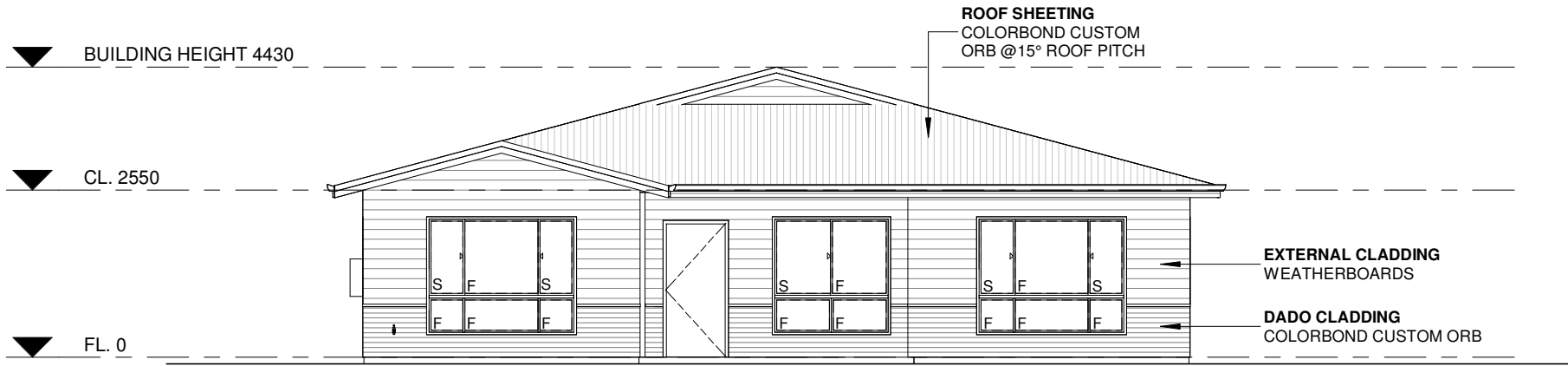
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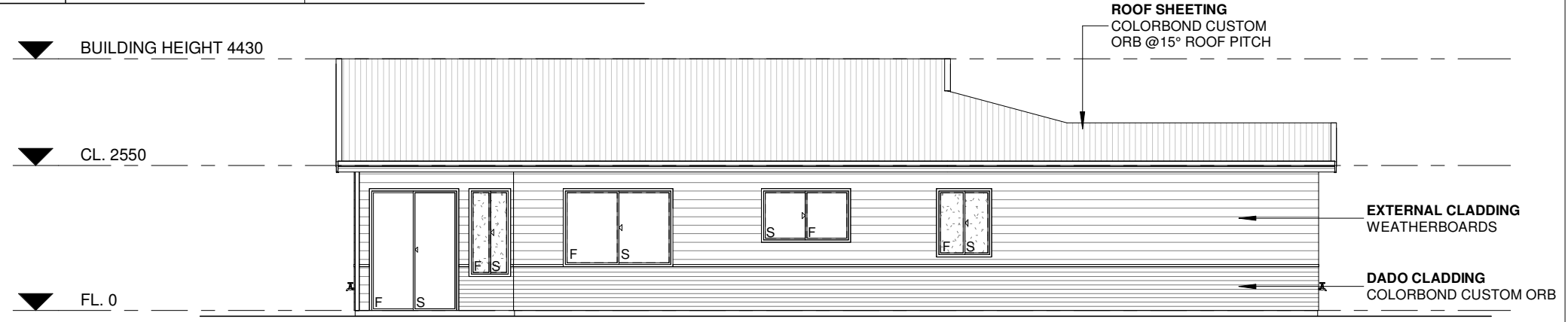
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ISSUE	AMENDMENT	BY	DATE

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22/02/2021	RIR	JH
SCALE:	1 : 100	A3

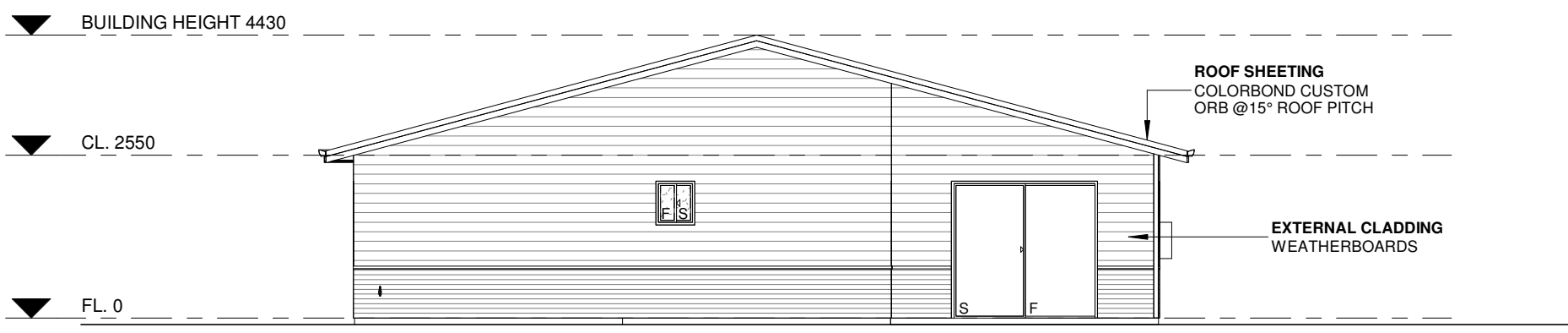
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SOMERSET 4 BED + 2 BATH		
PROJECT NO.	DWG. NO.	REV.
TRS42.3	A01	A



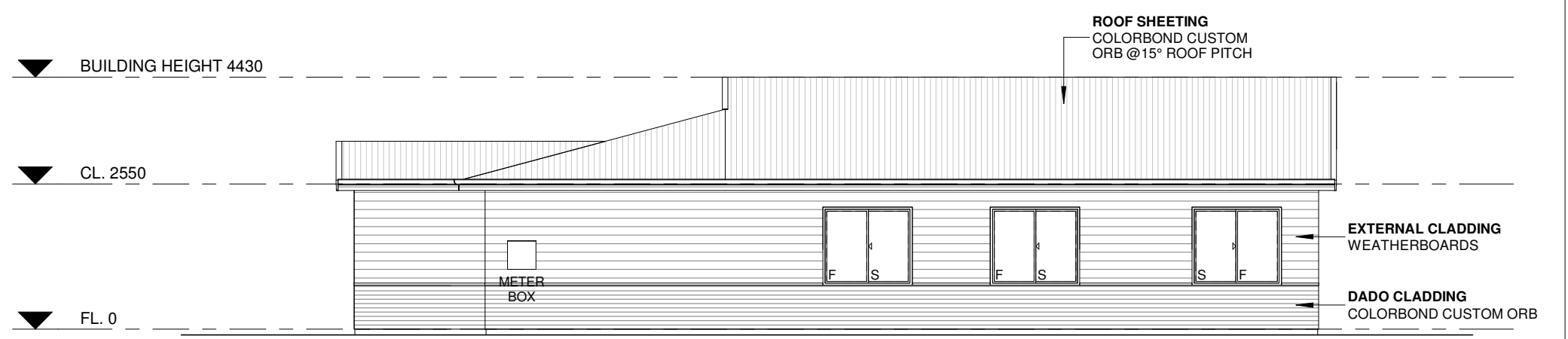
E1
A02
E1 ELEVATION
1 : 100



E2
A02
E2 ELEVATION
1 : 100



E3
A02
E3 ELEVATION
1 : 100



E4
A02
E4 ELEVATION
1 : 100

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SHEET CONTENT: ELEVATIONS		
DATE: 22/02/2021	DRAWN BY: RIR	CHECKED BY: JH
SCALE: 1 : 100	A3	

PROPOSED RESIDENCE FOR SOMERSET 4 BED + 2 BATH		
PROJECT NO. TRS42.3	DWG. NO. A02	REV. A

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ISSUE	AMENDMENT	BY	DATE	

SHEET CONTENT:		
ARTIST'S PERSPECTIVE		
DATE:	DRAWN BY:	CHECKED BY:
19/02/2021	RIR	JH
SCALE:	A3	

PROPOSED RESIDENCE FOR		
LANGLEY Mk. III		
4 BED + 2 BATH		
PROJECT NO.	DWG. NO.	REV.
TRS42.4	A00	A

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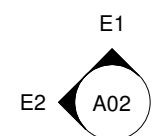
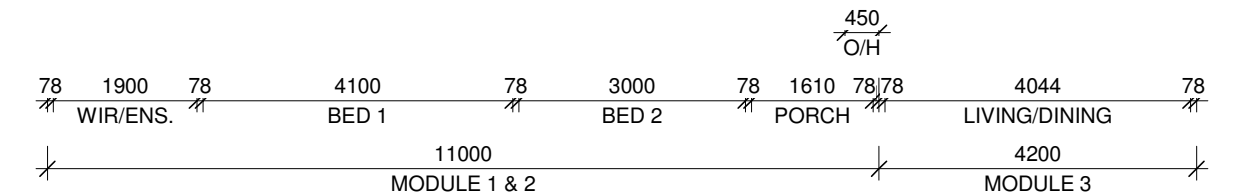
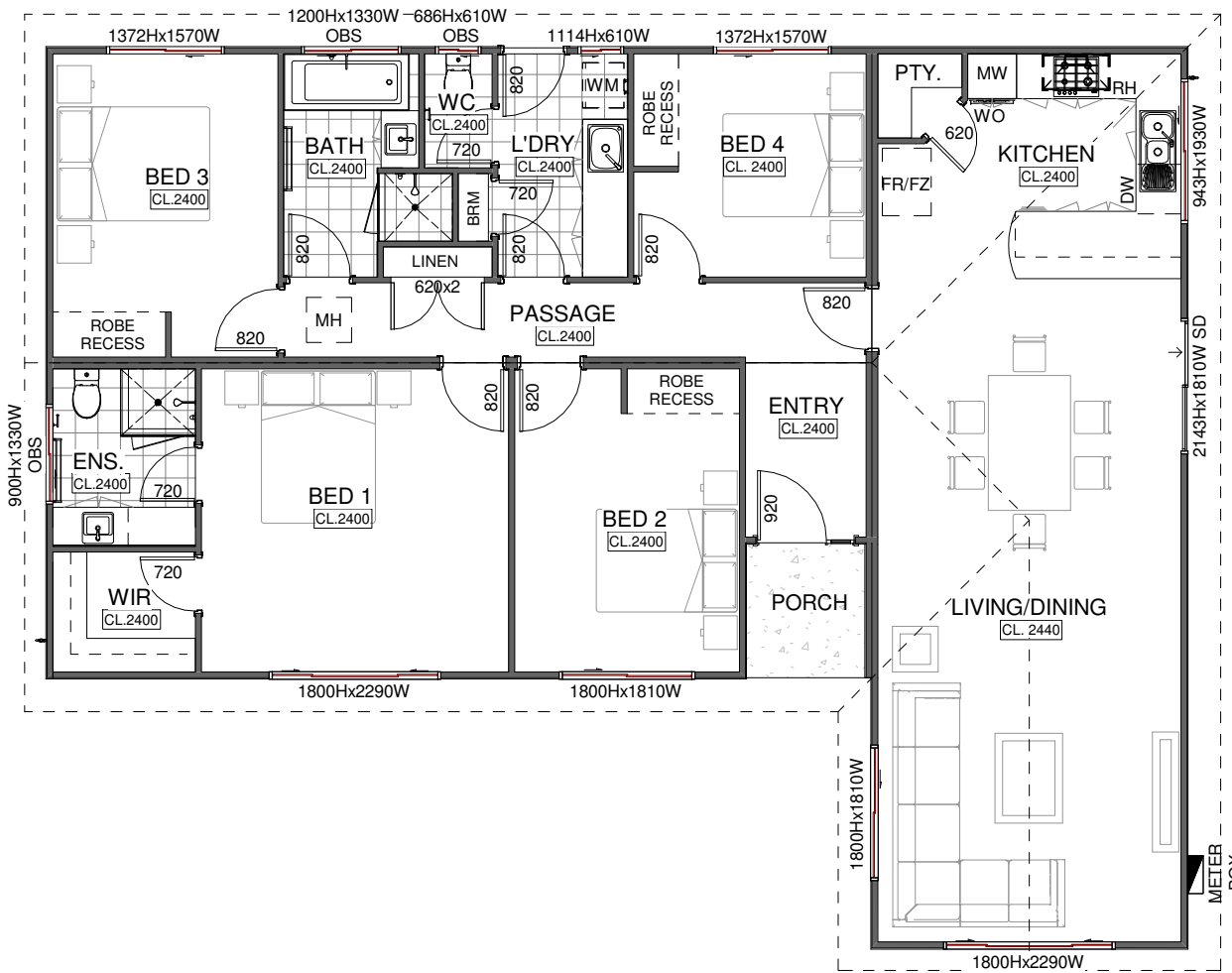
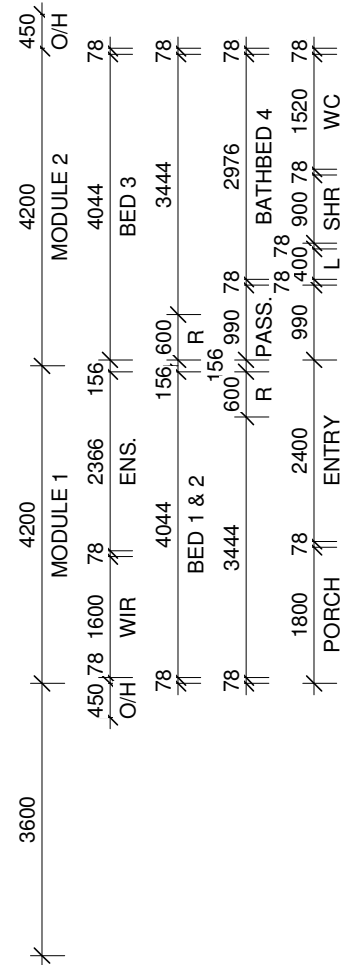
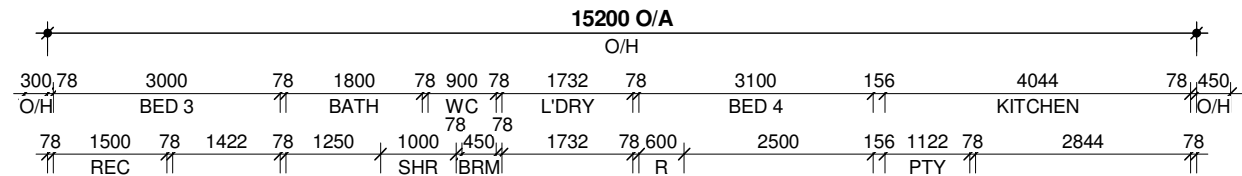
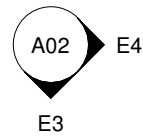
CLIENT NOTE:
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INTERNAL OPENINGS:

DHO: DOOR HEIGHT OPENING 2040mm A.F.L
UNLESS UDERWISE NOTED.

ABBREVIATION LEGEND

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COND	A/C CONDENSER - EXTERNAL UNIT
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RH	RANGEHOOD
UBO	UNDERBENCH OVEN
WO	WALL OVEN
FSS	FREE STANDING STOVE
FR/FZ	FRIDGE / FREEZER RECESS
DW	DISHWASHER RECESS
WM	WASHING MACHINE RECESS
TRH	TOILET ROLL HOLDER
TR	TOWEL RAIL
TRG	TOWEL RING
MH	MANHOLE
BRM	BROOM
OBS	OBSCURE
HC	HOSE COCK
FT	FRIDGE TAP



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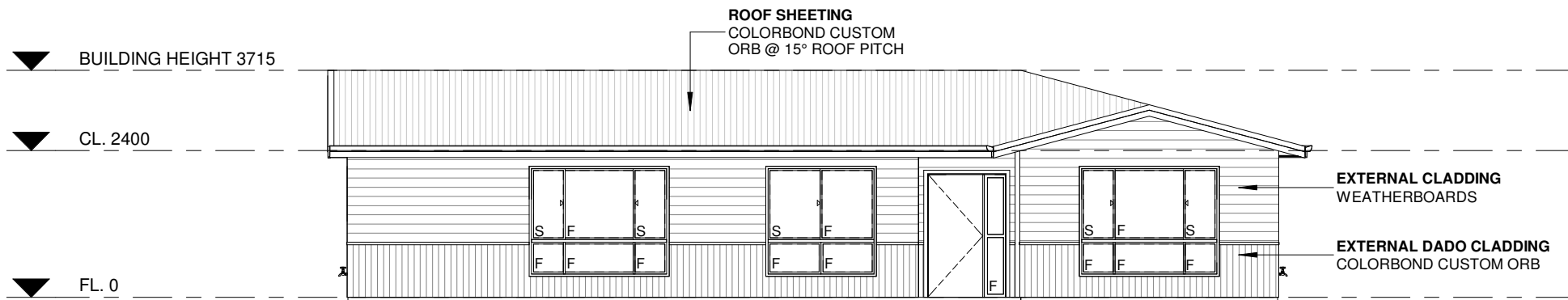
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ISSUE	AMENDMENT	BY	DATE

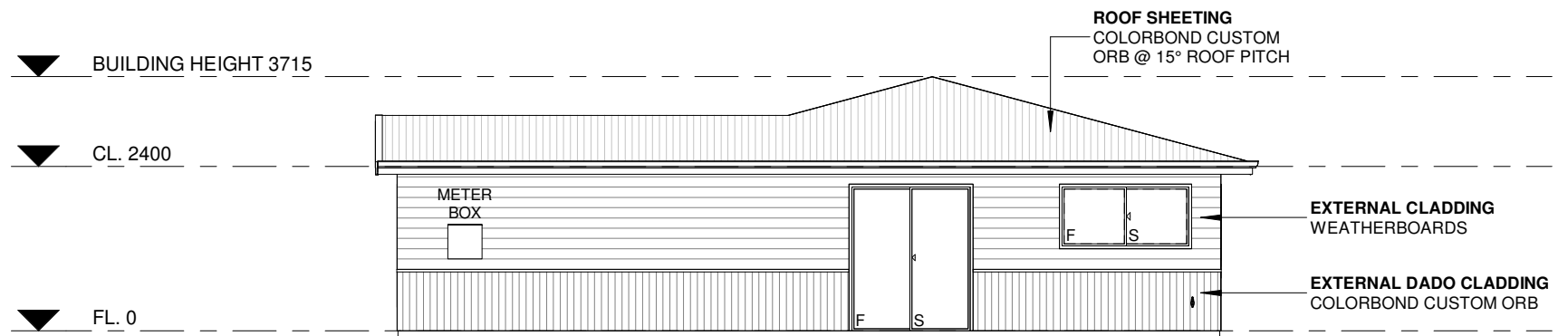
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FLOOR PLAN		
DATE:	DRAWN BY:	CHECKED BY:
19/02/2021	RIR	JH
SCALE:	1 : 100	A3

PROPOSED RESIDENCE FOR		
LANGLEY Mk. III 4 BED + 2 BATH		
PROJECT NO.	DWG. NO.	REV.
TRS42.4	A01	A

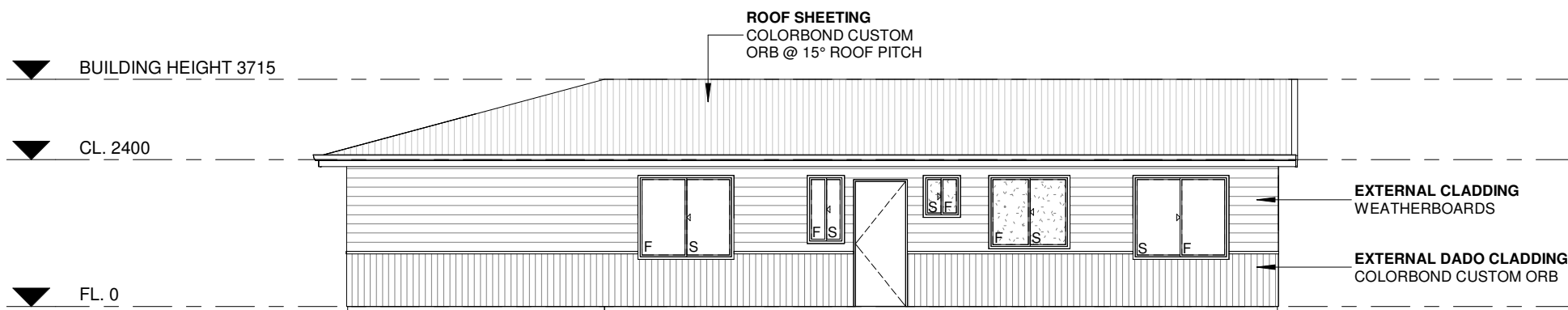
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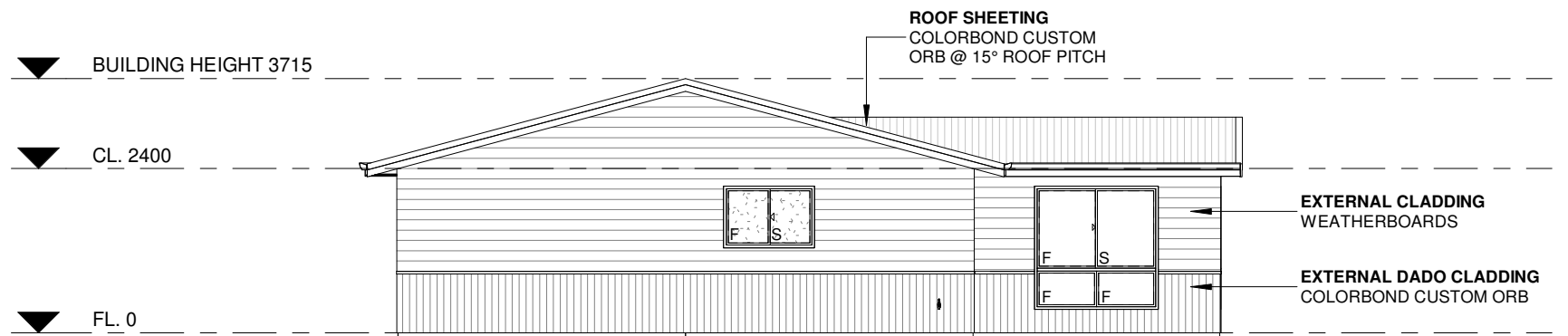
E1 E1 ELEVATION
A02 1 : 100



E2 E2 ELEVATION
A02 1 : 100



E3 E3 ELEVATION
A02 1 : 100



E4 E4 ELEVATION
A02 1 : 100

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ISSUE	AMENDMENT	BY	DATE

SHEET CONTENT:

ELEVATIONS

DATE:	DRAWN BY:	CHECKED BY:
19/02/2021	RIR	JH
SCALE:	1 : 100	A3

PROPOSED RESIDENCE FOR

LANGLEY Mk. III
4 BED + 2 BATH

PROJECT NO.	DWG. NO.	REV.
TRS42.4	A02	A

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6.2 Microgrid Update – October 2022

Meeting Date:	11 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Quairading – Securing our Energy Future Brochure (ii) Letter to the Minister - Virtual power plant commitment
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: SP06 - 22/23

MOVED Cr Haythornthwaite SECONDED Cr Stacey

For the Strategic Planning Committee to recommend to Council, that Council:

Note the Microgrid October 2022 update.

CARRIED 6/0

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 CEO, and Cr Hippisley carried out additional investigation into grant and funding opportunities and met with industry experts in the microgrid field to ascertain whether this was a worthwhile project to pursue.

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

RESOLUTION: 178-21/22

MOVED Cr Hippisley SECONDED Cr Hayes

That Council endorse the establishment of a microgrid working group.

A Microgrid Working Group was so established.

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

MATTER FOR CONSIDERATION

That Council note the progress of the project.

BACKGROUND

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

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

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

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

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

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

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

On the 15 July 2022, the Microgrid Working Group met with Hon Mia Davies who was well-versed in microgrid technology and the current obstacles in Western Australia in terms of regulatory blockage.

After receiving information that Hon Bill Johnston was not responding to media enquiries about Quairading's black outs, the Shire engaged a Media & Political Strategist which resulted in significantly more media coverage.

On Friday 16 September 2022 Hon Bill Johnston, Minister for Energy met with:

- Cr Peter Smith, President, Shire of Quairading
- Cr Trevor Stacey, Vice President, Shire of Quairading
- Cr Jonathan Hippisley, Shire of Quairading
- Nicole Gibbs, CEO, Shire of Quairading
- Caroline Robinson, EO, NEWROC
- Cr Tony Sachse, President, Shire of Mt Marshall
- Mr John Nuttall, CEO, Shire of Mt Marshall
- Mr Peter Klein, CEO, Shire of Wyalkatchem
- Kathleen Brown, representing Hon Mia Davies Office
- Liz Aitken (Principal at Empire Carbon and Energy
- Tirthankar Banerjee, Microgrid Centre for Excellence

Both NEWROC and the Shire of Quairading provided formal presentations (Quairading's is provided as attachment (i)) detailing the critical consequences of the increased frequency and duration of power outages.

Minister Johnston responded by stating that (paraphrased):

- The Minister believed the consultants and providers of microgrids were lying to us (a statement he repeatedly made).
- That Western Power was performing at above-average standard by providing the State with a 99.8 track percentage, rather than the required 99.3 track percentage.
- That Western Power was using Commonwealth microgrid funds to upgrade electricity in remote Aboriginal communities.
- That the Wheatbelt should expect power outages – no one should expect 100% continuity of power.
- That the power outages at the Quairading Hospital were the fault of WACHS.
- That the loss of telecommunications due to power outages were the fault of Telstra.
- Given all circumstances, the Wheatbelt did not really have a significant power outage issue.
- That he would work with both NEWROC and Quairading into the future to look at potential solutions.

At the end of the meeting, Minister Johnston committed to working with the Shire of Quairading and Western Power to install a Virtual Power Plant (VPP).

On the 29 September 2020 the Shire sent a letter to Hon Minister Bill Johnston (attachment ii) requesting the specific details of the commitment.

The working group has decided to put the current media strategy on hold for eight weeks to give Minister Johnston a reasonable amount of time to respond to the letter. Should Minister Johnston not respond within this time frame, the media strategy will be re-enacted.

NEWROC is arranging a meeting with CBH to discuss potential locations for a microgrid and will invite Quairading to attend.

As part of the current media strategy, the Shire of Quairading in conjunction with Michael Southwell have developed a brochure "Quairading – Securing our Energy Future" (attachment i) detailing information for public knowledge about the current power situation within Quairading and explaining what a microgrid is, and how it can benefit the community. The brochure has been forwarded to all households in Quairading.

STATUTORY ENVIRONMENT

Economic Regulation Authority (<https://www.era.gov.au/>)

POLICY ENVIRONMENT

Shire of Quairading Strategic Community Plan 2021-2031

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

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

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

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

The working group is also in consultation with Hon Mia Davies, Dr David Honey and Hon Bill Johnston, Minister for Energy.

RISK ASSESSMENT

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

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

COMMENT

Nil.



SHIRE OF

Quairading

Take a closer look

QUAIRADING – SECURING OUR ENERGY FUTURE

THE ISSUE

Quairading is currently beset by issues of unreliability of power supply. The town cannot retain or hope to attract residents, workers with skills, business or investment if it does not have energy security.



STAND-ALONE POWER SYSTEMS

Known as an SPS, this is an off-grid system that operates independently from the main network. Each SPS consists of a renewable energy supply such as solar panels, battery energy storage system and a backup generator.

SAPS are now located in numerous locations throughout the Mid-West, Wheatbelt and Great Southern regions. The WA Government plans to roll out a further 4000 standalone power systems across the state by 2032.

The issue is that these units are designed to power a single property, and not a town. The solution for a town is to create a microgrid - one that can run independently from the grid when required but will be connected to the grid under "normal" conditions.

MICROGRIDS

A microgrid is a group of interconnected loads and distributed energy resources within clearly defined electrical boundary that acts as a single controllable entity with respect to the grid. A microgrid can connect and disconnect from the grid to enable it to operate in both grid-connected or island-mode. This figure illustrates what a microgrid can look like. (Source: Berkley Labs).

MICROGRID COMPONENTS

These are the key elements to a microgrid:

Isolation switch (ringed in red). This is a key component of a microgrid, which enables it to operate in either grid-connected or island-mode.

Power generation assets. These may be solar panels, wind turbines, or any other technology capable of generating electricity.

Energy storage assets. These could be batteries, or any other technology capable of storing energy.

Distribution assets, capable of transmitting electricity between neighbours and between households and central power generation and energy storage assets.

Consumers, including households, businesses and government entities.

Isolatable microgrids have already been established in remote towns, in the Eastern States and indeed all over the world.

THE QUAIRADING PROPOSED MICROGRID SOLUTION

The Quairading Microgrid is not (initially) intended to replace the Western Power assets in Quairading (the Quairading Grid), but rather to supplement the energy supplied by the SWIS and to provide a localised source of energy to maintain the reliability of the Quairading Grid in the event of an external failure such as a damaged power line, outside the town.

The elements for a complete microgrid exist within the SWIS, and Quairading are looking for a complete microgrid solution to be implemented within their Shire.

EACH OF THE ELEMENTS ARE:

Local power generation

It is envisaged that the Shire will seek grant funding and to stimulate investment. It would possibly operate as a sole owner or joint venture partner in renewable generation assets. This could take the form of solar, wind or biomass or a combination, depending on the findings of a feasibility study.

Residents & local businesses will be encouraged to install solar on rooftops so they are also able to participate in the microgrid.

Local energy storage

The Shire will seek to stimulate investment, and possibly operate as a sole owner or joint venture partner, in a battery bank.

Local energy sharing

It is envisaged that the Shire will facilitate the sharing of energy between local community members, thereby encouraging individual investment in solar generation and storage technology, and to balance the Quairading Grid when it is islanding.

ADDITIONAL BENEFITS

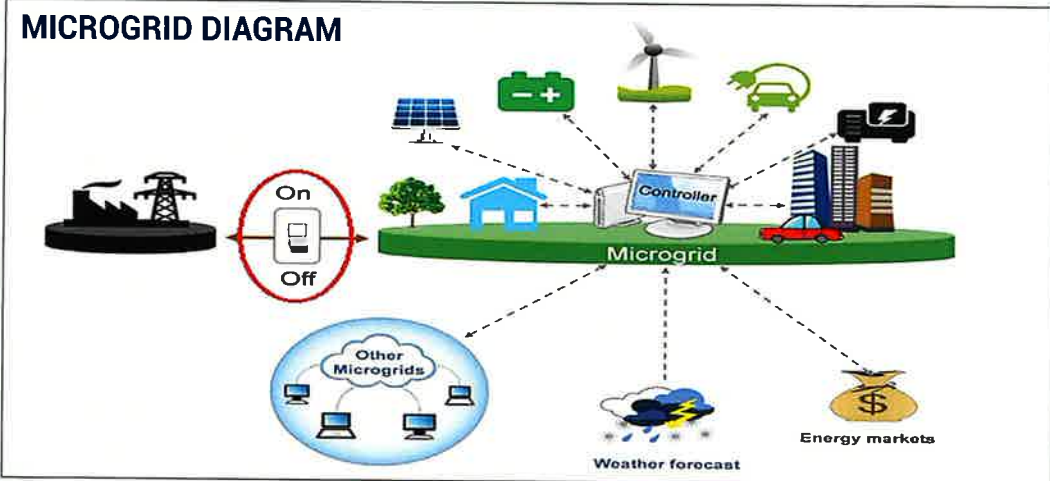
Increased load capability

By generating power locally and taking less from the grid, there will be some spare capacity to accommodate larger industrial users in the town. The design will be modular, enabling growth over time.

Uninterrupted power for emergency facilities

By storing energy and offering an alternative source of power during outages on the Grid, the microgrid will enable emergency facilities, including the medical centre, the community resource centre, communication towers, and shared community buildings, to operate without the need for diesel generators.

MICROGRID DIAGRAM



WIDER BENEFITS

When consumers are encouraged both to generate and store the electricity they need, the cost of distribution is reduced. The vagaries of the weather and constraints in the design of batteries means that to cover the rainy days or their own peak usage demand, consumers must invest in more than they need. A mechanism to share their surplus energy will encourage them to go ahead and make this investment.

Local communities generating and storing most of the electricity they need will also substantially reduce the costs of distribution. It won't eliminate the need for the wider network, but it will reduce the strain on the existing network, and should mitigate the need to invest in upgrading the capacity of the network, by reducing grid congestion and peak loads.

CO-OPERATION

It is beyond the scope of this paper to proscribe who owns what, but there is no reason why Western Power should not continue to manage a Quairading Grid. The intention of the microgrid is to provide a more cost effective and robust solution for the local community, which should assist in improving Western Power's rural reliability numbers.

CONCLUSION

Microgrid technology is available and operational across the world. Western Australia is behind the rest of the nation, let alone the rest of the world, in harnessing this opportunity. The State Government's regulatory blocks, active obstruction by Western Power and lack of funding are the impediments to creation of a microgrid, needed now in Quairading.



SHIRE OF QUAIRADING, WESTERN AUSTRALIA
PO Box 38 or Jennaberring Road
QUAIRADING WA 6383
Phone: (08) 9645 2400
Fax: (08) 9645 1126
Email: shire@quairading.wa.gov.au



Your Ref: Commitment to Microgrid – Shire of Quairading

Our Ref: 08.02 #02

30 September 2022

10 Jennaberring Road
Quairading WA 6383
PO Box 38, Quairading WA 6383
T: (08) 9645 2400
F: (08) 9645 1126
E: shire@quairading.wa.gov.au

Hon Bill Johnston MLA
Minister for Mines and Petroleum; Energy; Corrective Services; Industrial Relations
Member for Cannington
9th Floor, Dumas House
2 Havelock Street
WEST PERTH WA 6005
Minister.Johnston@dpc.wa.gov.au

Dear Minister Johnston

RE: Commitment to work with the Shire of Quairading and Western Power to facilitate the establishment of a virtual power plant to resolve Quairading's unacceptable frequency and duration of power outages

Thank you for meeting with the Shire of Quairading representatives and members of the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) on Friday 16 September 2022 to discuss and have resolved the unacceptable frequency and duration of power outages across all represented Shire locations.

As the President of the Shire of Quairading, I write representing only the view of the Quairading community.

On behalf of the community of Quairading I accept the offer that you made at the meeting to facilitate the establishment of a virtual power plant to assist in mitigating against the frequency and duration of Quairading's power outages. I would like to take this opportunity to congratulate you on this significant commitment.



To ensure your commitment might be honoured as expediently as practicable, and that we might be able to inform the community of the progress of the project, would you please advise of:

1. The contact person within Western Power who will be project managing the installation of the virtual power plant; and
2. The timeframe within which the project will be completed.

As you might imagine, your commitment to assisting to resolve a 30 year issue that:

1. Threatens life;
2. Negatively impacts on the health and well-being of residents;
3. Negatively impacts on small business;
4. Negatively impacts on light industry; and
5. Prohibits the establishment of heavy industry,

has been much welcomed by our community and there is an eagerness for the detailed information that will further inform the project.

We would appreciate a prompt response, as you would understand this is a matter of some urgency for our community

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Smith', with a large, sweeping flourish at the end.

Peter Smith
PRESIDENT

ITEM 7 PROJECTS

No matters for consideration.

ITEM 8 GOVERNANCE

No matters for consideration.

ITEM 9 EMERGING ISSUES

Cr Haythornthwaite

Cr Haythornthwaite asked if the letter from the Quairading resident regarding the Quairading local authority plate's policy has been addressed, as it was sent to all Councillors.

The CEO said an agenda paper was going to the October 2022 Ordinary Council meeting.

Cr Haythornthwaite said in previous years departed Councillors received some recognition of their time on Council and suggested Mr Brett McGuinness be invited to the Shire Christmas function.

The CEO said she had attempted to make contact with Mr McGuinness when he first left Council, but he was very busy moving house and did not get back to her. The CEO said she would follow this request up with Mr McGuinness.

Cr Hippisley

Cr Hippisley said the committee should discuss the request from Mr Mills and Ms Caporn regarding the mobile standpipe.

The general consensus from the committee was that it is a worthwhile purchase for fire risk mitigation and agreed that Council should seriously consider the purchase of the equipment at the earliest convenience.

It was decided to avoid delays with the recommendation going to Council, officers would find money in the current budget to allow the retrofit of the current trailer.

ITEM 10 CONFIDENTIAL ITEMS

10.1 Skilled Migration Programme

Meeting Date:	11 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Passports of potential migrants
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: SP07 - 22/23

MOVED Cr Haythornthwaite SECONDED Cr Cheang

For the Strategic Planning Committee to recommend to Council, that Council:

Note the October 2022 Skilled Migration Program update.

CARRIED 6/0

A full report was provided to the Strategic Planning Committee under separate cover. The report is not for publication.

10.2 Medical Practice

Meeting Date:	11 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Medical Practice Agreement
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: SP08 - 22/23

MOVED Cr Hayes SECONDED Cr Haythornthwaite

For the Strategic Planning Committee to recommend to Council, that Council:

Note the October 2022 Medical Practice update.

CARRIED 6/0

A full report was provided to the Strategic Planning Committee under separate cover. The report is not for publication.

ITEM 11 NEXT MEETING DATE

The Strategic Planning Committee meeting dates for 2023 are to be scheduled at the November 2022 Ordinary Council meeting.

ITEM 12 CLOSURE

There being no further business, the Chairman closed the meeting at 6.43pm.

9.1.2 Microgrid Update – October 2022

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Quairading – Securing our Energy Future Brochure (ii) Letter to the Minister - Virtual power plant commitment
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 84 - 22/23

STRATEGIC PLANNING COMMITTEE RECOMMENDATION: SP06 - 22/23

MOVED Cr Haythornthwaite SECONDED Cr Hippisley

That the Strategic Planning Committee to recommend to Council, that Council:

Note the Microgrid October 2022 update.

CARRIED 7/0

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 CEO, and Cr Hippisley carried out additional investigation into grant and funding opportunities and met with industry experts in the microgrid field to ascertain whether this was a worthwhile project to pursue.

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

RESOLUTION: 178-21/22

MOVED Cr Hippisley SECONDED Cr Hayes

That Council endorse the establishment of a microgrid working group.

A Microgrid Working Group was so established.

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

MATTER FOR CONSIDERATION

That Council note the progress of the project.

BACKGROUND

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

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

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

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

- Establish, strengthen and utilise a stakeholder network comprising Government and industry specialists in the microgrid field. This will include Regional Development Australia, Regional Development WA, Regional Development Wheatbelt, the Australian Micro-grid Centre of Excellence (AMCOE) and others;
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On Friday 16 September 2022 Hon Bill Johnston, Minister for Energy met with:

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- Cr Trevor Stacey, Vice President, Shire of Quairading
- Cr Jonathan Hippisley, Shire of Quairading
- Nicole Gibbs, CEO, Shire of Quairading
- Caroline Robinson, EO, NEWROC
- Cr Tony Sachse, President, Shire of Mt Marshall
- Mr John Nuttall, CEO, Shire of Mt Marshall
- Mr Peter Klein, CEO, Shire of Wyalkatchem

- Kathleen Brown, representing Hon Mia Davies Office
- Liz Aitken (Principal at Empire Carbon and Energy)
- Tirthankar Banerjee, Microgrid Centre for Excellence

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Minister Johnston responded by stating that (paraphrased):

- The Minister believed the consultants and providers of microgrids were lying to us (a statement he repeatedly made).
- That Western Power was performing at above-average standard by providing the State with a 99.8 track percentage, rather than the required 99.3 track percentage.
- That Western Power was using Commonwealth microgrid funds to upgrade electricity in remote Aboriginal communities.
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- That he would work with both NEWROC and Quairading into the future to look at potential solutions.

At the end of the meeting, Minister Johnston committed to working with the Shire of Quairading and Western Power to install a Virtual Power Plant (VPP).

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The working group has decided to put the current media strategy on hold for eight weeks to give Minister Johnston a reasonable amount of time to respond to the letter. Should Minister Johnston not respond within this time frame, the media strategy will be re-enacted.

NEWROC is arranging a meeting with CBH to discuss potential locations for a microgrid and will invite Quairading to attend.

As part of the current media strategy, the Shire of Quairading in conjunction with Michael Southwell have developed a brochure "Quairading – Securing our Energy Future" (attachment i) detailing information for public knowledge about the current power situation within Quairading and explaining what a microgrid is, and how it can benefit the community. The brochure has been forwarded to all households in Quairading.

STATUTORY ENVIRONMENT

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

POLICY ENVIRONMENT

Shire of Quairading Strategic Community Plan 2021-2031

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

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

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

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

The working group is also in consultation with Hon Mia Davies, Dr David Honey and Hon Bill Johnston, Minister for Energy.

RISK ASSESSMENT

Option 1	
Financial	Low <i>As Council is only in the investigative stages of this project, there is minimal financial risk.</i>
Health	N/A
Reputation	Low <i>As Council is only in the investigative stages of this project, there is minimal reputational risk.</i>
Operations	Low <i>The impact will be in the form of the CEO's time.</i>

Natural Environment	<p>Low</p> <p><i>A microgrid is a self-sustaining energy source that is beneficial to the Shire.</i></p>
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	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

Nil.

9.1.3 Skilled Migration Programme

OFFICER RECOMMENDATION

RESOLUTION: 85 - 22/23

STRATEGIC PLANNING COMMITTEE RECOMMENDATION: SP07 - 22/23

MOVED Cr Hippiisley SECONDED Cr Cheang

For the Strategic Planning Committee to recommend to Council, that Council:

Note the October 2022 Skilled Migration Program update.

CARRIED 7/0

A full report was provided to the Strategic Planning Committee & Council under separate cover. The report is not for publication.

9.1.4 Medical Practice

OFFICER RECOMMENDATION

RESOLUTION: 86 - 22/23

STRATEGIC PLANNING COMMITTEE RECOMMENDATION: SP08 - 22/23

MOVED Cr Haythornthwaite SECONDED Cr Hayes

For the Strategic Planning Committee to recommend to Council, that Council:

Note the October 2022 Medical Practice update.

CARRIED 7/0

A full report was provided to the Strategic Planning Committee & Council under separate cover. The report is not for publication.

9.3 Confirmation of Minutes: BFAC Meeting – 12 September 2022

OFFICER RECOMMENDATION

RESOLUTION: 87 - 22/23

MOVED Cr Haythornthwaite SECONDED Cr Stacey

That Council receive the minutes of the BFAC meeting held on the 12 September 2022.

CARRIED 7/0

9.3.1 Business Arising

Council received the minutes of the BFAC meeting held 12 September 2022. The following additions were to be made:

1. The recommendation that the area for fire breaks be extended from 400 hectares to 800 hectares.
2. Noting that the FOC's will commence using WhatsApp as a means of communication.

The reason behind point one is that farmers now have less stock and are opening more areas for cropping.

SHIRE OF QUAIRADING

The Bush Fire Advisory Committee Minutes of Meeting held on Monday 12th September 2022 commencing at 5:00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson welcomed everyone to the Meeting and declared the Meeting open at 4:30pm.

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Fire Control Officers / Weather Monitors

Mr N Gelmi	Chief Bush Fire Control Officer / Chairperson
Mr B Wilson	Fire Control Officer / Captain Quairading North BFB
Mr M Whyte	Fire Control Officer
Mr M Davies	Fire Control Officer
Mr A Duncan	Fire Control Officer / VFRS Captain / Central BFB Captain
Mr P Groves	Fire Control Officer
Mr T Hadlow	Fire Control Officer
Mr L Johnston	Fire Control Officer

2.2 Shire

Cr P Smith	Shire President
Cr T Stacey	Deputy Shire President
Cr J Hathornthwaite	Councillor
Mr S Bell	Community Emergency Services Manager
Ms S Caporn	Executive Manager of Works and Services

2.3 Invited Observers / Visitors

Nil

2.4 Apologies

Mr J Smart	Deputy Chief Bush Fire Control Officer
Mr C Anderson	Fire Control Officer
Mr G Hughes	Fire Control Officer
Ms N Gibbs	Chief Executive Officer
Mr J Corrigan	Department of Fire and Emergency Services

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 8th March 2022**RECOMMENDATION: BFAC1– 22/23****MOVED Mr Mathew Whyte SECONDED Mr Linden Johnston**

That the minutes of the Bush Fire Advisory Committee Meeting held on 8th March 2022 be confirmed as a true and correct record of that Meeting.

CARRIED**4.2 Business Arising**

Nil.

ITEM 5 CORRESPONDENCE

5.1 Inward

No inward correspondence has been received.

5.2 Outward

No outgoing correspondence.

ITEM 6 CBFCO / DCBFCO / FCO / CESM REPORTS

6.1 CBFCO Report

30th July – attended a volunteer leadership forum in Northam, very interesting and beneficial, covering of on some key aspects of rural firefighting and what are some processes that should be followed to ensure effective assistance during incidents.

Devastating fires – Shackleton complex, thanked those that attended the incidents, and FCO's to pass on thanks to their local Brigades at AGM's. Still a significant amount of clean-up occurring.

6.2 DCBFCO Report

Mr Smart was not in attendance at this meeting and had nothing to report.

Mr Duncan had nothing to report.

6.3 FCO's Reports

Mr P Groves

Many firebreaks have not been completed due to the weather over the last few weeks and ground still being wet, chemical spraying has not been able to happen.

Furthered Mr N Gelmi's comments regarding the thanks that should be extended to local volunteers for their efforts during the Shackleton Complex Fires.

6.4 CESM Report

Training

Balkuling/Doodenanning Brigade has completed training, approximately 20 members in attendance.

Wamenusking scheduled to be held on Thursday this week and still awaiting confirmation from Quairading North and South Caroling.

6.5 Shire Report

Cr P Smith

The Local Emergency Management Committee recently recommended the updated Local Emergency Management Arrangements (LEMA) to council for consideration and endorsement.

Power outages, caused significant disruption with residents and businesses. Local members of parliament have been contacted for noting and attempting to increase the reliability of supply. Discussions are being had and ideas put forward for the potential of a micro-grid for town and to increase the power supply to town to further entice businesses to the area.

A high voltage injection generator has now been left in town to support future outages, but will only be available until it is required elsewhere.

6.6 Other Agency Reports

Nil in attendance and no reports were submitted.

ITEM 7 ELECTION OF OFFICE BEARERS

7.1 Appointment of Chief Bush Fire Control Officer

Cr P Smith was asked to act as returning officer for the following office bearer elections.

Cr Smith thanked all FCO's for their service over the past year, and then declared all positions vacant.

Nominations were called for the position for Chief Bush Fire Control Officer

Mr M Whyte nominated Mr N Gelmi

Mr L Johnston seconded this nomination

Mr N Gelmi accepted the nomination

There being no further nominations, Mr N Gelmi was elected unopposed.

RECOMMENDATION: BFAC2– 22/23

MOVED Mr Mathew Whyte SECONDED Mr Linden Johnston

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

Mr Nigel Gelmi be appointed as Chief Bush Fire Control Officer until September 2023.

CARRIED

7.2 Appointment of Deputy Chief Bush Fire Control Officer

Nominations were called for the position for Deputy Chief Bush Fire Control Officer/s

Mr J Smart informed he is able to continue in the role of DCBFCO, and suggested that it remain as a dual appointment.

The general consensus of the Meeting was that this is a good idea to allow for an incoming and outgoing DCBFCO to overlap for some time.

Mr M Whyte nominated Mr C Anderson

Mr L Johnston seconded this nomination

Mr C Anderson was elected unopposed subject to his acceptance.

MOVER NIL

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

_____ be appointed as Deputy Chief Bush Fire Control Officer until September 2023, subject to his acceptance.

LAPSED

P.S: Mr S Bell Contacted Mr C Anderson via phone on Thursday 15th September regarding the nomination.

Mr Anderson informed he does not accept the nomination for the Deputy Chief Bush Fire Control Officer position leaving the position vacant.

7.3 Appointment of Fire Control Officers

Further to discussions from previous meetings, those Fire Control Officers who have not completed the required DFES FCO's course will be unable to be appointed as a FCO for the forthcoming year.

Current FCO's: -

Mr N Gelmi, Mr J Smart, Mr P Groves, Mr M Whyte, Mr G A Fardon, Mr S Hadlow, Mr N Fraser, Mr C Anderson, Mr L Johnson, Mr B Wilson, Mr A Duncan, Mr G Hughes, Mr M Davies and Mr S Bell.

Mr A Duncan and Mr P Groves informed they will be stepping down as Fire Control Officers at the meeting and Mr S Hadlow informed he is stepping down prior to the meeting.

Mr S Bell informed that he is happy to remain as an FCO for town and surrounds due to remaining local to the area.

All other Fire Control Officers to be moved in block as per the below recommendation with the addition of Mr T Hadlow and Ms N Gibbs (CEO).

RECOMMENDATION: BFAC4– 22/23

MOVED Cr Wayne Davies SECONDED Mr Nigel Gelmi

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

The following persons subject to their acceptance, be elected as Fire Control Officers for the Shire of Quairading for the next 12 Months: -

Mr N Gelmi, Mr J Smart, Mr M Whyte, Mr T Hadlow, Mr N Fraser, Mr C Anderson, Mr L Johnson, Mr B Wilson, Mr G Hughes, Mr M Davies and Mr S Bell.

CARRIED

It was also noted that upon the appointment of the new Community Emergency Services Manager, they will also be recommended to council for appointment as an FCO.

7.4 Appointment of Fire Weather Monitors

The Role of the Fire Weather Monitors is to keep an eye on current weather conditions at the request of the Chief Bush Fire Control Officer, or Deputy in the Chiefs absence in order to decide whether a harvest vehicle movement and hot works ban will be implemented at any given time on a day that is required should the weather conditions warrant it.

Current FWM's: -

Town	Ms N Gibbs
North West Area	Mr M Davies
South West Area	Mr G Richards
South East Area	Mr G Hughes
North East Area	Mr B Wilson
Advisor	Mr N Gelmi

RECOMMENDATION: BFAC5– 22/23**MOVED Mr Mathew Whyte****SECONDED Mr Linden Johnston**

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

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

Town	Ms Nicole Gibbs
North West Area	Mr Mitch Davies
South West Area	Mr Greg Richards
South East Area	Mr Greg Hughes
North East Area	Mr Ben Wilson
Advisor	Mr Nigel Gelmi

CARRIED

ITEM 8 DISCUSSION POINTS

8.1 Pre-Season Synopsis

Similarly to the 2021/22 season;

- High fuel loadings
- Expecting similar weather conditions

8.2 Restricted Burning Period/Prohibited Burning Period (RBT/PBT)

Listed for discussion on current Gazetted Restricted and Prohibited Burning Periods for the 2022/23 firebreak notice, all dates are inclusive.

Restricted Burning Period:

- 16th October 2022 – 31st October 2022

Prohibited Burning Period:

- 1st November 2022 – 28th February 2023

Restricted Burning Period:

- 1st March 2023 – 29th March 2023

The above dates were discussed and it was decided that no changes were required.

8.3 Firebreak Inspections

Reminder to keep a look out for non-compliance around local areas.

RECOMMENDATION: BFAC6– 22/23

MOVED Mr Ben Wilson SECONDED Mr Mathew Whyte

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

The fire break area be changed from 400 hectares to 800 hectares.

CARRIED

ITEM 9 FURTHER MATTERS FOR DISCUSSION

Mr S Bell informed of the Australian Fire Danger Rating System (AFDRS) updates.

Mr T Hadlow will organise a Whatsapp group for the FCO's to be able to communicate through.

ITEM 10 NEXT MEETING DATE

The next Bush Fire Advisory Committee meeting is scheduled to take place in April 2023 (Date to be finalised in February 2023) commencing at 5:00pm in the Council Chambers.

ITEM 11 CLOSURE

There being no further business, the Chairperson closed the meeting at 5:05 pm.

9.3.2 Appointment of Chief Bush Fire Control Officer

OFFICER RECOMMENDATION

RESOLUTION: 88 - 22/23

BUSH FIRE ADVOSRY COMMITTEE RECOMMENDATION: BFAC2– 22/23

MOVED Cr Cowcill SECONDED Cr Haythornthwaite

For Council to endorse the appointment of Mr Nigel Gelmi as Chief Bush Fire Control Officer until September 2023.

CARRIED 7/0

Nominations were called for the position for Chief Bush Fire Control Officer

Mr M Whyte nominated Mr N Gelmi

Mr L Johnston seconded this nomination

Mr N Gelmi accepted the nomination

There being no further nominations, Mr N Gelmi was elected unopposed.

9.3.3 Appointment of Deputy Chief Bush Fire Control Officer

OFFICER RECOMMENDATION

RESOLUTION: 89 - 22/23

MOVED Cr Hayes SECONDED Cr Cowcill

For Council to:

1. Endorse the appointment of John Smart as the Deputy Chief Bush Fire Control Officer until September 2023
2. Note that the nomination for the second Deputy Chief Bush Fire Control Officer was not accepted and remains vacant.

CARRIED 7/0

Nominations were called for the position for Deputy Chief Bush Fire Control Officer/s

Mr John Smart informed he is able to continue in the role of DCBFCO, and suggested that it remain as a dual appointment.

The general consensus of the meeting was that this is a good idea to allow for an incoming and outgoing DCBFCO to overlap for some time.

Mr M Whyte nominated Mr C Anderson

Mr L Johnston seconded this nomination

Mr C Anderson was elected unopposed subject to his acceptance.

Mr S Bell Contacted Mr C Anderson via phone on Thursday 15 September regarding the nomination.

Mr Anderson informed he does not accept the nomination for the Deputy Chief Bush Fire Control Officer position leaving the position vacant.

DISCUSSION AFFECTING COUNCIL DECISION

It was noted that Mr John Smart, current DCFCO, is planning on moving to Cunderdin in the next year, but should be in Quairading for the 2022/23 fire season.

9.3.4 Appointment of Fire Control Officers

OFFICER RECOMMENDATION

RESOLUTION: 90 - 22/23

BUSH FIRE ADVOSRY COMMITTEE RECOMMENDATION: BFAC4– 22/23

MOVED Cr Hayes SECONDED Cr Haythornthwaite

For Council to endorse the appointment of the following persons, be elected as Fire Control Officers for the Shire of Quairading for the next 12 Months: -

Mr N Gelmi, Mr J Smart, Mr M Whyte, Mr T Hadlow, Mr N Fraser, Mr C Anderson, Mr L Johnson, Mr B Wilson, Mr G Hughes, Mr M Davies, Ms N Gibbs and Mr S Bell.

CARRIED 7/0

Further to discussions from previous meetings, those Fire Control Officers who have not completed the required DFES FCO's course will be unable to be appointed as a FCO for the forthcoming year.

Current FCO's: -

Mr N Gelmi, Mr J Smart, Mr P Groves, Mr M Whyte, Mr G A Fardon, Mr S Hadlow, Mr N Fraser, Mr C Anderson, Mr L Johnson, Mr B Wilson, Mr A Duncan, Mr G Hughes, Mr M Davies and Mr S Bell.

Mr A Duncan and Mr P Groves informed they will be stepping down as Fire Control Officers at the meeting and Mr S Hadlow informed he is stepping down prior to the meeting.

Mr S Bell informed that he is happy to remain as an FCO for town and surrounds due to remaining local to the area.

All other Fire Control Officers to be moved in block as per the below recommendation with the addition of Mr T Hadlow and Ms N Gibbs (CEO).

It was also noted that upon the appointment of the new Community Emergency Services Manager, they will also be recommended to council for appointment as an FCO.

9.3.5 Appointment of Fire Weather Monitors

OFFICER RECOMMENDATION

RESOLUTION: 91 - 22/23

BUSH FIRE ADVOSRY COMMITTEE RECOMMENDATION: BFAC5– 22/23

MOVED Cr Hayes SECONDED Cr Hippisley

For Council to endorse the following persons be appointed as Fire Weather Advisors for the forthcoming year: -

Town	Ms Nicole Gibbs
North West Area	Mr Mitch Davies
South West Area	Mr Greg Richards
South East Area	Mr Greg Hughes
North East Area	Mr Ben Wilson
Advisor	Mr Nigel Gelmi

CARRIED 7/0

The Role of the Fire Weather Monitors is to keep an eye on current weather conditions at the request of the Chief Bush Fire Control Officer, or Deputy in the Chiefs absence in order to decide whether a harvest vehicle movement and hot works ban will be implemented at any given time on a day that is required should the weather conditions warrant it.

Current FWM's: -

Town	Ms N Gibbs
North West Area	Mr M Davies
South West Area	Mr G Richards
South East Area	Mr G Hughes
North East Area	Mr B Wilson
Advisor	Mr N Gelmi

9.3.6 Restricted Burning Period/Prohibited Burning Period (RBT/PBT)

OFFICER RECOMMENDATION

RESOLUTION: 92 - 22/23

MOVED Cr Haythornthwaite SECONDED Cr Stacey

For Council to endorse the Gazetted Restricted and Prohibited Burning Periods for the 2022/23 firebreak notice dates:

Restricted Burning Period: 16th October 2022 – 31st October 2022.

Prohibited Burning Period: 1st November 2022 – 28th February 2023.

Restricted Burning Period: 1st March 2023 – 29th March 2023.

CARRIED 7/0

The above dates were discussed and it was decided at the BFAC meeting that no changes were required from the 2021/22 year.

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

10.1 Optimising the use of vacant blocks in the Shire of Quairading

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) By-law relating to Buildings-Brick Area
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 93 - 22/23

MOVED Cr Haythornthwaite SECONDED Cr Hayes

For Council to commence the process to revoke local law *By-Law Relating to Buildings - Brick Area 1970*.

CARRIED 7/0

IN BRIEF

Council has had 12 residential blocks for sale on Edwards Way/Reid Street for over 20 years. Council owns 10 additional residential blocks that have remained vacant for over 10-20 years. Finally, there are five abandoned residential homes or vacant lots that Council intends to acquire in the immediate future.

Council officers have contacted multiple real estate agents, all who have provided the same information. There once was high-level interest in relocating to Quairading due to the affordability of blocks. However, over the past decade there has been a decline in vacant land values and sales in Quairading, which has resulted in vacant blocks in Quairading values lowering. This is because the Shire has (sometimes) stringently adhered to a 'brick and tile' policy when we possibly might have been able to be more lenient.

It is the realtor's professional opinion that escalated building costs and the Shire of Quairading's building envelope means people will continue to buy elsewhere if we do not approve modular housing as a standard option across the Shire.

MATTER FOR CONSIDERATION

For Council to consider allowing Council officers to commence the process to revoke local law *By-Law Relating to Buildings - Brick Area (582) 1970* in its entirety and apply the provisions of Local Planning Scheme No.3, the Planning Regulations and the R-Codes when considering and granting approval for any future residential development in Quairading.

BACKGROUND

Current by-laws potentially restrict what buyers can build on certain land, in that the laws in some circumstances only allow “brick and tile” housing. Council has made it a strategic priority to bring new residents to the Shire but the current model is cost-prohibitive for potential buyers due to the cost of labour and materials required to construct a “brick and tile” home.

Modular housing is a cost effective, durable option for housing construction and is now commonplace across Australia. There is no reason this form of housing cannot and should not be used as a standardised mode of construction across the Shire of Quairading.

Council currently owns a multitude of vacant land within the Shire of Quairading.

The lot locations are:

Asset Code	Asset Name	Date Acquired	Location Description	
1034	LAND - LOT 93 (28) AVON STREET	30/06/2002	VACANT LAND	Residential
1041	LAND - LOT 345 (14) MACDONALD STREET	15/12/2011	VACANT LAND	Residential
1105	LAND - LOT 158 (5) GROWDEN STREET	30/06/2000	VACANT LAND	Residential
1106	LAND - LOT 159 (3) GROWDEN STREET	30/06/2000	VACANT LAND	Residential
1138	LAND - LOT 92 (26) AVON SRTEET		VACANT LAND	Residential
1145	LAND - LOT 33 (8) MCLENNAN STREET		VACANT LAND	Residential
1146	LAND - LOT 34 (10) MCLENNAN STREET	30/06/2014	VACANT LAND	Residential
1150	LAND - LOT 175 (5) WOOD STREET		VACANT LAND	Residential
1151	LAND - LOT 176 (3) WOOD STREET		VACANT LAND	Residential
1152	LAND - LOT 177 (1) WOOD STREET		VACANT LAND	Residential
1158	LAND - LOT 1 (1) JUNCTION ROAD		VACANT LAND	LIA
1161	LAND - LOT 75 (15) JUNCTION ROAD		VACANT LAND	LIA
1200	LHFR - LOT 301 (8) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1201	LHFR - LOT 302 (6) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1202	LHFR - LOT 303 (4) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1203	LHFR - LOT 304 (2) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1204	LHFR - LOT 305 (15) REID STREET	30/06/2017	VACANT LAND	Residential
1205	LHFR - LOT 328 (11) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1206	LHFR - LOT 321 (9) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1207	LHFR - LOT 323 (5) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1208	LHFR - LOT 324 (3) EDWARDS WAY	30/06/2017	VACANT LAND	Residential

1209	LHFR - LOT 325 (1) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1210	LHFR - LOT 326 (19) EDWARDS WAY	30/06/2017	VACANT LAND	Residential
1211	LHFR - LOT 327 (21) REID STREET	30/06/2017	VACANT LAND	Residential

There are also five abandoned residential homes or vacant lots that Council intends to acquire in the immediate future.

The Executive Officer has contacted multiple real estate agents to discuss property values. This includes contacting Mr Fred Hill from Elders Real Estate in Northam for the purpose of obtaining a value on 8 McLennan Street, Quairading (water & power available at the property, 807m²).

A. THE CONSTRAINTS

Mr Hill provided an appraisal for Council's consideration (attachment i). Within his appraisal he gave his professional opinion regarding the current status of vacant land sales within the Shire of Quairading district in comparison to established residences. In Mr Hill's opinion, vacant land sales have been declining over the last seven years and, because of this, the value of vacant land has also declined. 8 McLennan Street was valued at between \$15,000 - \$20,000.

In Mr Hill's opinion, there are two factors that are influencing this decline:

1. Recent building costs; and
2. Council's current building envelope.

The design and construction options are governed by the Shire's Local Planning No.3 and the associated By-law, as follows:

1. The subject land is classified 'Residential' zone in the Shire's Local Planning No.3 (LPS3) with a split/dual residential density coding of R10/20;
2. Clause 26 of LPS3 expressly states as follows:

Where on the Scheme Map an area is identified as having a dual density coding in the form of a split R-Code, when considering an application for development approval, or when making a recommendation to the Commission in respect of subdivision, the local government is to apply the lower of the two R-Codes to the proposal unless:

- (a) it is consistent with all relevant planning instruments governing the control of the development to the satisfaction of the local government; and
 - (b) it retains the heritage values of the premises where the premises is included on the heritage list in accordance with the Scheme and any relevant local planning policy to the satisfaction of the local government; and
 - (c) the lot is connected to reticulated sewerage.
3. In relation to the development of any new outbuildings (i.e. domestic storage sheds) on any of the lots LPS3 states as follows:

On land coded **R12.5 or higher** the R-Codes in regard to outbuildings are modified to the following:

- (a) the total area of all outbuildings on the lot shall not exceed 75m² or 10% of the area of the lot, whichever is the lesser;
- (b) the maximum wall height shall be 3.5 metres and the maximum building height shall be 4.5 metres;

- (c) the minimum setbacks shall be—
 - (i) 2 metres to any secondary street boundary; and
 - (ii) 1 metre to any side lot boundary; and
 - (iii) 1 metre to any rear lot boundary;
- (d) outbuildings shall be located entirely behind the rear of the dwelling on the lot unless constructed in the same materials as and having colours matching those of the dwelling; and
- (e) the external surface of outbuildings shall be non-reflective and not include metallic silver, white or off-white, except where the total area of all outbuildings on the lot does not exceed 20m².

On land coded **R10** the R-Codes in regard to outbuildings are modified to the following:

- (a) the total area of all outbuildings on the lot shall not exceed 90m²;
- (b) the maximum wall height shall be 3.5 metres and the maximum building height shall be 4.5 metres;
- (c) the minimum setbacks shall be—
 - (i) 3 metres to any secondary street boundary; and
 - (ii) 1 metre to any side lot boundary; and
 - (iii) 1 metre to any rear lot boundary;
- (d) outbuildings shall be located entirely behind the rear of the dwelling on the lot unless constructed in the same materials as and having colours matching those of the dwelling; and
- (e) the external surface of outbuildings shall be non-reflective and not include metallic silver, white or off-white, except where the total area of all outbuildings on the lot does not exceed 20m².

The development standards prescribed in the Residential Design Codes (i.e. R-Codes) area also applicable to any future development. The various provisions listed in point 3 above override the R-Code standards for outbuildings;

None of the lots have been designated as being bushfire prone by the Fire and Emergency Services Commissioner of WA. As such, the bushfire planning requirements prescribed in State Planning Policy 3.7 and the associated guidelines are not applicable.

Council has prepared and adopted a Local Law (see (i) attachment) that requires all residential buildings (i.e. dwellings) on the subject land to be constructed of brick, reinforced concrete, stone, cement brick or other hard and durable fire resistant material approved by Council; and

A small number of Shires in the Wheatbelt region previously had similar by-laws (now referred to as Local Laws) for designated parts of town site areas to try to ensure a high standard of residential development as well as greater consistency in terms of building design and appearance.

The Shire of Quairading's By-Law Relating to Buildings - Brick Areas Only was formulated and adopted in February 1970 and legally should have been the subject of a major review every eight years. Instead, only one minor update was undertaken for clarity in February 1995. It may be that the local law would be deemed invalid if challenged in a court of law.

Since 1970 there have been significant changes to the regulatory framework for residential development including introduction of the Residential Design Codes as well as specific clauses in Local Planning Schemes to guide and control development of this type to ensure it is of a high standard and makes a positive contribution to local streetscapes. All of these changes prompted many local governments to abandon old by-laws that sought to impose development controls and place greater reliance on the R-Codes, Local Planning Schemes and Local Planning Policies to achieve the same outcomes.

A lot of local governments also found by-laws governing residential development standards proved to be a major impediment to the sale and development of land for residential purposes. People disliked by-laws of this type because they were too restrictive and cost prohibitive. As such, a lot of local governments resolved to revoke by-laws of this type and place greater reliance upon more contemporary development controls to achieve good development outcomes with less restrictions and lower costs.

In light of recent market feedback regarding the Shire of Quairading's by-law as it applies specifically to Residential zoned land in the south-western part of the Quairading town site, the current by-law is proving to be a major impediment to the sale and development of the relevant lots. Officers recommend that Council consider revoking this by-law in its entirety to create greater flexibility in terms of building materials permitted to be used and simply apply the provisions of Local Planning Scheme No.3, the Planning Regulations and the R-Codes when considering and granting approval for any future residential development in this location when development approval is required.

It must also be remembered there are additional controls applicable under the Building Act and associated Regulations as well as the Building Codes of Australia to ensure any new dwellings are of a suitable structural standard and have sufficient fire protections measures (i.e. there's no need for a local law to stipulate any controls in this regard).

B. POTENTIAL HOUSING OPTIONS IF THE LOCAL LAW IS REPEALED

OPTION 1: Construct modular homes (or other lower cost homes) at Council cost and sell the house/land package or use them for employee housing

Council officers have been in contact with modular housing providers, one who has recommended designs specific to the Edwards Way blocks and indicative costs for the houses to be built.

The suggested house designs to consider are:

- Donnybrook (attachment iii) a 3x1 "traditional" style home starting at \$201,366.00
- Somerset (attachment iv) a 4x2 "traditional" style home starting at \$258,431.00
- Langley (attachment v) 4x2 "traditional" style home starting at \$224,034.00

Advantages

- The construction costs are affordable;
- A current real estate analysis (which includes current real estate available in Quairading) indicates cost-recovery to a moderate profit; and
- Additional families relocating to Quairading and supporting the school, small business and light industry will result in an increase in population and economic growth.

Disadvantages

- The houses are lesser quality than those already existing on Reid Street and this may result in objection from those property owners.
- The Shire will be required to fund the build and wear the cost until the properties are sold.

OPTION 2: Sell the vacant lots with a structured sales strategy

The 20 years (plus) sales strategy enacted appears to have been heavily dependent on Rural Country Builders promoting a land and house package at their own discretion. The result was that no initiative (or money) was put behind marketing of the package. In addition, the package was cost-prohibitive for Quairading (i.e. the package would result in an immediate financial loss for the owner who would have paid more for the package than the property was worth because it was a brick and tile model).

A structured media strategy may result in a more positive outcomes.

Advantages

- The blocks may sell, potentially increasing the number of families living in the Shire.
- Additional families relocating to Quairading and supporting the school, small business and light industry will result in an increase in population and economic growth.

Disadvantages

- A condition of the sale will need to be a 'contract to build' and this may not be a popular model with some potential buyers.

OPTION 3: Sell the vacant lots for \$1

Over a 20 year period, the contribution that 10 plus additional families may have made to the Shire of Quairading (financial and otherwise) has potentially been kyboshed by attempting to sell the vacant blocks through an old paradigm that has since shifted. Perhaps it is time to enact a successful initiative replicating the Bruce Rock model to "Bring People Back to Quairading."

Advantages

- The blocks will sell more quickly, potentially increasing the number of families living in the Shire.
- Additional families relocating to Quairading and supporting the school, small business and light industry will result in an increase in population and economic growth.

Disadvantages

- A condition of the sale will need to be a 'contract to build' and this may not be a popular model with some potential buyers.

OPTION 4: Gift all or some of the lots to the Commonwealth Government

The Commonwealth is currently operating a program for eligible local governments, whereby if a local government gifts land to the Commonwealth, the Commonwealth will build an affordable house on the land.

Advantages

- The blocks will no longer be the responsibility of local government.
- No upfront costs.
- Additional families relocating to Quairading and supporting the school, small business and light industry will result in an increase in population and economic growth.

Disadvantages

- Increased affordable housing in the Shire can result in higher levels of dysfunction.
- The local government will have no control in terms of selecting residents to rent the homes.

STATUTORY ENVIRONMENT

Shire's Local Planning No.3 (LPS3)

Local Law – Relating to Buildings - Brick Area

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The financial implications will vary depending on what Council decide to do with the vacant lots.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 3.3 Build Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Real estate agents, Town Planning personnel, CEOs of multiple Wheatbelt Shires, housing providers

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>It would be financially beneficial for Council to sell the Edwards Way blocks.</i></p> <p><i>It is also more likely Council will be able to sell other vacant blocks around town if there is more flexibility in what potential buyers can build on the lots.</i></p>
Health	N/A
Reputation	<p>Medium</p> <p><i>Some residents may not like modular housing to be built in the town site due to the style or look of them, but, Council need to consider whether it is more beneficial to keep with the current model which is not working, or become more flexible in a bid to bring new people and business to town.</i></p> <p><i>On the flip side of this, some people will be happy that they are able to buy an affordable block, as well as erecting a house that can fit within their budget.</i></p>
Operations	Low
Natural Environment	N/A

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

COMMENT

The current By-law relating to Buildings-Brick Area and the Local Planning Scheme No.3 hold regulations that *“all residential buildings (i.e. dwellings) on the subject land to be constructed of brick, reinforced concrete, stone, cement brick or other hard and durable fire resistant material approved by Council”*.

Modular Homes

What is a modular home?

A modular home tends to be a house that is fabricated in a factory, in an assembly line format. Each section is built separately before being shipped to the site for final assembly.

The top materials used to build modular homes are:

- Concrete
- Steel
- Wood

There are six Bushfire Attack Level classifications which form part of the Australian Standard for construction of buildings in bushfire prone areas. The classifications indicate the materials required to use in a build.

The six classifications are:

BAL low: Insufficient risk to warrant construction requirements – very low risk

BAL 12.5: Ember attack – low risk

BAL 19: Increasing levels of ember attack and burning debris along with exposure to heat flux of up to 19kW/sqm

BAL 29: Increasing levels of ember attack and burning debris along with increasing exposure to heat flux of up to 29kW/sqm

BAL 40: Increasing levels of ember attack and burning debris along with increasing heat flux of up to 40kW/sqm and increased likelihood of exposure to flames

BAL FZ: Ember attack and direct exposure to flames from the fire front in addition to heat flux of greater than 40kW/sqm

These levels are based on the following elements:

- **Location** – This will include how many directions a bushfire may approach from as well as road access in and out of the property
- **The type of vegetation on the property** – There is no such thing as fireproof vegetation as it can all burn in extreme fire conditions. The more dense the vegetation, the more intense the fire zone is. If there is a mixture of trees, shrubs, grasses and leaf litter this can have a kindling affect allowing the fire to build
- **How far the house is from vegetation** – The closer the property is to vegetation, the higher the fire risk. Research into Australian bushfires has indicated that around 85% of house destruction happens within 100m of bushland. The greater the area of bushland, the greater the risk of direct exposure to flames
- **The slope of the property** – The topography affects the speed and spread of a fire. Fires burn faster uphill. When moving upslope, the fire dries out the vegetation ahead making it easier to burn. The steeper the slope, the quicker the fire. This is often a challenge as many favour their homes being situated at the top of a slope to maximise view

Some modular homes can be built to a Bushfire Attack Level 40 and even to a BAL FZ bushfire resistant.

This means they can be placed up to and within a high flame zone region. The standard steel frame construction of some modular prefab houses means that they can withstand extreme winds, earthquakes, heavy snow and fire activity.

As stated in item 6 in the background information “None of the lots have been designated as being bushfire prone by the Fire and Emergency Services Commissioner of WA.”, but the above information indicates that a modular home is made out of suitable material to adhere to the requirements stipulated in the associated Local Law.

Benefits of a modular home in comparison to a traditional “brick and tile” home are:

1. Construction time

When building in a rural or remote location, the cost of building onsite can quickly get out of hand once factoring in delivery costs and long-term travel and accommodation for your builders. It usually takes 12-16 weeks from choosing the design of your modular home to moving in (depending on material and labour availability).

Modular homes are much faster to build than traditional constructions. Bad weather can cause significant project delays, and even after it subsides the site may not be safe for work. As all parts of a modular home are manufactured in a factory and transported to site, these potential delays are significantly decreased.

There’s also less likely to be on-site delays and complaints from neighbours when much of the work has been completed beforehand.

2. Quality control and structural integrity

The controlled environment means that construction managers can more easily supervise work. With many different parts, this is very important.

Both modular homes and traditional construction are built to building regulatory codes, however, modular homes are also often fitted with steel chassis for enhanced durability. This means that they can better withstand stresses of transport to the site and high wind environments when the house is assembled.

3. Sustainability

The building industry has seen a shift in practices and materials as environmental concerns become increasingly important. Not only are sustainable materials better for the environment, they can also prove to be far more cost effective in the long run.

Modular homes often have passive features such as house orientation, good ventilation, insulation and shading built into the design stage. Add-ons like solar power and greywater systems are also easily included. Further, the fact that most of the work has been done off-site means that there is far less waste, saving you time and money.

4. Cost effectiveness

It's usually cheaper to build a modular home. It takes less time, and because of this there's less time the owner has to spend renting another property while their house is being built.

This is also important for builders on-site. Because much of the work has been done for them, they can work solidly for a shorter period of time, get paid, and then move on to another job. This is especially important if the site is far from where they live, meaning costs of travel and accommodation (if necessary) are dramatically reduced.

DISCUSSION AFFECTING COUNCIL DECISION

Cr Stacey asked what would happen in the interim between revoking the by-law and implementing the new by-law.

Ms Gibbs said contracted Town Planner, Mr Joe Douglas was consulted while Shire officers were deciding the best approach to this matter.

Mr Douglas said that the by-law was no longer required and it was appropriate to revoke as town planning should be governed by the Local Planning Scheme No.3, the Planning Regulations and the R-Codes. Anything in the by-law that is outdated (since it was last reviewed in 1970) will be overridden by the above mentioned regulations/schemes. There wouldn't be a new by-law implemented.

The removal of the by-law means that the requirement to build "brick and tile" houses will not be required in any part of Quairading.

Council expressed concern about modular/transportable homes being built on the premiere sites on Edwards Way/Reid Street which will lessen the value of the area and the properties currently there.

It was noted that the Local Planning Scheme No.3 states the "standard or presentation acceptable to the Local Government" which may give room to move if there was an application for a building deemed unacceptable to be built in that area.

It was suggested that Council create a by-law to protect the lots on Edwards Way/Reid Street.

Cr Smith said that in his experience in the building industry, Council could implement a new by-law protecting the sites, but if there is a regulation that is different to the by-law (such as the Local Planning Scheme No.3 or the Planning Regulations & R-Codes), the by-law will be overridden in the event that it is contested.

LOCAL GOVERNMENT ACT, 1960-1969.

The Municipality of the Shire of Quairading.

By-law Relating to Buildings—Brick Area.

L.G. 1376/52.

IN pursuance of the powers conferred upon it by the abovementioned Act and of all other powers enabling it, the Council of the abovementioned Municipality hereby records having resolved on the 13th day of November, 1969, to make and submit for confirmation by the Governor the following by-laws:—

1. No person shall erect or cause to be erected any residential building in that portion of the district of the Shire of Quairading as is described in the Schedule A hereto unless all outer walls of the building are constructed of brick, re-inforced concrete, stone, cement brick or other hard and durable fire-resisting material approved by the Council.
2. No person shall erect or cause to be erected any building in that portion of the district of the Shire of Quairading as is described in the Schedule B hereto unless the front walls of such buildings are constructed of brick, re-inforced concrete, stone, cement brick or other hard and durable fire-resisting material approved by the Council.
3. Any person or persons who commits a breach of these by-laws shall on conviction be liable to a maximum penalty of two hundred dollars and to a maximum daily penalty of ten dollars for each day during which the offence continues.

Schedule A.

- (1) All those blocks of land within the boundary of the Quairading Townsite that are situated south of Suburban Road.
- (2) All blocks of land that face the northern side of Suburban Road in the Townsite of Quairading.

Schedule B.

All blocks of land that face the northern side of Heal Street, between Junction Road and McLennan Street in the Townsite of Quairading.

Dated the 9th day of December, 1969.

The Common Seal of the Shire of Quairading was hereunto affixed by Authority of a Resolution of the Council in the presence of—

[L.S.]

A. C. KELLY,
President.
C. J. SPRAGG,
Shire Clerk.

Recommended—

L. A. LOGAN,
Minister for Local Government.

Approved by His Excellency the Governor in Executive Council this 4th day of February, 1970.

W. S. LONNIE,
Clerk of the Council.

3 March 1995]

GOVERNMENT GAZETTE, WA

787

LG304

LOCAL GOVERNMENT ACT 1960*Municipality of the Shire of Harvey***By-law Relating to Standing Orders—Amendment**

In pursuance of the powers conferred upon it by the abovementioned Act, and all other powers enabling it, the Council of the abovementioned Municipality hereby records having resolved on the 25th day of October, 1994, to make and submit for confirmation by the Lieutenant-Governor and deputy of the Governor, an amendment to the abovementioned By-law which was first published in the *Government Gazette* on the 3rd September 1982, as amended.

(1) By adding a new Clause 22—

“ Recording of Proceedings Prohibited

A person shall not use any visual or vocal electronic device or instrument to record the proceedings of the Council, unless he/she has been given permission by the Council to do so. ”

Dated this 7th day of December, 1994.

JOHN L. SABOURNE, President.
KEITH J. LEECE, Shire Clerk.

Recommended—

PAUL OMODEI, Minister for Local Government.

Approved by the Lieutenant-Governor and deputy of the Governor in Executive Council this 28th day of February 1995.

M. C. WAUCHOPE, Clerk of the Council.

LG305

LOCAL GOVERNMENT ACT 1960*The Municipality of the Shire of Quairading***By-law Relating to Buildings—Brick Area**

In pursuance of the powers conferred upon it by the abovementioned Act and of all other powers enabling, the Council of the abovementioned Municipality hereby records having resolved on the 17th day of March 1994, to make and submit for confirmation by the Lieutenant-Governor and deputy of the Governor, the following amendment to the above By-laws published in the *Government Gazette* on 24th February 1970.

The By-law is amended as follows—

- (1) By adding after the word “Road” in line 2 of Schedule A the words “except all lots facing Ashton Street”.

Dated this 22nd day of July 1994.

The Common Seal of the Shire of Quairading was hereto affixed in the presence of—

D. J. BROWN, President.
G. A. FARDON, Shire Clerk.

Recommended—

PAUL OMODEI, Minister for Local Government.

Approved by the Lieutenant-Governor and deputy of the Governor in Executive Council this 28th day of February 1995.

M. C. WAUCHOPE, Clerk of the Council.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – September 2022

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Leah Horton (Executive Manager Corporate Services)
Attachments:	(i) List of Accounts - September 2022 (ii) Transport Takings - September 2022 (iii) Credit Card Statement - September 2022
Owner/Applicant:	N/A
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 94 - 22/23

MOVED Cr Hayes SECONDED Cr Cowcill

That Council note the following:

1. That schedule of accounts for September 2022 covering municipal vouchers 23913 to 23916, EFT 11292 to EFT 11475 (and EFT11540), and BPAY DD15115.1 totalling \$684,944.87 be received (Attachment i);
2. That police licensing payments for the month of September 2022 totalling \$38,018.25 be received (Attachment ii); and
3. That fund transfers to the corporate credit cards for September 2022 totalling \$3,976.52 be received (Attachment iii); and
4. That net payroll payments for the month of September 2022 totalled \$125,493.89; and
5. That the lease payments for the month of September 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 7/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the accounts paid during September 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 draft 2022/2023 budget.

Payments made for the 2022/23 year in the payments List have been included in Council's budget in accordance with section 6.8 of the *Local Government Act 1995*.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.3 Governance 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 September 2022 is included at **Attachment (i)**.

DISCUSSION AFFECTING COUNCIL DECISION

Council queried the payment of the damaged windscreen to a community member as there were concerns about a precedent being set to the community should their vehicle get damaged.

Ms Gibbs said it was paid because the road was damaged after contractors failed to complete the road, and though the road was reported by the above-mentioned community member, the road was not fixed, nor checked, which is why the damage was sustained. Whilst the contractor was responsible, the Shire would be deemed to be negligent in the eyes of the law. Council would not ordinarily pay for damages to vehicles due to Council roads, but this was an extraordinary circumstance.

11.1 (i) | List Of Accounts - September 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT11292	02/09/2022	QUAIRADING FARMERS CO-OP	QUAIRADING CO-OP PURCHASES JULY 2022; YOUTH CENTRE, ADMINISTRATION, COUNCIL FUNCTIONS, DEPOT, MEDICAL AND CARAVAN PARK. CATERING FOR CITIZENSHIP CEREMONY.	-\$750.58	
EFT11293	02/09/2022	TELSTRA	TELSTRA PHONE AND INTERNET CHARGES, VARIOUS LOCATIONS; ADMIN, MEDICAL, LICENCING, DEPOT, POOL, CRC - 20/08-19/09/2022. MOBILE PHONE CHARGES TO 15/08; DEPOT, ADMIN, MEDICAL CENTRE, CARAVAN PARK, CESM, WASTE.	-\$2,007.08	PARTIALLY
EFT11294	02/09/2022	TOLL TRANSPORT PTY LTD	TOLL FREIGHT CHARGES, SURGICAL HOUSE MEDICAL CENTRE CONSUMABLES, SUNNY SIGNS TRAFFIC SIGNS	-\$144.89	
EFT11295	02/09/2022	ARROW BRONZE	CEMETERY COSTS - BRONZE PLAQUE FOR RONALD ATKINSON - TO BE FULLY RECOVERED BY CLIENT	-\$528.22	FULLY
EFT11296	02/09/2022	EASTERN HILLS CHAINSAWS & MOWERS	PARTS AND LABOUR - BLOWER REPAIRS	-\$140.00	
EFT11297	02/09/2022	BURGESS RAWSON	WATER USAGE 28/06-19/08/22 AND WATER RATES 01/07-30/08/22 FOR ACCOUNT #9018402607; 1 QUAIRADING-YORK RD LOT 366 (PTA L1422 CRC)	-\$203.66	
EFT11298	02/09/2022	QUAIRADING MEDICAL PRACTICE (KINGDOM MEDICALS)	PRE-EMPLOYMENT MEDICALS - E. HAYES, G. MCHENRY, T.LEE.	-\$450.00	
EFT11299	02/09/2022	PERFECT COMPUTER SOLUTIONS PTY LTD	ADMIN: IT MAINTENANCE AND SUPPORT FOR AUGUST 2022 INCLUDING TRANSITION WORK TO NEW IT PROVIDER. MEDICAL PRACTICE: IT MAINTENANCE AND SUPPORT FOR AUGUST 2022.	-\$1,402.50	
EFT11300	02/09/2022	KELYN TRAINING SERVICES	BASIC TRAFFIC MANAGEMENT TRAINING - WORKS AND SERVICES 2 STAFF MEMBERS	-\$1,190.00	
EFT11301	02/09/2022	SHIRE OF KELLERBERRIN	EXCAVATOR HIRE FOR ONE FULL DAY FOR CEMETERY WORKS	-\$500.00	
EFT11302	02/09/2022	WATER CORPORATION	KWIRRADING KOORT - WATER CONNECTIONS FOR NEW PARK SEWER AND WATER - FUNDED PROJECT BY LRCI AND LOTTERYWEST. WATER CHARGES VACANT LAND 01/05/2022-31/08/2022 LIGHT INDUSTRIAL AREA SUBDIVISION. WATER SERVICE AND USAGE CHARGES JUNE/JULY/AUGUST: 14 REID STREET, 28 REID STREET, HINKLEY WAY, ARTHUR KELLY VILLAGE, 7 EDWARDS WAY, YOUTH CENTRE, WASTE CENTRE, GREATER SPORTS GROUND DEPOT, ADMIN, 8 MURPHY STREET, DAYCARE, 64 CORALING ST, JUNCTION RD STANDPIPE.	-\$56,940.27	PARTIALLY

11.1 (i) | List Of Accounts - September 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT11303	02/09/2022	BOB WADDELL & ASSOCIATES PTY LTD	FINALISATION OF THE 2022/23 MANAGEMENT BUDGET AND STATUTORY BUDGET W/E 14/08 & 21/08. AUGUST RATES MANAGEMENT FOR W/E 14/08 & 27/08: NEW RATES AND SERVICES MODEL, LOAD ESL CHARGES FOR 22/23, PENSIONER APPLICATIONS, PROPERTY TRANSFERS AND PROPERTY MAINTENANCE, RATES EOY FINALISED.	-\$5,238.75	
EFT11304	02/09/2022	SYNERGY	SYNERGY ACCOUNT 765171390 USAGE 14/07/22-10/08/22 - CARAVAN PARK AND SURROUNDS	-\$929.29	
EFT11305	02/09/2022	SULLIVAN LOGISTICS PTY LTD T/A KALEXPRESS AND QUALITY TRANSPORT	COURIER COST FOR RECLINER CHAIR - TO BE ON-CHARGED TO PARKER HOUSE COMMITTEE	-\$93.70	FULLY
EFT11306	02/09/2022	BENT NAIL BUILDING & MAINTENANCE	12 MONTH INSPECTION FOR THE BACKPACKER ROOMS AT THE CARAVAN PARK. INSTALLATION OF TOILET ROLL DISPENSERS IN PUBLIC CONVENIENCES, CARAVAN PARK, COMMUNITY BUILDING, TOWN HALL. REPAIRS TO LEAKING ROOF UNIT ONE, ARTHUR KELLY VILLAGE	-\$2,926.00	
EFT11307	02/09/2022	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES - 12-17/08/2022 6 HOURS	-\$627.00	
EFT11308	02/09/2022	ALLSTRONG OUTDOOR GARAGE DOORS	EXCESS OF \$1,000 AND REPAIR COSTS FOR PROPERTY CLAIM (BALKULING/DOODENANNING FIRE SHED) - SOME COSTS OF REPAIR TO BE COVERED BY INSURANCE. MAINTENANCE AND REPAIR TO DOORS AT FIRE SHEDS - SOUTH CAROLING AND NORTH QUAIRADING. REPLACED CHAIN AND CHAIN GUIDE ON FRONT ROLLER DOOR USING SCISSOR LIFT.	-\$6,120.00	PARTIALLY
EFT11309	02/09/2022	DORMAKABA AUSTRALIA PTY LTD	INSPECTION OF MEDICAL PRACTICE AUTOMATIC DOOR AFTER REPORTS OF FAULTS. CARRY OUT PLANNED PERIODIC INSPECTION OF AUTOMATIC DOOR - ADMIN, MEDICAL & CRC.	-\$698.50	
EFT11310	02/09/2022	OFFICEWORKS	OFFICE WORKS PURCHASES AUGUST 2022 FOR YOUTH CENTRE AFTER SCHOOL WORK STATION PROGRAM- 2X 2X ASUS M515DA 15.6" NOTEBOOK (LAPTOPS), MONITORS, CHAIRS, DESK, USB DOCKING STATIONS, WIRELESS MOUSE, MICROSOFT OFFICE 365,	-\$2,342.90	
EFT11311	02/09/2022	SHERRIN RENTALS PTY LTD	HIRE OF 16 TONNE MULTI TYRE ROLLER FOR 17 DAYS FOR VARIOUS ROADS MAINTENANCE 01-18/8/22	-\$3,388.00	
EFT11312	02/09/2022	QUAIRADING BOOK POST (2020)	MEDICAL & ADMIN POSTAGE AND STATIONERY JULY 2022	-\$146.95	

11.1 (i) | List Of Accounts - September 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT11313	02/09/2022	BRIAN KIMBER	REIMBURSEMENT: SKELETON WEED PROGRAM - TELEPHONE AND INTERNET JUNE TO AUGUST 2022, FUEL PURCHASES JUNE AND JULY 2022 (FULLY FUNDED)	-\$449.68	FULLY
EFT11314	02/09/2022	FARMARAMA PTY LTD	KWIKSET CONCRETE 20KG BAGS X 10 - DANGIN-MEARS RD CULVERT MAINTENANCE	-\$88.00	
EFT11315	02/09/2022	SEEK LIMITED	WORKS AND SERVICES: VACANCY ADVERTISEMENT - CARAVAN PARK CARETAKER	-\$357.50	
EFT11316	02/09/2022	MARZOCCHI CONTRACTING	PROFESSIONAL CARPET CLEANING OF ENTIRE TOWN HALL. SOME COSTS TAKEN FROM CUSTOMER BOND TO RECOVER DAMAGE COSTS.	-\$575.00	PARTIALLY
EFT11317	02/09/2022	BONZA Co.	FIRE BREAK ORDER & FIRE PREPAREDNESS NOTICES 2022/23 DESIGN FOR RATES MAIL OUT	-\$625.00	
EFT11319	02/09/2022	GLENROWAN FARMING PTY LTD	PURCHASE OF TWO NEW WINDSCREENS FOR COMMUNITY MEMBERS VEHICLES THAT SUSTAINED DAMAGE DRIVING ON DOODENANNING-MAWSON ROAD DUE TO ROAD NOT BEING COMPLETED TO STANDARD.	-\$1,223.20	
EFT11320	02/09/2022	MURRAY JACKAMARRA	REFUND: TOWN HALL KEY BOND - JACKAMARRA 25/08/2022	-\$875.00	FULLY
EFT11321	02/09/2022	JEAN WALKER	REFUND: CARAVAN PARK SITE BOOKING CANCELLATION	-\$30.00	FULLY
EFT11322	02/09/2022	PAUL RODNEY BLOOM	REFUND: TOWN HALL KEY BOND - BLOOM 08/08/2022	-\$875.00	FULLY
EFT11323	02/09/2022	BEN & MARG RAYNER	REFUND: CARAVAN PARK SITE BOOKING CANCELLATION	-\$85.50	FULLY
EFT11324	02/09/2022	EFTSURE PTY LTD	EFTSURE SOFTWARE AS A SERVICE FEE 12 MONTH SUBSCRIPTION: AUGUST 2022 TO JULY 2023. SAAS FOR THE PROVISION OF PROTECTION AGAINST CREDITOR FRAUD THROUGH ONBOARDING PORTAL FOR NEW SUPPLIERS AND SUPPLIER INVOICE CHECKING INBUILT INTO BANK ACCOUNT.	-\$5,148.00	
EFT11325	02/09/2022	LORETTA ELDER	REFUND: CARAVAN PARK CABIN BOOKING CANCELLATION	-\$147.50	FULLY
EFT11326	02/09/2022	BOC LIMITED	R020G OXYGEN INDUSTRIAL SIZE G, R040G DISSOLVED ACETYLENE G SIZE, R065G ARGOSHIELD UNIVERSAL G SIZE, R400C OXYGEN MEDICAL C SIZE	-\$52.35	
EFT11327	02/09/2022	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE. FOOD SAMPLING AND WATER TESTING FOR 2022/23	-\$396.00	
EFT11328	02/09/2022	PLUMBERJ'S MOBILE PLUMBING	KWIRRADING KOORT PROJECT - PLUMBING WORK PROGRESS PAYMENT. LRCI FUNDED.	-\$3,300.00	FULLY

11.1 (i) | List Of Accounts - September 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT11331	15/09/2022	AVON WASTE	470 DOMESTIC RUBBISH COLLECTION X 4 WEEKS (AUGUST 2022), PLUS ADDITIONAL WASTE ONLY SERVICES 2X PER WEEK, 470 RECYCLING COLLECTION X 3 WEEKS (AUGUST 2022), PLUS ADDITIONAL RECYCLE ONLY SERVICE AND BULK RECYCLE BINS	-\$11,964.00	
EFT11332	15/09/2022	QUAIRADING FARMERS CO-OP	QUAIRADING COOP PURCHASES AUGUST 2022 - YOUTH, ADMIN, CATERING, MEDICAL CENTRE, CARAVAN PARK	-\$622.18	
EFT11333	15/09/2022	TELSTRA	TELSTRA - MOBILE WAP/INTERNET SESSIONS 02/09-01/10/2022. TELSTRA SATELLITE DATA ACCESS 04/06/2022 - 03/08/2022 CESM. MEDICAL CENTRE 29/08-28/09/2022. CESM EMERGENCY MANAGEMENT SATELLITE PHONE 04/09-03/10/2022	-\$571.79	PARTIALLY
EFT11334	15/09/2022	EASTERN HILLS CHAINSAWS & MOWERS	PURCHASES OF BACKPACK BLOWER AND AUTO CUT MOWING HEAD FOR PARKS AND GARDENS - WORKS AND SERVICES	-\$1,100.15	
EFT11335	15/09/2022	QUAIRADING AGRI SERVICES	CLEANING SUPPLIES - CARAVAN PARK, ADMIN & DEPOT - DISPOSABLE GLOVES, PAPER TOWELS, TOILET ROLLS, BBQ WIPES, OMO WASHING POWDER, DISINFECTANT, DOMESTOS, BODY WASH, BROOM, GRILL SCRUBBER, ROTARY PUMP, SAFETY GLASSES, VACUUM, MOP, BUCKET, WIPES, SUGAR SOAP ETC.	-\$1,834.90	
EFT11336	15/09/2022	COMMUNITY RESOURCE CENTRE - QUAIRADING	SCANNING SERVICES, CLEANING 5HRS PER WEEK X 4, GYM MANAGEMENT 2HRS PER WEEK X 4, WEBSITE MANAGEMENT 2HRS PER WEEK X 4, PUBLICATIONS - BANKSIA BULLETIN SALES - SEPTEMBER EDITION, PRINTING FOR AUGUST - BLACK AND WHITE, PRINTING FOR AUGUST - COLOUR, VIDEO CONFERENCING FEE 5/8/2022 EMWS AND SHIRE PRESIDENT	-\$1,280.70	
EFT11337	15/09/2022	QUAIRADING MEDICAL PRACTICE (KINGDOM MEDICALS)	PRE-EMPLOYMENT MEDICAL - FINANCE/CUSTOMER SERVICE OFFICER	-\$150.00	
EFT11338	15/09/2022	WATER CORPORATION	WATER ACCOUNT 9007859417 31 DALL STREET 21/04-19/08/2022 & 9007854421 8 DALL STREET 27/06/2022-19/08/2022, LIGHT INDUSTRIAL AREA (1 HINKLEY WAY) 01/09/2022 - 31/10/2022	-\$1,231.07	
EFT11339	15/09/2022	BOB WADDELL & ASSOCIATES PTY LTD	SEPTEMBER 2022 RATES MANAGEMENT: RATES EOM, PENSIONER REBATES, RECEIPTING CLAIMS, MANUAL PENSIONER CLAIM, EMAILS AND QUERIES - WORK COMPLETED TO W/E 11/09/2022. 2021/2022 END OF YEAR RATES - RATES BILLING PREPARATIONS	-\$1,072.50	

11.1 (i) | List Of Accounts - September 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT11340	15/09/2022	SYNERGY	SYNERGY ACCOUNTS JULY-SEP 2022; STREETLIGHTS, OLD DRIVE IN, YOUTH CENTRE, GP HOUSE, MEDICAL CENTRE, DEPOT, HEAL STREET, CHILDCARE, 19 GILLETT STREET, CARAVAN PARK, SWIMMING POOL, AIRSTRIP, 19 POWELL, ADMIN, WASTE CENTRE, 50B SUBURBAN.	-\$8,750.79	PARTIALLY
EFT11341	15/09/2022	WESTRAC PTY LTD	CAT GRADER Q240 - NEW LEFT HAND SIDE MIRROR - SEPTEMBER 2022	-\$206.26	
EFT11342	15/09/2022	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES INCLUDING TRAVEL 24/08/2022 RANGER SERVICES INCLUDING TRAVEL - 02/09/2022	-\$627.00	
EFT11343	15/09/2022	KINGDOM MEDICALS TY LTD	PRACTICE NURSE AGENCY FEE	-\$10,644.00	
EFT11344	15/09/2022	LOCAL GOVERNMENT PROFESSIONALS	PROJECT MANAGEMENT ESSENTIALS TRAINING COURSE - 2 X WORKS STAFF	-\$2,140.00	
EFT11345	15/09/2022	SHERRIN RENTALS PTY LTD	16 TONNE MULTI TYRED ROLLER AND TRANSPORT FOR VARIOUS ROADS MAINTENANCE 01/07-31/07/2022	-\$5,347.65	
EFT11346	15/09/2022	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES - SEPTEMBER 2022. MEDICAL & ADMIN MAIL SERVICES AUG 2022	-\$2,465.99	
EFT11347	15/09/2022	AVON VALLEY GLASS	INSTALL 6 X NEW DOUBLE HUNG BALANCERS INTO EXISTING DOUBLE HUNG WINDOW + TRAVEL - CRC	-\$739.60	
EFT11348	15/09/2022	RECORD BOOKKEEPING	LODGEMENT OF THE BUSINESS ACTIVITY STATEMENT (BAS) FOR THE PERIODS OF MARCH, APRIL, MAY AND JUNE 2022	-\$400.00	
EFT11349	15/09/2022	THE QUIRADING HOTEL	REFRESHMENTS FOR COUNCIL	-\$43.98	
EFT11350	15/09/2022	SECUREX PTY LTD.	MEDICAL CENTRE, DEPOT, CRC AND ADMIN - SECURITY ALARM MONITORING 01/10-31/12/2022	-\$414.70	
EFT11352	15/09/2022	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	MANAGED ICT SERVICES - ANNUAL BILLING FOR 2022-2023; IT SUPPORT GOLD 23 DEVICES SHIRE & 8 DEVICES MEDICAL CENTRE & IT SUPPORT BRONZE (COUNCILLOR LAPTOPS) 7 DEVICES. INTERNAL NETWORK MONITORING, FIREWALL MANAGEMENT, DMARC CYBER SECURITY, IT VISION/SYNERGYSOFT UPGRADES, DATTO BACKUP SOLUTION. ONBOARDING COSTS FOR TRANSITION TO NEW PROVIDER; HARDWARE AND INSTALL COSTS, TRAVEL, ACCOMMODATION. ADDITIONAL JOBS OUTSIDE OF SCOPE, CONFIGURE 2X YOUTH CENTRE WORKSTATIONS AND MIGRATE CEO EMAILS	-\$77,847.32	

11.1 (i) | List Of Accounts - September 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT11353	15/09/2022	MIDLAND MOWERS	FERRIS ISX2200Z 61IN VANGUARD EFI 28HP - ZERO TURN RIDE ON LAWN MOWER INCLUDING FREIGHT	-\$25,149.00	
EFT11354	15/09/2022	ROD BURGESS	REFUND: CARAVAN PARK SITE BOOKING CANCELLATION	-\$105.00	FULLY
EFT11355	16/09/2022	PWD	WEBSITE REDEVELOPMENT (NOTE: PREVIOUS PAYMENT OF \$10,000 BOUNCED DUE TO INCORRECT ACCOUNT DETAILS)	-\$20,075.00	
EFT11356- EFT11426, EFT11540	20/09/2022	PAYCLEAR SERVICES	SUPERANNUATION CONTRIBUTIONS	-\$39,390.90	
EFT11427	21/09/2022	TELSTRA	TELSTRA PHONE 0147160973 CESM - 04/08/2022-03/09/2022, MEDICAL CENTRE 29/07-28/08/2022	-\$79.95	PARTIALLY
EFT11428	21/09/2022	QUAIRADING AGRI SERVICES	5L SPRAY AND WIPE - CRC. TOILET PAPER - PUBLIC TOILETS. MOP BUCKET AND MOP HEAD, MOP HEAD LARGE. POWER ADAPTERS FOR COMPUTER & LAPTOPS - YOUTH. JERRY CANS FOR PUBLIC PARKS, BOLT AND NUT FOR LOADER, KNEEPADS - WATER CAN FOR POTHOLING, TIE WIRE - COMMUNITY BUILDING	-\$482.55	
EFT11429	21/09/2022	TROPHY SPECIALISTS	HONOUR BOARD MAINTENANCE AND REPLACEMENTS; VINYL HEADING, SUB-HEADINGS, DATES AND NAMES, JARRAH VENEER BOARD 500X800 AND HONOUR BOARD HANGER	-\$977.85	
EFT11430	21/09/2022	PERFECT COMPUTER SOLUTIONS PTY LTD	TRENDMICRO EMAIL FILTERING - 14 USERS @ \$5 EACH PER MONTH: SEPTEMBER 2022	-\$70.00	
EFT11431	21/09/2022	ARTHUR COMMONS	REIMBURSEMENT: STAFF MEALS AND REFRESHMENTS DURING ROLLER OPERATOR TRAINING 12/09/2022	-\$78.00	
EFT11432	21/09/2022	WATER CORPORATION	WATER USAGE AND CHARGES FOR STANDPIPE LOT ROAD RES 8543 17/05/22-18/07/22, WATER USAGE FOR ACCOUNT 9007642015 (17/05/2022-18/07/2022)	-\$68.86	
EFT11433	21/09/2022	BOB WADDELL & ASSOCIATES PTY LTD	2021/2022 END OF YEAR RATES VGA ROLL UPLOAD, RECONCILIATIONS TO W/E 18/09/2022. PENALTY INTEREST, PENSIONER APPLICATIONS, EMAILS/ QUERIES, RATES BILLING PREPARATION. EX GRATIA, RATES WRITE OFF, NEW VALUATION ROLLING RECONCILIATION FOR 22/23 CREATED, INTERIM SCHEDULE, SHIRE PROPERTIES - ESL REVERSED, PROPERTY MAINTENANCE/OWNERSHIP UPDATES, RATES STATEMENT 22/23, PROPERTY TRANSFERS, PROPERTY MAINTENANCE.	-\$3,671.25	

11.1 (i) | List Of Accounts - September 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT11434	21/09/2022	MARNHAM'S MECHANICAL SERVICES	CHECK AND REPAIR TIPPING FAULT ON Q3870 HINO TRUCK, CHECK AND REPAIR COOLANT LEAK IN Q240 GRADER, 250 HOUR SERVICE ON Q430 SERVICE.	-\$2,627.89	
EFT11435	21/09/2022	BENT NAIL BUILDING & MAINTENANCE	7 DAYS EXCAVATOR HIRE FOR GRAVE DIGGING & BELLACABELLA ROAD - FLOOD DAMAGE REPAIRS	-\$1,760.00	
EFT11436	21/09/2022	J.A. GIMBEL PAINTING	PAINTING OF 50A SUBURBAN RD INCLUDES SUPPLY OF PAINT - OFF WHITE WALLS AND WARM GREY CUPBOARDS.	-\$5,335.00	
EFT11437	21/09/2022	REDFISH TECHNOLOGIES PTY LTD	CCTV MAINTENANCE FOR 2022/23	-\$7,645.00	
EFT11438	21/09/2022	COMBINED PEST CONTROL	COMMERCIAL SPIDER, FLY & MOSQUITO SERVICE TO SWIMMING POOL	-\$198.00	
EFT11439	21/09/2022	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES -08/09 & 13/09/22 6 HOURS	-\$627.00	
EFT11440	21/09/2022	NIKAYLA-JOY OVENS	REIMBURSEMENT: PLANT EXPENSES VARIOUS WORKS AND SERVICES VEHICLES	-\$319.06	
EFT11441	21/09/2022	PILOMA TRADING PYY LTD T/A: PARKQUIP	1 X TCPC-QP-3/5-SKT-AC (MINUS \$100 FOR DELETION OF MIXER TAP) INCL FREIGHT FOR KWIRRADING KOORT COMMUNITY PARK (LRCI FUNDED PROJECT)	-\$6,094.00	FULLY
EFT11442	21/09/2022	BELINDA KNIGHT	SHIRE OF QUAIRADING OCTOBER 2022 EXTRAORDINARY ELECTION - RETURNING OFFICER DUTIES AS PER SECTION 4.20(2) OF THE LOCAL GOVERNMENT ACT. STAGE 1: TO CLOSE OF NOMINATIONS, INCLUDING ON-SITE ATTENDANCE FOR OPENING OF NOMINATIONS (07/09/2022) AND CLOSING OF NOMINATIONS (14/09/2022)	-\$7,255.60	
EFT11443	21/09/2022	MICHAEL SOUTHWELL	MEDIA ASSISTANCE FOR MICROGRID PROJECT; RESEARCH, CONSULTANCY, DRAFTING DOCUMENTS, MEETINGS, VEHICLE REIMBURSEMENT - AUGUST 2022 WORK	-\$2,940.00	
EFT11444	21/09/2022	DENNIS MILLER	REIMBURSEMENT: STAFF MEALS AND REFRESHMENTS DURING ROLLER OPERATOR TRAINING 12/09/2022	-\$60.00	
EFT11461	30/09/2022	TOLL TRANSPORT PTY LTD	ROAD TRANSPORT - SURGICAL HOUSE (MEDICAL CENTRE)	-\$11.07	
EFT11462	30/09/2022	COUNTRY COPIERS NORTHAM	COLOUR COPIER METRE READING FROM 23/06-19/09/2022	-\$365.46	
EFT11463	30/09/2022	EASTERN HILLS CHAINSAWS & MOWERS	SUPERCUT MOWING HEAD SPEED FEED MOWING HEAD - WORKS AND SERVICES, SAW CHAIN LOOP 1/4P 043 64DL	-\$310.00	
EFT11464	30/09/2022	QUAIRADING CLUB INC.	CARTON OF GREAT NORTHERN MID STUBBIES FOR COUNCIL REFRESHMENTS	-\$57.00	

11.1 (i) | List Of Accounts - September 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT11465	30/09/2022	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH THE 2022/23 ANNUAL STATUTORY BUDGET 25.75 HOURS WORK. ASSISTANCE WITH THE JULY AND AUGUST MONTHLY FINANCIAL STATEMENTS - 1HR	-\$4,413.75	
EFT11466	30/09/2022	BENT NAIL BUILDING & MAINTENANCE	PROVIDE AND REPLACE THREE (3) DAMAGED POLYCARBONATE SHEETS ON THE ROOF OF RECYCLING CENTRE SHED	-\$850.58	
EFT11467	30/09/2022	HARVEY NORMAN	DOUBLE OVEN WITH 3D HOT AIR FOR 28 REID STREET	-\$2,298.00	
EFT11468	30/09/2022	GREAT SOUTHERN FUEL SUPPLIES	8000L DIESEL	-\$15,340.34	
EFT11469	30/09/2022	BIOMEDICAL ENGINEERING	ANNUAL PREVENTATIVE SERVICING OF ELECTRICAL EQUIPMENT AT MEDICAL PRACTICE - 04/08/2022	-\$385.00	
EFT11470	30/09/2022	COMPRESSED AIR INSTALLATIONS WA PTY LTD	PRESSURE COMPLIANCE INSPECTION ON 2X COMPRESSORS - DEPOT OFFICE	-\$1,679.54	
EFT11471	30/09/2022	DOWNER EDI SERVICES	DOODENANNING-MAWSON RD RESEAL (LRCI PHASE 2 GRANT - ALLOCATION \$176,774), 14MM RESEAL, RISE AND FALL. WORK COMPLETED IN APRIL 2022, REMEDIATION COMPLETED AUG 22.	-\$290,406.94	PARTIALLY
EFT11472	30/09/2022	SEEK LIMITED	SEEK ADVERTISING: CESM VACANCY	-\$302.50	
EFT11473	30/09/2022	SECUREX PTY LTD.	ADMIN BUILDING, CRC, MEDICAL CENTRE AND DEPOT BUILDINGS: ALARM MONITORING FEE 1/10/22-30/09/23 AND GPRS SUPPLY AND INSTALL	-\$4,105.60	
EFT11474	30/09/2022	RURAL INFRASTRUCTURE SERVICES	22/23 BUDGET ASSISTANCE AND ROAD FUNDING APPLICATION ASSISTANCE AND GENERAL ENQUIRIES- AUGUST 2022	-\$4,790.28	
EFT11475	30/09/2022	SITE SKILLS	ROLLER OPERATIONS TRAINING FOR 2X STAFF MEMBERS FORM THE WORKS AND SERVICES CREW 12/09/2022	-\$1,000.00	
23913	08/09/2022	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	-\$451.60	
23914	15/09/2022	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	-\$417.00	
23915	20/09/2022	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	-\$427.30	
23916	29/09/2022	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	-\$310.40	
DD15115.1	20/09/2022	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	RENTAL BONDS - UNIT 6 & 7 AKV AND 50B SUBURBAN RD	-\$1,562.00	FULLY
				-\$684,944.87	

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

ACTUAL TOTAL TAKINGS		
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
30/08/2022	TRANSPORT TAKINGS	\$646.75
31/08/2022	TRANSPORT TAKINGS	\$1,071.65
1/09/2022	TRANSPORT TAKINGS	\$1,923.25
2/09/2022	TRANSPORT TAKINGS	\$336.10
5/09/2022	TRANSPORT TAKINGS	\$1,708.65
6/09/2022	TRANSPORT TAKINGS	\$1,697.75
7/09/2022	TRANSPORT TAKINGS	\$3,832.10
8/09/2022	TRANSPORT TAKINGS	\$1,692.05
9/09/2022	TRANSPORT TAKINGS	\$604.20
12/09/2022	TRANSPORT TAKINGS	\$591.90
13/09/2022	TRANSPORT TAKINGS	\$2,631.45
14/09/2022	TRANSPORT TAKINGS	\$10,418.20
15/09/2022	TRANSPORT TAKINGS	\$390.80
16/09/2022	TRANSPORT TAKINGS	\$837.60
19/09/2022	TRANSPORT TAKINGS	\$3,521.20
20/09/2022	TRANSPORT TAKINGS	\$275.10
21/09/2022	TRANSPORT TAKINGS	\$792.05
27/09/2022	TRANSPORT TAKINGS	\$2,663.40
28/09/2022	TRANSPORT TAKINGS	\$2,384.05
TAKINGS RECEIVED IN THE BANK - SEPTEMBER 2022		\$38,018.25

AMOUNTS YET TO BE DRAWN		
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
29/09/2022	TRANSPORT TAKINGS	\$2,868.20
30/09/2022	TRANSPORT TAKINGS	\$1,527.15
SEPTEMBER TAKINGS RECEIVED IN THE BANK - OCTOBER 2022		\$4,395.35

Shire of Quairading
Credit Card Reconciliation - Page 1

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Statement From
Statement To

29/08/2022
27/09/2022

Statement Total
\$ 3,976.52



Credit Card Summary			
Card Name	Title	Card Ending	Amount Spent
Nicole Gibbs	CEO	1475	\$ 3,210.97
Leah Horton	EMCS	1336	\$ 765.55
Vacant	EMCPS	n/a	\$ -
Vacant	CESM	n/a	\$ -
Vacant	EMWS	n/a	\$ -

Credit Card Transaction - GL Entry			
GL Code	Amount (incl GST)	GST (\$)	Narration/Summary
2040211.2101	\$ 18.50	\$ 1.68	Various Council refreshments CEO
2040211.2101	\$ 31.50	\$ -	Various Council refreshments CEO
W13214.2400.2104	\$ 64.98	\$ -	Caravan Park Brochure CEO
P5480.2610.4000	\$ 699.85	\$ 63.62	Diesel Purchases CEO Vehicle
P5480.2600.2101	\$ 7.00	\$ -	Windscreen Wipers CEO Vehicle
W13216.2400.2104	\$ 209.99	\$ 19.09	Social Media Adverts/Canva Subscr CEO
W13216.2400.2104	\$ 61.80	\$ -	Social Media Adverts/Facebook CEO
BM12201.2400.2101	\$ 1,053.05	\$ 95.73	Depot Dog Pound materials CEO
W10101.2400.2101	\$ 601.31	\$ 54.66	Refuse Site sign and stickers CEO
2030113.2700	\$ 375.20	\$ -	Copy of Land Title Landgate CEO
2050587.2100	\$ 42.94	\$ 3.90	BFAC Meeting refreshments CEO
3140201.3810	\$ 44.85	\$ 4.08	Error purchase - reimbursed by CEO
2140204.2003	\$ 531.00	\$ 48.27	Membership Fee LG Professionals EMCS
2140205.2101	\$ 88.00	\$ 8.00	Job Advert Exec Manager Econ Dev EMCS
P360.2610.4001	\$ 146.55	\$ 13.32	Petrol 0Q EMCS

9130001.00	-\$ 3,976.52	Bring credit card expenses into muni - September 2022 - evidence in Credit Card File
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Totals	\$ 3,976.52	\$ 312.37
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Shire Confirmation

Nicole Gibbs, Chief Executive Officer

Council Approval

Jo Haythornthwaite, Chair A&R Committee

ACCOUNTS PROCESSING
Journal Date (DD): 13/10/2022
Journal Number: 22 23 035
Journal Batch: 6831
Journal Posting Period: 4



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Billing Account Number
5163 2800 9109 9937

Payment Due Date
24 OCTOBER 2022

Closing Balance
\$3,976.52

Minimum Payment Due
\$120.00

Amount Paid (Details on the reverse)
\$

BusinessChoice Everyday Mastercard® Statement



SHIRE OF QUAIRADING
LEAH HORTON
PO BOX 38
QUAIRADING WA 6383

+5163280091099937+

(Cut along this dotted line)

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

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

Company Name	Number of Cards	Facility Number	Annual Cash % Rate	Annual Purchase % Rate		
Shire Of Quairading	2	02752751	19.96%	14.25%		
Contact Name	Billing Account Number	Opening Balance	Credit Limit			
Leah Horton	5163280091099937	1,887.43	10,000			
Statement From	Statement To	Payment Due Date	Opening Balance	Minimum Payment Due	Closing Balance	Available Credit
29 AUG 2022	27 SEP 2022	24 OCT 2022	1,887.43	120.00	3,976.52	6,023.48

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
1,887.43	1,887.43 -	0.00	0.00	0.00	3,976.52	3,976.52	0.00	120.00

SHIRE OF QUAIRADING	FILE NO:
	05 OCT 2022
	TO: COPY:

S006492 / M001568 / 271 / CN1VPCP1

Important:

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

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



Choose the payment method that suits you best

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

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

By Telephone Banking
 Call 132 032 if you have another Westpac account.

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

Using BPAY
 Contact any participating institution to make this payment from your cheque or savings account. When prompted, simply enter the biller code (5181) and your Payment Account Number as your reference number.

In Person
 At any of our Westpac branches in Australia.

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

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

**Summary of Billing Account Transactions**

Date of Transaction	Description	Debits/Credits
12 SEP	Payments AUTOMATIC PAYMENT <div style="text-align: right;">Sub Total:</div>	1,887.43 - 1,887.43 -
27 SEP	Miscellaneous Transactions LEAH HORTON 5163 2800 0144 1336 Monthly Balance	765.55
27 SEP	NICOLE GIBBS 5163 2800 0186 1475 Monthly Balance <div style="text-align: right;">Sub Total:</div>	3,210.97 3,976.52
Grand Total:		2,089.09

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

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

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

Shire of Quairading
Credit Card Reconciliation - Page 2

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Statement From 29/08/2022
Statement To 27/09/2022

Credit Card Transactions - Nicole Gibbs, CEO

Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
27/08/2022	Puma Energy	\$ 7.00	\$ -	N	P5480.2600.2101	Windscreen Wiper P5480 (lost receipt)
28/08/2022	Coffee Joy Boyanup	\$ 18.50	\$ 1.68	Y	2040211.2101	Coffee for meeting Paramount Projects
28/08/2022	Atlas Fuel Narrogin	\$ 91.70	\$ 8.34	Y	P5480.2610.4000	Diesel P5480
26/08/2022	BP Williams	\$ 100.74	\$ 9.16	Y	P5480.2610.4000	Diesel P5480
30/08/2022	iStock Photos	\$ 44.00	\$ 4.00	Y	W13216.2400.2104	Social Media Advert Subscription
30/08/2022	Golden Grain Bakery	\$ 17.50	\$ -	N	2040211.2101	Refreshments for Meeting
31/08/2022	Vistaprint Australia	\$ 64.98	\$ 5.91	Y	W13214.2400.2104	Caravan Park Brochure Printing
2/09/2022	Puma Mundaring	\$ 60.00	\$ 5.45	Y	P5480.2610.4000	Diesel P5480
4/09/2022	BP Quairading	\$ 125.75	\$ 11.43	Y	P5480.2610.4000	Diesel P5480
6/09/2022	Canva	\$ 165.99	\$ 15.09	Y	W13216.2400.2104	Social Media Advert: Canva Subscription
6/09/2022	Golden Grain Bakery	\$ 14.00	\$ -	N	2040211.2101	Refreshments for Meeting
11/09/2022	BP Quairading	\$ 117.97	\$ 10.72	Y	P5480.2610.4000	Diesel P5480
11/09/2022	BP Quairading	\$ 42.94	\$ 3.90	Y	2050587.2100	Refreshments for BFAC Meeting
14/09/2022	Kogan	\$ 217.30	\$ 19.75	Y	BM12201.2400.2101	Depot Dog Pound materials
14/09/2022	Quairading Coop	\$ 44.85	\$ 4.08	Y	3140201.3810	Reimbursed by Nicole (error purchase)
14/09/2022	Pet Circle	\$ 124.35	\$ 11.30	Y	BM12201.2400.2101	Depot Dog Pound materials
15/09/2022	Matt Blatt	\$ 711.40	\$ 64.67	Y	BM12201.2400.2101	Depot Dog Pound materials
15/09/2022	WARRRL	\$ 601.31	\$ 54.66	Y	W10101.2400.2101	Refuse Site Signs and stickers
15/09/2022	Landgate	\$ 375.20	\$ -	N	2030113.2700	Copy of Land Title
18/09/2022	Atlas Fuel Narrogin	\$ 101.92	\$ 9.27	Y	P5480.2610.4000	Diesel P5480
19/09/2022	Facebook advertising	\$ 61.80	\$ -	N	W13216.2400.2104	Social Media Advertising
21/09/2022	BP Williams	\$ 101.77	\$ 9.25	Y	P5480.2610.4000	Diesel P5480
Total		\$ 3,210.97	\$ 248.68			

**BusinessChoice Everyday Mastercard® Statement**

MISS NICOLE JULIA GIBBS
SHIRE OF QUAIRADING
QUAIRADING WA 6383

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

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

Card Account Transaction Details

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

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	3,210.97	0.00	0.00	3,210.97 -	0.00	0.00	0.00

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

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

I will get this one. - Elders Lunch

I'll get this one *wiper blades*

BusinessChoice Everyday Mastercard®

Date of Transaction	Description	Debits/Credits	Cardholder Comments
27 AUG	Purchases PUMA ENERGY WATTLE G WATTLE GROVE AUS	PS480 7:00	
✓ 28 AUG	SERVICE STATIONS (receipt lost) BOYANUP AUS	2040211 18.50 ✓	
✓ 28 AUG	FAST FOOD RESTAURANTS ATLAS FUEL NARROGIN PL NARROGIN AUS	PS480 91.70 ✓	
✓ 26 AUG	BP WILLIAMS 1938 WILLIAMS AUS	PS480 100.74 ✓	
30 AUG	SERVICE STATIONS iStock.com New York AUS	W13216 44.00 ✓	
30 AUG	COMMERICAL PHOTOGRAPHY, ART THE GLDN GRN CAF BKR QUAIRADING AUS	2040211 17.50 ✓	
✓ 31 AUG	EATING PLACES, RESTAURANTS Vistaprint Australia P Derrimut AUS	W13214 64.98 ✓	
✓ 02 SEP	BUSINESS SERVICES NOT ELSEWH PUMA ENERGY MUNDARIN MUNDARING AUS	PS480 60.00 ✓	
✓ 04 SEP	SERVICE STATIONS BP QUAIRADING 6561 QUAIRADING AUS	PS480 125.75 ✓	
06 SEP	Canva* 03535-8197292 Sydney AUS	2130240 1.00 ✓	
✓ 06 SEP	COMMERICAL PHOTOGRAPHY, ART Canva* 03535-8318732 Sydney AUS	164.99 ✓	
✓ 06 SEP	COMMERICAL PHOTOGRAPHY, ART THE GLDN GRN CAF BKR QUAIRADING AUS	2040211 14.00 ✓	
✓ 11 SEP	EATING PLACES, RESTAURANTS BP QUAIRADING 6561 QUAIRADING AUS	PS480 117.97 ✓	
✓ 11 SEP	SERVICE STATIONS BP QUAIRADING 6561 QUAIRADING AUS	42.94 ✓	
✓ 14 SEP	SERVICE STATIONS Kogan.com YAQCE4XV Melbourne AUS	Bm12201 217.30	Britt.
	DEPARTMENT STORES		

you already have email this dated 30 sept

Britt

S006496 / M001568 / 271 / ON1VPCP1



BusinessChoice Everyday Mastercard®

Date of Transaction	Description	Debits/Credits	Cardholder Comments
14 SEP	QUAIRADING CO-OP QUAIRADING AUS	44.85	
14 SEP	GLASSWARE & CRYSTAL STORES Pet Circle Sydney AUS	124.35	see Sarah Caporn.
15 SEP	PET SHOPS - PET FOODS & SUPP Matt Blatt A2RHNDKW Melbourne AUS	711.40	
15 SEP	DEPARTMENT STORES WARRRL PERTH AUS	601.31	
15 SEP	MISCELLANEOUS PUBLISHING AND LANDGATE PERTH AUS	375.20	
18 SEP	GOVERNMENT SERVICES NOT ELSE ATLAS FUEL NARROGIN PL NARROGIN SERVICE STATIONS AUS	PS480 101.92	
19 SEP	FACEBK *FKPEAHXUJ2 fb.me/ads IRL	61.80	see Jen Curran
21 SEP	INC FX FEE AUD \$1.80 ADVERTISING SERVICES BP WILLIAMS 1938 WILLIAMS AUS	PS480 101.77	
	Sub Total:	3,210.97	
27 SEP	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	3,210.97 -	
	Sub Total:	3,210.97 -	
	Grand Total:	0.00	

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

Cardholder Signature

[Handwritten Signature]

Date

14/10/2022

Transactions examined and approved.

Manager/Supervisor Signature

[Handwritten Signature]

Date

17/10/2022

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

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

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

5006497 / M001568 / 271 / CN1VPCP1

**BusinessChoice Everyday Mastercard® Statement**

MRS LEAH MAREE HORTON
SHIRE OF QUAIRADING
QUAIRADING WA 6383

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

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

Card Account Transaction Details

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

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	765.55	0.00	0.00	765.55 -	0.00	0.00	0.00

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

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

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

BusinessChoice Everyday Mastercard®

Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
✓ 02 SEP	LOCAL GOVERNEMENT MANA EAST PERTH AUS	531.00	
✓ 13 SEP	GOVERNMENT SERVICES NOT ELSE LinkedIn 7423995456 lnkd.in/bill AUS	88.00	
✓ 18 SEP	DIRECT MARKETING CONTINUITY BP BALDIVIS NB7375 BALDIVIS AUS	71.28	
✓ 24 SEP	SERVICE STATIONS PUMA YORK ROADHOUSE YORK AUS	75.27	
	Sub Total:	765.55	
	Miscellaneous Transactions		
27 SEP	TRANSFER CLOSING BALANCE TO BILLING ACCT	765.55 -	
	Sub Total:	765.55 -	
	Grand Total:	0.00	

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

Cardholder Signature 

Date 14/10/2022

Transactions examined and approved.

Manager/Supervisor Signature 

Date 18/10/22

11.2 Monthly Financial Statements – September 2022

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Leah Horton (Executive Manager Corporate Services)
Attachments:	(i) Statement of Financial Activity – September 2022
Owner/Applicant:	N/A
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 95 - 22/23

MOVED Cr Hippisley SECONDED Cr Haythornthwaite

That Council receive the monthly Financial Statements for the period ending 30th September 2022.

CARRIED 7/0

IN BRIEF

- Monthly financial statements for the period ending 30th September 2022 attached.
- Monthly financial statements have been updated based on the Bob Waddell and Associates monthly statements model (Abridged version).
- The 22/23 annual budget was endorsed by Council on 25 August 2022.
- Depreciation has not been calculated for the months of July, August and September.
- Admin Allocations have not been run for the months of July, August and September.

MATTER FOR CONSIDERATION

To receive the monthly financial report and statements.

BACKGROUND

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

The ongoing impact of COVID-19 in conjunction with other international events (such as the war in Ukraine) continue to cause uncertainty and supply shortages around the world, with significant impact on world economic activities. It has resulted in steep rises in inflation worldwide, including Australia. The June 2022 Perth CPI rose 7.4% from the corresponding quarter of the previous year. As a result of extensive inflation the Australian Bureau of Statistics (ABS) will commence publication of a monthly CPI indicator from 26 October 2022. To curb the high inflation the Reserve Bank of Australia (RBA) have in the last few months announced consecutive increases in the cash rate, the latest being .25 in October. The current cash rate is 2.60%, increases for the last six months amounted to 2.50%, exceeding market predictions.

In framing the Annual Budget 2022/23, the Shire considered the economic environment and the impact of COVID-19. In Western Australia the State Government continues to extend the public health state of emergency initially enacted in March 2020, however public health measures are easing and the State Government announced on 20 September 2022 that a bill will be introduced into State Parliament to amend the Emergency Management Act 2005 to allow for the ongoing management of COVID-19 beyond a state of emergency.

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

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

STATUTORY ENVIRONMENT

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

ALIGNMENT WITH STRATEGIC PRIORITIES

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

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

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

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

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

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

As the end of year process for 21/22 has not yet been finalised, no depreciation or admin allocations (clearing journals) have been recorded for the months of July, August and September. When appropriate, these will be run and back-dated to the appropriate month and actuals for July, August and September will vary in future monthly reports.

DISCUSSION AFFECTING COUNCIL DECISION

Cr Haythornthwaite queried why accounts receivable “over 90 days” was very high.

Mrs Horton said there are two reasons:

- There is one invoice that would be contributing to a large portion of the arrears.
- Collection of arrears has fallen behind due to there not being a permanent staff member in the Finance & Customer Service Officer role, now that there is Council should see those debts go down.



SHIRE OF QUAIRADING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 September 2022

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

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Items of Significance

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

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
Significant Projects					
Dangin - Mears Road (Capital)	0%	35,000.00	0	0	0
Groves Road Access (Capital)	6%	34,064.00	2,000	1,938	62
Old Beverley West Road (R2R)	0%	289,470.20	0	0	0
Badjaling North Road (R2R)	0%	110,395.00	0	0	0
RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.1	0%	602,386.00	0	0	0
RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.1	0%	599,183.00	0	0	0
Doodenanning - Mawson Road - LRCI Funded Expenditure	150%	176,774.00	176,774	265,118	(88,344)
Quairading - Cunderdin Road - WSNF Expenditure	0%	69,959.00	0	0	0
McLennan Street (Wood St - Heal St) - Footpath Capital	0%	60,565.00	0	0	0
Construction Hall Carpark LRCI Funded Expenditure	0%	505,500.00	0	0	0
Community Park - LRCI Funded Expenditure	13%	748,348.45	92,700	94,602	(1,902)
Grants, Subsidies and Contributions					
Operating Grants, Subsidies and Contributions	42%	720,087	300,186	305,699	5,514
Non-operating Grants, Subsidies and Contributions	-2%	2,610,017	70,796	(63,966)	(134,762)
	7%	3,330,104	370,982	241,734	(129,248)
Rates Levied	100%	2,488,487	2,488,487	2,491,834	3,347

Financial Position		Prior Year 30 September 2021	Current Year 30 September 2022
Adjusted Net Current Assets	123%	\$ 2,856,308	\$ 3,513,527
Cash and Equivalent - Unrestricted	59%	\$ 2,827,932	\$ 1,672,855
Cash and Equivalent - Restricted	101%	\$ 3,577,420	\$ 3,602,150
Receivables - Rates	371%	\$ 682,793	\$ 2,536,000
Receivables - Other	230%	\$ 75,681	\$ 173,882
Payables	96%	\$ 335,487	\$ 320,752

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 September 2022
Prepared by: Leah Horton (EMCS)
Reviewed by: Nicole Gibbs (CEO)

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

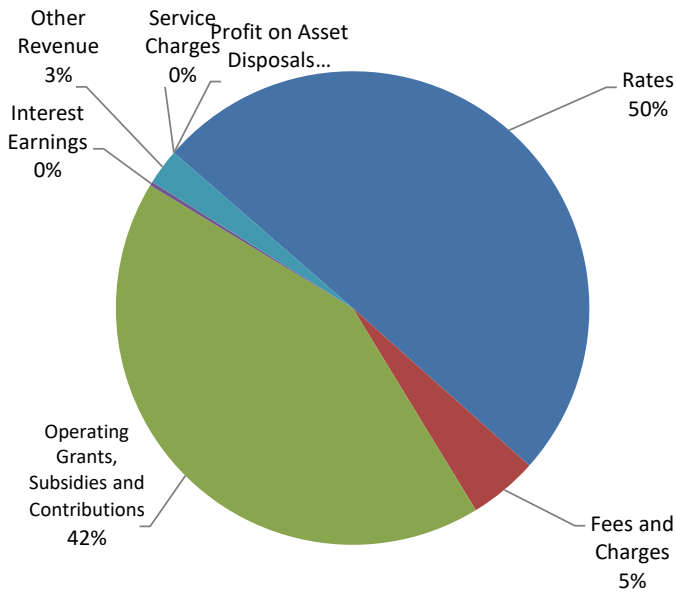
CRITICAL ACCOUNTING ESTIMATES

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

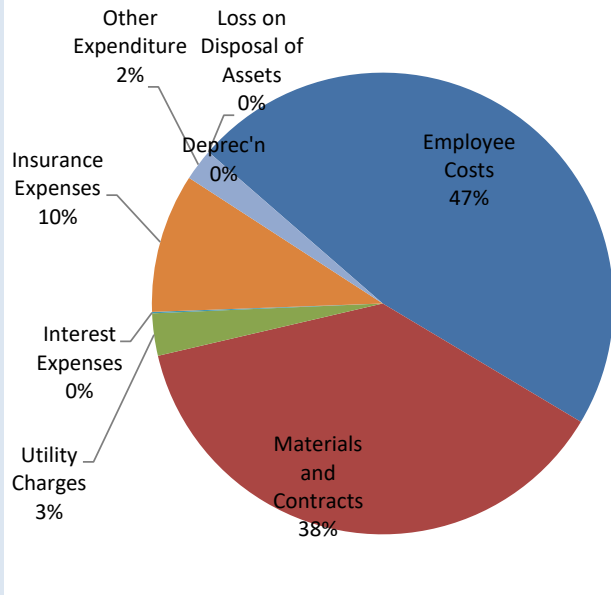
ROUNDING OFF FIGURES

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

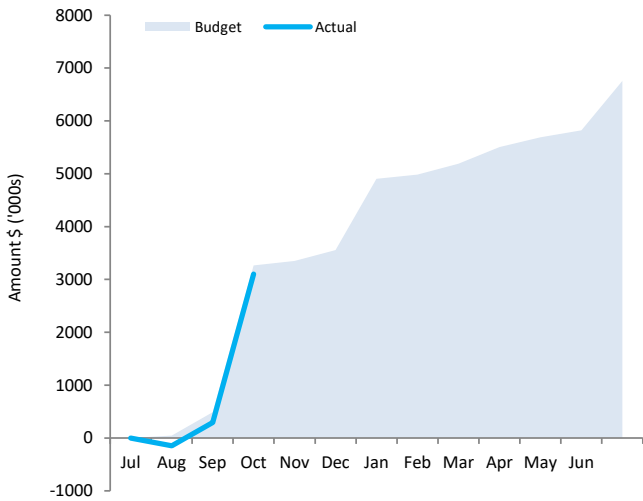
OPERATING REVENUE



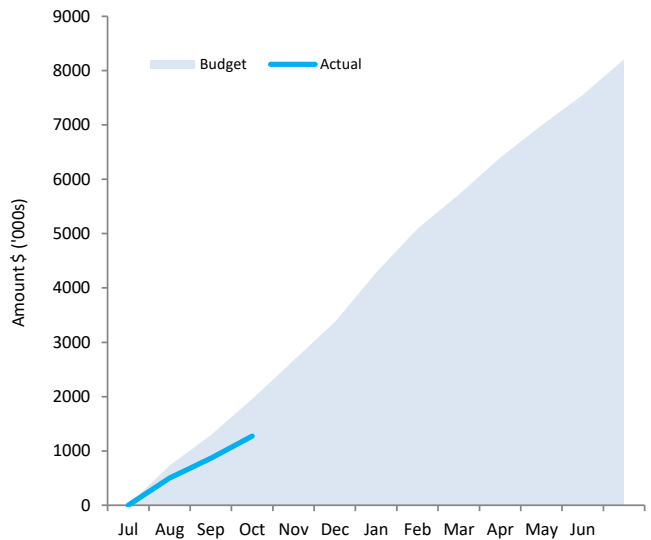
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

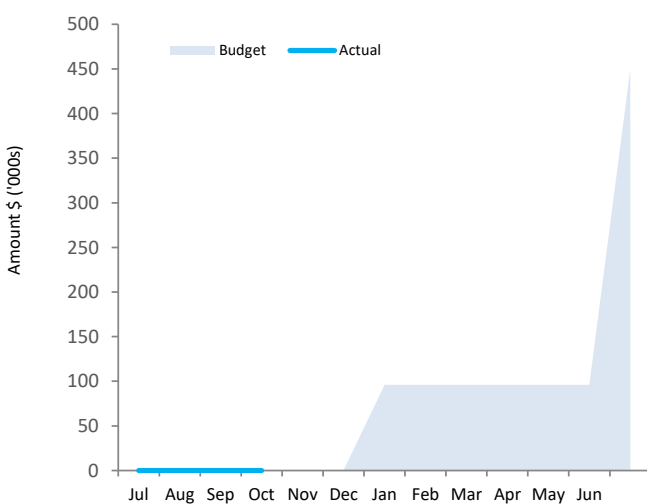


Budget Operating Expenses -v- YTD Actual



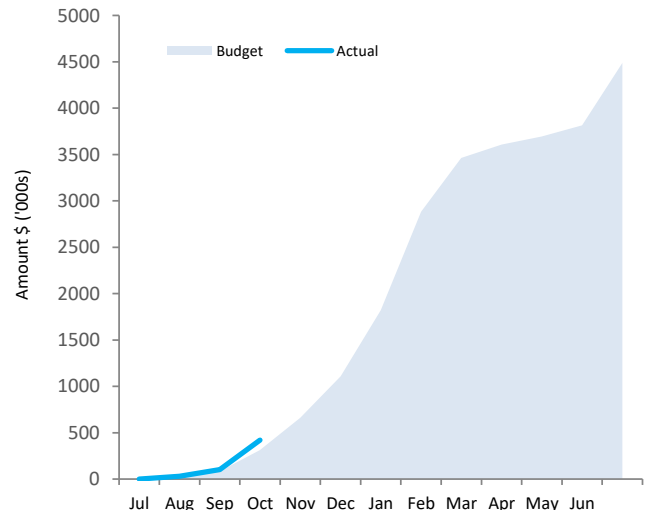
CAPITAL REVENUE

Budget Capital Revenue -v- Actual



CAPITAL EXPENSES

Budget Capital Expenses -v- Actual



	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S	
		\$	\$	\$	\$	\$	%			
Opening Funding Surplus(Deficit)	1	2,127,487	2,127,487	2,127,487	2,104,180	(23,307)	(1%)	▼		
Revenue from operating activities										
Governance		500	500	123	0	(123)	(100%)	▼		
General Purpose Funding - Rates	6	2,488,487	2,488,487	2,488,487	2,491,834	3,347	0%	▲		
General Purpose Funding - Other		542,912	542,912	149,022	153,720	4,698	3%	▲		
Law, Order and Public Safety		210,384	210,384	41,883	3,501	(38,382)	(92%)	▼	S	
Health		11,192	11,192	294	263	(31)	(11%)	▼		
Education and Welfare		63,053	63,053	15,660	9,467	(6,193)	(40%)	▼		
Housing		122,195	122,195	30,498	27,028	(3,470)	(11%)	▼		
Community Amenities		172,522	172,522	146,721	149,553	2,832	2%	▲		
Recreation and Culture		28,577	28,577	3,510	3,541	31	1%	▲		
Transport		179,850	179,850	164,328	168,136	3,808	2%	▲		
Economic Services		294,684	294,684	148,639	154,691	6,052	4%	▲		
Other Property and Services		33,076	33,076	8,256	4,047	(4,209)	(51%)	▼		
		4,147,432	4,147,432	3,197,421	3,165,779					
Expenditure from operating activities										
Governance		(714,290)	(714,290)	(208,329)	(120,148)	88,180	42%	▲	S	
General Purpose Funding		(76,883)	(76,883)	(19,175)	(4,383)	14,792	77%	▲	S	
Law, Order and Public Safety		(544,136)	(544,136)	(123,369)	(72,463)	50,906	41%	▲	S	
Health		(366,623)	(366,623)	(90,327)	(73,131)	17,196	19%	▲	S	
Education and Welfare		(249,561)	(249,561)	(62,264)	(25,428)	36,836	59%	▲	S	
Housing		(418,337)	(418,337)	(46,939)	(38,524)	8,415	18%	▲		
Community Amenities		(539,724)	(539,724)	(144,729)	(111,949)	32,780	23%	▲	S	
Recreation and Culture		(1,048,165)	(1,048,165)	(248,014)	(110,350)	137,664	56%	▲	S	
Transport		(3,165,567)	(3,165,567)	(720,182)	(208,983)	511,199	71%	▲	S	
Economic Services		(1,045,114)	(1,045,114)	(235,127)	(103,488)	131,639	56%	▲	S	
Other Property and Services		(39,700)	(39,700)	(57,751)	(403,753)	(346,002)	(599%)	▼	S	
		(8,208,100)	(8,208,100)	(1,956,206)	(1,272,599)					
Operating activities excluded from budget										
Add back Depreciation		3,152,569	3,152,569	787,794	0	(787,794)	(100%)	▼	S	
Adjust (Profit)/Loss on Asset Disposal	7	229,131	229,131	0	0	0				
Movement in Leave Reserve (Added Back)		464	464	0	347	347		▲		
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0				
Movement in Employee Benefit Provisions		0	0	0	0	0				
Rounding Adjustments		0	0	0	0	0				
Movement Due to Changes in Accounting Standards		0	0	0	0	0				
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0				
Loss on Asset Revaluation		0	0	0	0	0				
Adjustment in Fixed Assets		0	0	0	0	0				
		(678,503)	(678,503)	2,029,009	1,893,526					
Investing Activities										
Non-operating Grants, Subsidies and Contributions	13	2,610,017	2,610,017	70,796	(63,966)	(134,762)	(190%)	▼	S	
Proceeds from Disposal of Assets	7	96,100	96,100	0	0	0				
Land Held for Resale	8	0	0	0	0	0				
Land and Buildings	8	(40,000)	(40,000)	0	(11,629)	(11,629)		▼	S	
Plant and Equipment	8	(384,223)	(384,223)	(22,223)	(22,863)	(640)	(3%)	▼		
Furniture and Equipment	8	(72,000)	(72,000)	0	0	0				
Infrastructure Assets - Roads	8	(1,917,231)	(1,917,231)	(178,774)	(267,057)	(88,283)	(49%)	▼	S	
Infrastructure Assets - Drainage	8	0	0	0	0	0				
Infrastructure Assets - Footpaths	8	(60,565)	(60,565)	0	0	0				
Infrastructure Assets - Other	8	(1,336,598)	(1,336,598)	(92,700)	(94,602)	(1,902)	(2%)	▼		
Infrastructure Assets - Bridges	8	0	0	0	0	0				
		(1,104,501)	(1,104,501)	(222,901)	(460,116)					
Financing Activities										
Proceeds from New Debentures	9	0	0	0	0	0				
Repayment of Debentures	9	(66,151)	(66,151)	(7,275)	(7,249)	26	0%	▲		
Repayment of Lease Financing	9	(40,850)	(40,850)	(10,203)	(9,338)	865	8%	▲		
Advances to Community Groups		0	0	0	0	0				
Proceeds from Advances		0	0	0	0	0				
Self-Supporting Loan Principal		1,787	1,787	0	0	0				
Transfer from Reserves	10	351,900	351,900	0	0	0				
Transfer to Reserves	10	(570,000)	(570,000)	0	(7,476)	(7,476)		▼		
		(323,314)	(323,314)	(17,478)	(24,063)					
Closing Funding Surplus(Deficit)	1	21,169	21,169	3,916,117	3,513,527					

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 15 for an explanation of the reasons for the variance. The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

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

ACTIVITIES

GOVERNANCE

To provide a decision making process for the efficient allocation of scarce resources.

The Governance function accumulates the costs of Members expenses and other costs of Council that relate to the tasks of assisting councillors and the Ratepayers on matters which do not concern specific Council services, being election costs; allowances and expenses of members; policy and training and audit fees.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services that are not fully funded by specific fees and charges.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision of local laws, fire control which covers the maintenance of bushfire equipment and insurance; animal control and a shared community emergency services manager.

HEALTH

To provide an operational framework for environmental and community health.

Health inspections, food quality control, pest control and operation of the medical centre.

EDUCATION AND WELFARE

To provide services to disadvantaged persons, the elderly, children and youth.

Operation and maintenance of the Little Rainmakers Childcare Centre, Arthur Kelly Village and minor in-kind association with the Fail Aged Lodge, Youth programme and Quairading Youth Centre.

HOUSING

To provide and maintain housing.

Maintenance of housing rented to staff and non staff.

COMMUNITY AMENITIES

Provide services required by the community.

Rubbish and recycling services and administration of Town Planning Scheme and Heritage services. Community bus service, maintenance of cemeteries, public conveniences and environmental services.

RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance of Halls, Swimming Pool, community buildings and various reserves and library.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of roads, drainage works, footpaths, parking facilities and cleaning of streets. Natural disaster road and bridge repairs. On-line licensing centre for Department of Transport. Maintenance of the Airstrip.

ECONOMIC SERVICES

To help promote the Shire Quairading and its economic wellbeing.

Community development, operation of caravan park and short stay accommodation, tourism and townscape, control of noxious weeds/plants. Pests and building control, community gym and building control.

OTHER PROPERTY AND SERVICES

To monitor and control the Shire of Quairading overheads.

Public works overheads, plant operating costs, allocation of salaries and wages. Operation of electrical services and private works.

SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2022

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BY NATURE OR TYPE

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
Opening Funding Surplus (Deficit)	1	2,127,487	2,127,487	2,127,487	2,104,180	(23,307)	(1%)		
Revenue from operating activities									
Rates	6	2,488,487	2,488,487	2,488,487	2,491,834	3,347	0%	▲	
Operating Grants, Subsidies and Contributions	12	720,087	720,087	300,186	305,699	5,514	2%	▲	
Fees and Charges		543,171	543,171	234,412	233,335	(1,077)	(0%)	▼	
Service Charges		0	0	0	0	0			
Interest Earnings		31,127	31,127	7,770	13,383	5,613	72%	▲	
Other Revenue		364,560	364,560	166,566	121,528	(45,038)	(27%)	▼	\$
Profit on Disposal of Assets	7	0	0	0	0	0			
Gain FV Valuation of Assets		0	0	0	0	0			
		4,147,432	4,147,432	3,197,421	3,165,779				
Expenditure from operating activities									
Employee Costs		(2,382,511)	(2,382,511)	(541,763)	(600,427)	(58,664)	(11%)	▼	\$
Materials and Contracts		(1,865,960)	(1,865,960)	(469,307)	(480,909)	(11,602)	(2%)	▼	
Utility Charges		(199,750)	(199,750)	(49,713)	(37,675)	12,038	24%	▲	\$
Depreciation on Non-Current Assets		(3,152,569)	(3,152,569)	(787,794)	0	787,794	100%	▲	\$
Interest Expenses		(14,661)	(14,661)	(3,654)	(1,251)	2,403	66%	▲	
Insurance Expenses		(198,267)	(198,267)	(71,096)	(123,950)	(52,853)	(74%)	▼	\$
Other Expenditure		(165,251)	(165,251)	(32,878)	(28,387)	4,491	14%	▲	
Loss on Disposal of Assets	7	(229,131)	(229,131)	0	0	0			
Loss FV Valuation of Assets		0	0	0	0	0			
		(8,208,100)	(8,208,100)	(1,956,206)	(1,272,599)				
Operating activities excluded from budget									
Add back Depreciation		3,152,569	3,152,569	787,794	0	(787,794)	(100%)	▼	\$
Adjust (Profit)/Loss on Asset Disposal	7	229,131	229,131	0	0	0			
Movement in Leave Reserve (Added Back)		464	464	0	347	347		▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities		(678,503)	(678,503)	2,029,009	1,893,526				
Investing activities									
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Plant and Equipment	8	(384,223)	(384,223)	(22,223)	(22,863)	(640)	(3%)	▼	
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Infrastructure Assets - Other	8	(1,336,598)	(1,336,598)	(92,700)	(94,602)	(1,902)	(2%)	▼	
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Financing Activities									
Proceeds from New Debentures		0	0	0	0	0			
Repayment of Debentures	9	(66,151)	(66,151)	(7,275)	(7,249)	26	0%	▲	
Repayment of Lease Financing	9	(40,850)	(40,850)	(10,203)	(9,338)	865	8%	▲	
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Proceeds from Advances		0	0	0	0	0			
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Transfer from Reserves	10	351,900	351,900	0	0	0			
Transfer to Reserves	10	(570,000)	(570,000)	0	(7,476)	(7,476)		▼	
Amount attributable to financing activities		(323,314)	(323,314)	(17,478)	(24,063)				
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Refer to Note 15 for an explanation of the reasons for the variance.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2022

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGEES

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

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996

identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

ADJUSTED NET CURRENT ASSETS

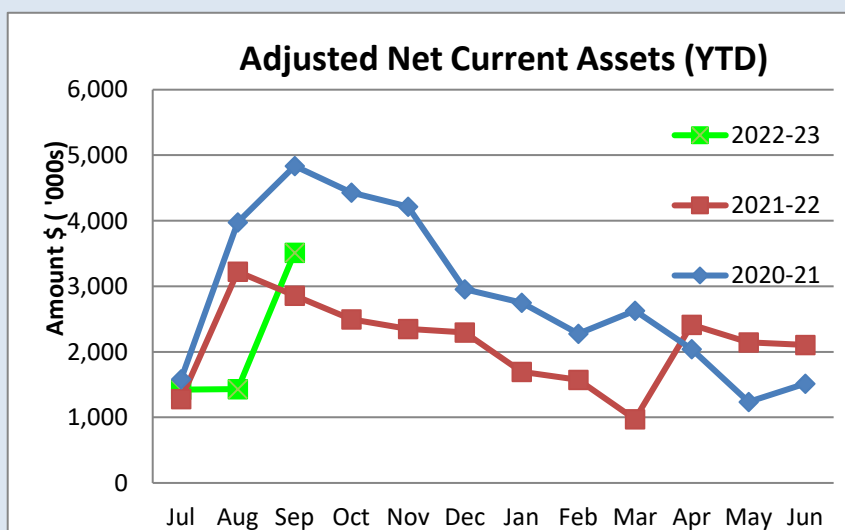
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2022	This Time Last Year 30/09/2021	Year to Date Actual 30/09/2022
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,515,850	2,827,932	1,672,855
Cash Restricted - Reserves	2	3,594,674	3,577,420	3,602,150
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	175,772	682,793	2,536,000
Receivables - Other	3	166,223	75,681	173,882
Other Financial Assets	3	0	1,716	0
Other Assets Other Than Inventories	4	195,478	5,104	7,770
Inventories	4	12,134	10,152	13,643
		<u>6,660,131</u>	<u>7,180,797</u>	<u>8,006,300</u>
Less: Current Liabilities				
Payables	5	(277,106)	(335,487)	(320,752)
Contract Liabilities	11	(473,280)	(207,679)	(347,788)
Bonds & Deposits	14	(100,534)	(91,562)	(112,072)
Loan Liability	9	0	(57,244)	7,249
Lease Liability	9	0	(22,633)	9,338
Provisions	11	(276,993)	(276,993)	(276,993)
		<u>(1,127,913)</u>	<u>(991,598)</u>	<u>(1,041,019)</u>
Less: Cash Reserves	10	(3,594,674)	(3,577,420)	(3,602,150)
Add Back: Component of Leave Liability not Required to be funded		166,636	166,368	166,983
Add Back: Loan Liability		0	57,244	(7,249)
Add Back: Lease Liability		0	22,633	(9,338)
Less : Loan Receivable - clubs/institutions		(0)	(1,716)	(0)
Net Current Funding Position		2,104,180	2,856,308	3,513,527

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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

**This Year YTD****Surplus(Deficit)****\$3.51 M****Last Year YTD****Surplus(Deficit)****\$2.86 M**

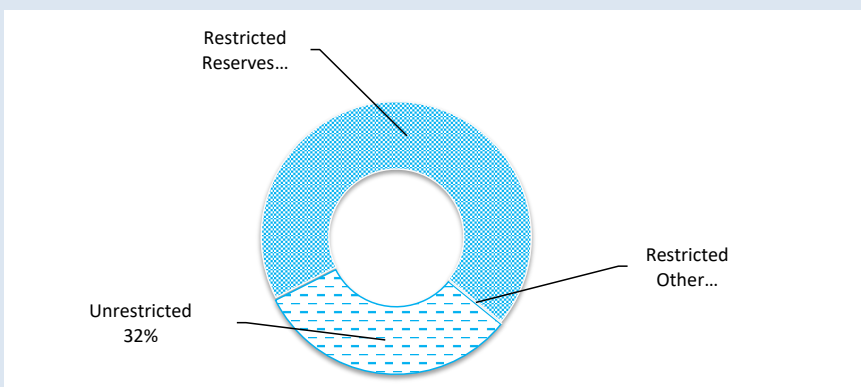
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash on Hand - Admin	1,400			1,400	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	(8,722)			(8,722)	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	643,842			643,842	Westpac		Ongoing
Municipal Investment Cash at Bank	420,000			420,000	Westpac	0.01%	Ongoing
Reserve Cash at Bank		66,120		66,120	Westpac	0.01%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
Term Deposits							
Municipal - Term Deposit Investment 1	309,934			309,934	Westpac	3.09%	5/12/2022
Municipal - Term Deposit Investment 2	306,402			306,402	Westpac	3.09%	3/12/2022
Reserve - Term Deposit Investment 1		964,475		964,475	Westpac	2.26%	5/10/2022
Reserve - Term Deposit Investment 2		624,357		624,357	Westpac	3.20%	22/11/2022
Reserve - Term Deposit Investment 3		1,039,820		1,039,820	Westpac	2.34%	12/10/2022
Reserve - Term Deposit Investment 4		907,379		907,379	Westpac	3.09%	3/12/2022
		0		0			
		0		0			
Investments							
Total	1,672,855	3,602,150	0	5,275,006			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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

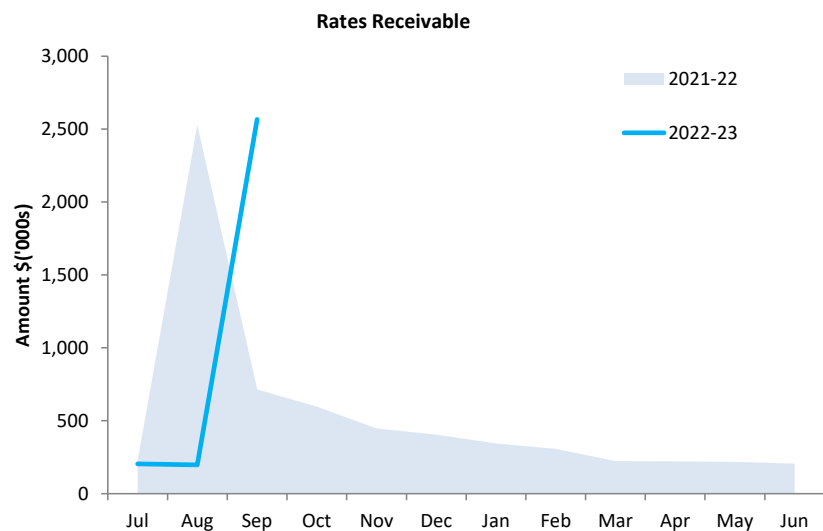


Total Cash	Unrestricted
\$5.28 M	\$3.6 M

Receivables - Rates & Rubbish	30 June 2022	30 Sep 22
	\$	\$
Opening Arrears Previous Years	239,115	206,403
Levied this year	2,482,356	2,611,686
Less Collections to date	(2,515,069)	(251,458)
Equals Current Outstanding	206,403	2,566,631
Net Rates Collectable	206,403	2,566,631
% Collected	92.42%	8.92%

KEY INFORMATION

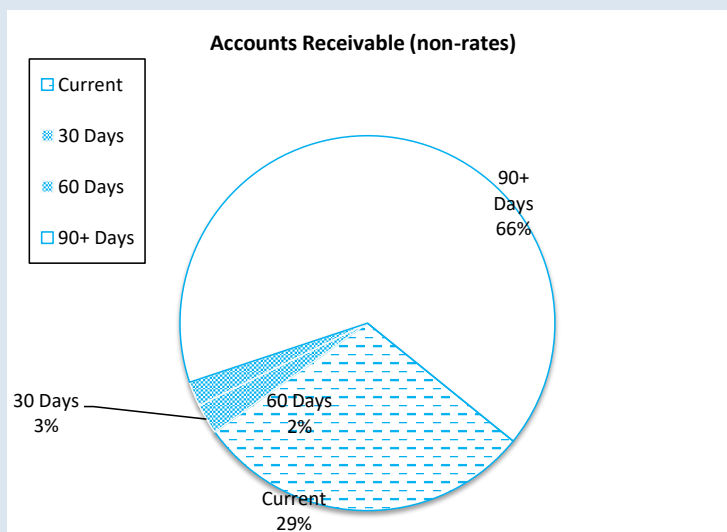
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**Collected****9%****Rates Due****\$2,566,631**

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	27,348	2,453	1,995	61,547	93,342
Percentage	29%	3%	2%	66%	
Balance per Trial Balance					
Sundry Debtors					93,342
Receivables - Other					80,540
Total Receivables General Outstanding					173,882
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

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

**Debtors Due****\$173,882****Over 30 Days****71%****Over 90 Days****66%**

Other Current Assets	Opening Balance 1 Jul 2022	Asset Increase	Asset Reduction	Closing Balance 30 Sep 2022
	\$	\$	\$	\$
Other Financial Assets at Amortised Cost				
Financial assets at amortised cost - self supporting loans	0	0	0	0
Inventory				
Fuel, Visitor and Rec Centres stock on hand	12,134	1,509	0	13,643
Accrued income and prepayments				
Accrued income and prepayments	7,770	0	0	7,770
Contract assets				
Contract assets	187,708	0	(187,708)	0
Total Other Current assets				21,413
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

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

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

CONTRACT ASSETS

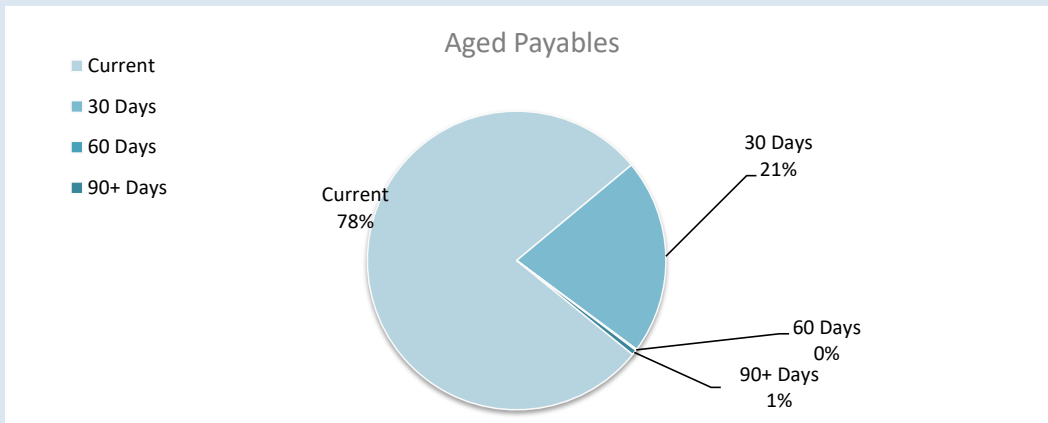
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	86,497	23,471	(146)	609	110,430
Percentage	78.3%	21.3%	-0.1%	0.6%	
Balance per Trial Balance					
Sundry creditors - General					106,740
Other creditors					76,667
Accruals/Income in Advance					16,058
ATO liabilities					114,069
Other accruals/payables					7,218
Total Payables General Outstanding					320,752

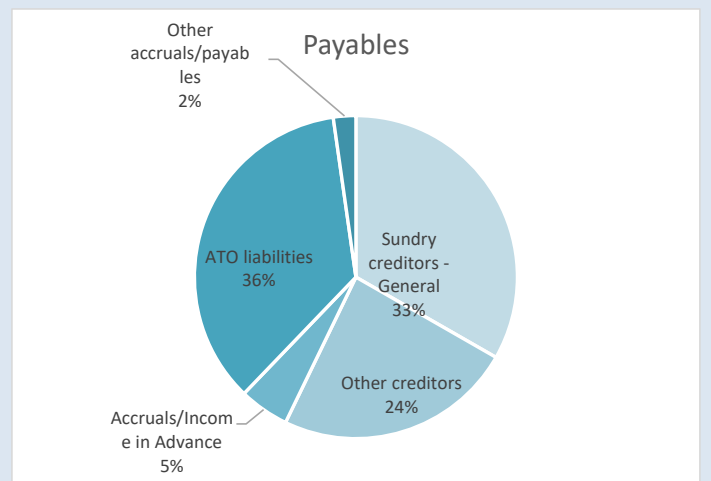
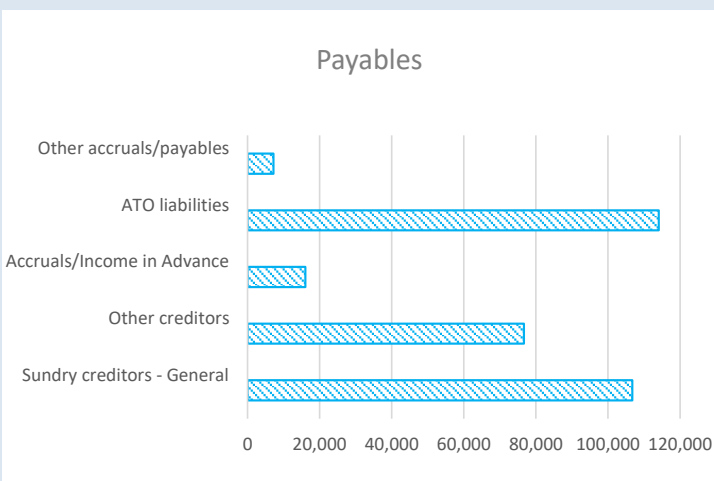
Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Creditors Due
\$320,752
Over 30 Days
22%
Over 90 Days
0.6%

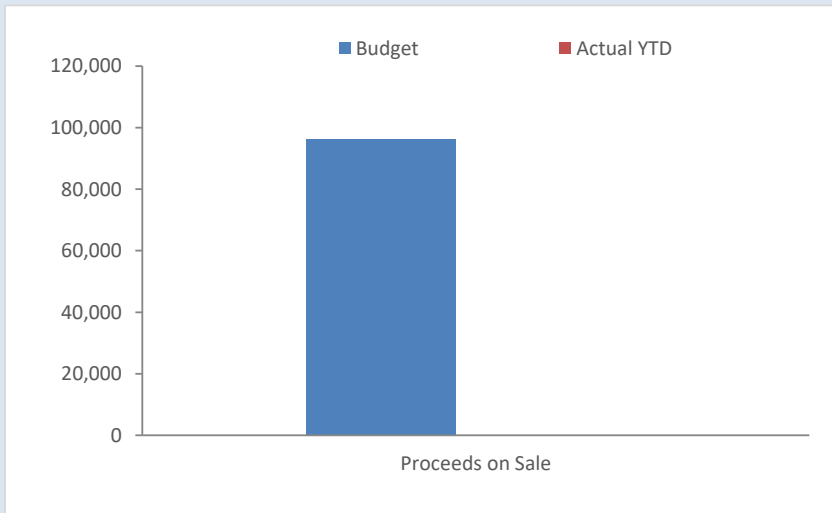


RATE TYPE	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross rental valuations											
GRV - Residential	0.144781	316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

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Land and Buildings									
1036	Build - Lot 321 (8) Murphy Street	186,920	0		(186,920)	0	0		
Plant and Equipment									
Q5480	2019 Hyundai Tucson Highlander T13 My20	40,533	33,100		(7,433)	0	0		
Q5122	2012 Ud Nissan Truck	73,480	40,000		(33,480)	0	0		
4Q360	2020 Mazda Cx-5 Touring	24,298	23,000		(1,298)	0	0		
		0	0						
		325,231	96,100	0	(229,131)	0	0	0	0

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$96,100	\$0	0%

INVESTING ACTIVITIES

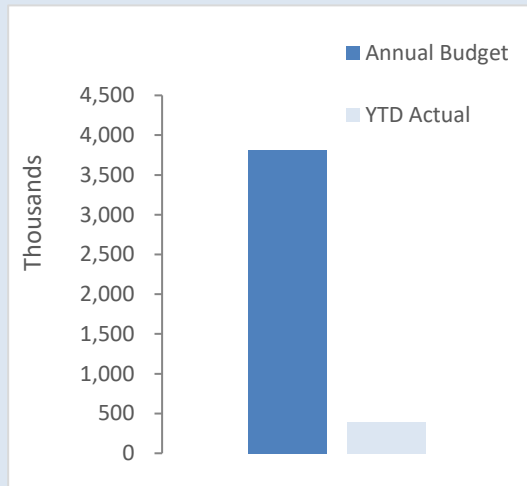
NOTE 8

CAPITAL ACQUISITIONS

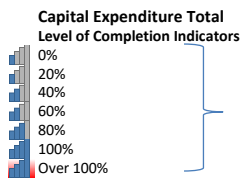
Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	40,000	0	40,000	11,629	11,629
Plant and Equipment	384,223	22,223	384,223	22,863	640
Furniture and Equipment	72,000	0	72,000	0	0
Infrastructure Assets - Roads	1,917,231	178,774	1,917,231	267,057	88,283
Infrastructure Assets - Drainage	0	0	0	0	0
Infrastructure Assets - Footpaths	60,565	0	60,565	0	0
Infrastructure Assets - Other	1,336,598	92,700	1,336,598	94,602	1,902
Infrastructure Assets - Bridges	0	0	0	0	0
Capital Expenditure Totals	3,810,618	293,697	3,810,618	396,150	102,453
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,610,017	70,796	2,610,017	(63,966)	(134,762)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	96,100	0	96,100	0	0
Council contribution - Cash Backed Reserves					
Various Reserves	351,900	0	351,900	0	0
Council contribution - operations	752,601	222,901	752,601	460,116	237,215
Capital Funding Total	3,810,618	293,697	3,810,618	396,150	102,453

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

Acquisitions	Annual Budget	YTD Actual	% Spent
	\$3.81 M	\$0.4 M	10%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.61 M	-\$0.06 M	-2%



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

% of Completion Level of completion indicator, please see table at the top of this note for further detail.

Assets	Account Number	Balance Sheet Category	Job Number	Adopted	Amended		Total YTD	Variance (Under)/Over	
				Annual Budget	Annual Budget	YTD Budget			
				\$	\$	\$	\$	\$	
Buildings - Specialised									
Housing									
	STF HOUSE - Buildings Non Specialised (Capital)	4090114	514		0	0	0	(11,629)	(11,629)
	Total - Housing				0	0	0	(11,629)	(11,629)
Community Amenities									
0.00	Recycling Centre - Building (Capital)	4100112	512	BC10102	(30,000)	(30,000)	0	0	0
	Total - Community Amenities				(30,000)	(30,000)	0	0	0
Recreation And Culture									
0.00	Golf Club - Building (Capital)	4110312	512	BC11305	(10,000)	(10,000)	0	0	0
	Total - Recreation And Culture				(10,000)	(10,000)	0	0	0
0.29	Total - Buildings - Specialised				(40,000)	(40,000)	0	(11,629)	(11,629)
Plant & Equipment									
Transport									
0.00	UD Auto Truck	4120330	530	PE12303	(180,000)	(180,000)	0	0	0
1.03	Ferris ISX 2200 Zero Turn Mower	4120330	530	PE12305	(22,223)	(22,223)	(22,223)	(22,863)	(640)
0.00	Second hand backhoe	4120330	530	PE12306	(60,000)	(60,000)	0	0	0
0.00	Tie down load covers - plant additions	4120330	530	PE12307	(34,000)	(34,000)	0	0	0
	Total - Transport				(296,223)	(296,223)	(22,223)	(22,863)	(640)
Other Property & Services									
0.00	Purchase of New CEO Vehicle	4140230	530	PE14201	(50,000)	(50,000)	0	0	0
0.00	Purchase of New EMCS Vehicle	4140230	530	PE14202	(38,000)	(38,000)	0	0	0
	Total - Other Property & Services				(88,000)	(88,000)	0	0	0
0.06	Total - Plant & Equipment				(384,223)	(384,223)	(22,223)	(22,863)	(640)
Furniture & Equipment									
Other Property & Services									
0.00	ADMIN - Furniture & Equipment (Capital)	4140220	520		(72,000)	(72,000)	0	0	0
	Total - Other Property & Services				(72,000)	(72,000)	0	0	0
0.00	Total - Furniture & Equipment				(72,000)	(72,000)	0	0	0
Infrastructure - Roads									
Transport									
0.00	Dangin - Mears Road (Capital)	4120141	540	RC010	(35,000)	(35,000)	0	0	0
0.06	Groves Road Access (Capital)	4120142	540	RC998	(34,064)	(34,064)	(2,000)	(1,938)	62
0.00	Old Beverley West Road (R2R)	4120146	540	R2R007	(289,470)	(289,470)	0	0	0
0.00	Badjalng North Road (R2R)	4120145	540	R2R014	(110,395)	(110,395)	0	0	0
0.00	RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.92 - 9.3	4120149	540	RRG166	(602,386)	(602,386)	0	0	0
0.00	RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.92 - 5.92	4120149	540	RRG166A	(599,183)	(599,183)	0	0	0
1.50	Doodenanning - Mawson Road - LRCI Funded Expenditure	4120162	540	LRC027	(176,774)	(176,774)	(176,774)	(265,118)	(88,344)
0.00	Quairading - Cunderdin Road - WSNF Expenditure	4120162	540	WSF162	(69,959)	(69,959)	0	0	0
	Total - Transport				(1,917,231)	(1,917,231)	(178,774)	(267,057)	(88,283)
0.14	Total - Infrastructure - Roads				(1,917,231)	(1,917,231)	(178,774)	(267,057)	(88,283)

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2022	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport													
Loan 118 - Depot Building	293,540	0	0	0	0	49,813	49,813	293,540	243,727	243,727	0	10,647	10,647
Economic Services													
Loan 119 - Park Cottages	114,547	0	0	0	7,249	14,551	14,551	107,298	99,996	99,996	848	2,431	2,431
	408,087	0	0	0	7,249	64,364	64,364	400,838	343,723	343,723	848	13,078	13,078
Self supporting loans													
Recreation and Culture													
Loan 115 - Bowling Club	0	0	0	0	0	0	0	0	0	0	0	0	0
Loan 117 - Golf Club	1,786	0	0	0	0	1,787	1,787	1,786	(1)	-1	0	77	77
	1,786	0	0	0	0	1,787	1,787	1,786	(1)	(1)	0	77	77
Total	409,873	0	0	0	7,249	66,151	66,151	402,624	343,722	343,722	847.65	13,154	13,154
Current loan borrowings	0							(7,249)					
Non-current loan borrowings	409,874							409,874					
	409,874							402,625					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

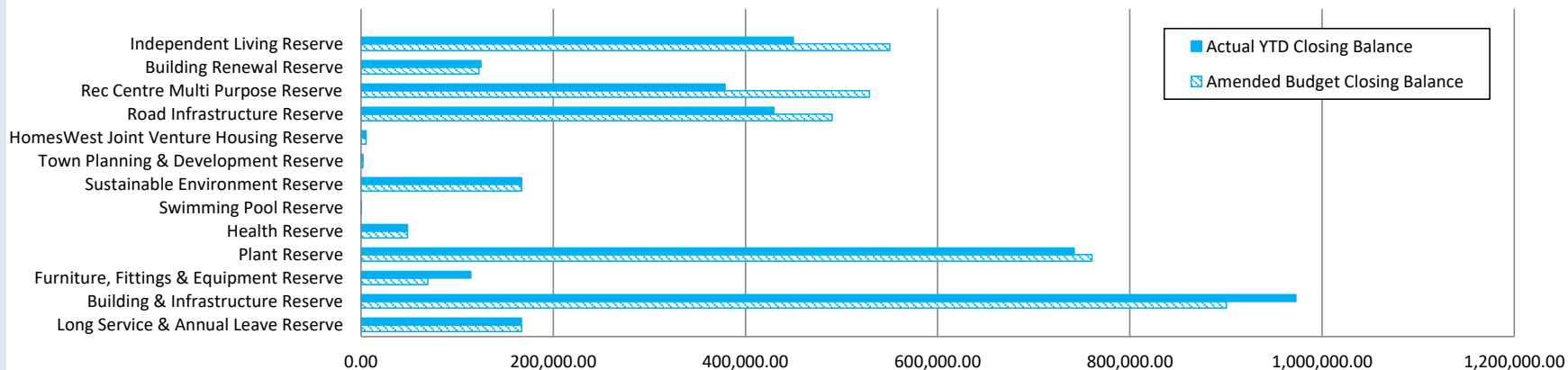
Particulars/Purpose	01 Jul 2022	New Financing			Lease Financing Principal Repayments			Lease Financing Principal Outstanding			Lease Financing Interest Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, Order & Public Safety													
Lease 2 - CESM Vehicle	43,647	0	0	0	6,496	26,092	26,092	37,151	17,555	17,555	114.07	349	349
Economic Services													
Lease 4 - Skeleton Weed Vehicle	53,618	0	0	0	2,842	11,461	11,461	50,776	42,157	42,157	289.70	1,064	1,064
Other Property & Services													
Lease 3 - Canon Photocopier	6,640	0	0	0	0	3,297	3,297	6,640	3,343	3,343	0	93	93
	103,905	0	0	0	9,338	40,850	40,850	94,567	63,055	63,055	404	1,506	1,506
Total	103,905	0	0	0	9,338	40,850	40,850	94,567	63,055	63,055	404	1,506	1,506
Current financing borrowings	0							(9,338)					
Non-current financing borrowings	103,905							103,905					
	103,905							94,567					

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service & Annual Leave Reserve	166,636.01	464.00	346.58	0.00	0.00	0.00	0.00	167,100.01	166,982.59
Building & Infrastructure Reserve	972,784.37	2,706.00	0.00	0.00	0.00	(75,000.00)	0.00	900,490.37	972,784.37
Furniture, Fittings & Equipment Reserve	114,059.78	317.00	237.23	0.00	0.00	(45,000.00)	0.00	69,376.78	114,297.01
Plant Reserve	740,496.48	2,060.00	1,540.13	250,000.00	0.00	(231,900.00)	0.00	760,656.48	742,036.61
Health Reserve	48,225.22	134.00	100.30	0.00	0.00	0.00	0.00	48,359.22	48,325.52
Swimming Pool Reserve	264.36	1.00	0.55	0.00	0.00	0.00	0.00	265.36	264.91
Sustainable Environment Reserve	166,742.97	464.00	346.81	0.00	0.00	0.00	0.00	167,206.97	167,089.78
Town Planning & Development Reserve	2,000.00	6.00	4.16	0.00	0.00	0.00	0.00	2,006.00	2,004.16
HomesWest Joint Venture Housing Reserve	5,277.16	15.00	10.97	0.00	0.00	0.00	0.00	5,292.16	5,288.13
Road Infrastructure Reserve	428,917.52	1,193.00	892.09	60,000.00	0.00	0.00	0.00	490,110.52	429,809.61
Rec Centre Multi Purpose Reserve	378,024.36	1,052.00	786.24	150,000.00	0.00	0.00	0.00	529,076.36	378,810.60
Building Renewal Reserve	122,313.53	340.00	2,277.65	0.00	0.00	0.00	0.00	122,653.53	124,591.18
Independent Living Reserve	448,932.00	1,248.00	933.72	100,000.00	0.00	0.00	0.00	550,180.00	449,865.72
	3,594,673.76	10,000.00	7,476.43	560,000.00	0.00	(351,900.00)	0.00	3,812,773.76	3,602,150.19

KEY INFORMATION

Note 10 - Year To Date Reserve Balance to End of Year Estimate



Other Current Liabilities	Note	Opening Balance 1 Jul 2022	Liability Increase	Liability Reduction	Closing Balance 30 Sep 2022
		\$	\$	\$	\$
Contract Liabilities					
Unspent grants, contributions and reimbursements					
- operating	12	1,750	0	(1,750)	0
- non-operating	13	471,530	0	(123,742)	347,788
Total unspent grants, contributions and reimbursements		473,280	0	(125,492)	347,788
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
Total current unspent grants, contributions and reimbursements		473,280	0	(125,492)	347,788
Provisions					
Annual leave		177,142	0	0	177,142
Long service leave		99,851	0	0	99,851
Total Provisions		276,993	0	0	276,993
Total Other Current Liabilities					624,782
Amounts shown above include GST (where applicable)					

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

CONTRACT LIABILITIES

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

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2022

NOTE 12**OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Sep 2022	Current Liability 30 Sep 2022	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies									
General purpose funding									
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	324,627	324,627	107,985	107,985
Grants Commission - Roads (WALGGC)	0	0	0	0	0	179,685	179,685	31,404	31,404
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	38,819	38,819	0	0
Health									
Medical Practice Grant - Nursing Staff	0	0	0	0	0	10,000	10,000	0	263
Education and welfare									
Youth Week Grant	0	0	0	0	0	0	0	0	0
Recreation and culture									
Grant - Toddler Learn to Swim	0	0	0	0	0	2,000	2,000	0	0
NAIDOC Week Grant	1,750	0	(1,750)	0	0	0	0	0	1,750
Direct Grant (MRWA)	0	0	0	0	0	159,330	159,330	159,330	162,757
	1,750	0	(1,750)	0	0	714,461	714,461	298,719	304,159
Operating Contributions									
Education and welfare									
Quairading Rotary Annual Contribution	0	0	0	0	0	250	250	0	0
Rainmakers Contribution to El Toro (error)	0	0	0	0	0	(500)	(500)	0	0
Other property and services									
Admin staff contributions to vehicle running costs	0	0	0	0	0	5,876	5,876	1,467	1,541
	0	0	0	0	0	5,626	5,626	1,467	1,541
TOTALS	1,750	0	(1,750)	0	0	720,087	720,087	300,186	305,699

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2022

NOTE 13**NON-OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Sep 2022	Current Liability 30 Sep 2022	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies									
Recreation and culture									
LRCI Grant - Construction Hall Carpark	178,597	0	0	178,597	178,597	359,693	359,693	0	0
Lotterywest Grant - Community Park	0	0	0	0	0	478,109	478,109	0	0
LRCIP Grant - Community Park	0	0	0	0	0	122,013	122,013	20,339	0
Transport									
R2R Grant - Old Beverley West Road (R2R)	0	0	0	0	0	246,135	246,135	0	0
R2R Grant - Badjaling North Road (R2R)	0	0	0	0	0	110,395	110,395	0	0
RRG Grant - Quairading - Corrigin Road 21/22	145,586	0	0	145,586	145,586	369,504	369,504	0	0
RRG Grant - Quairading - Corrigin Road 22/23	0	0	0	0	0	399,455	399,455	0	0
LRCIP Grant - Mt Stirling Rd Resheet	0	0	0	0	0	0	0	0	(53,278)
LRCIP Grant - Doodenanning - Mawson Rd Reseal	123,742	0	(123,742)	0	0	176,774	176,774	0	123,742
LRCIP Grant - Livingston Rd Resheet	0	0	0	0	0	163,690	163,690	0	0
LRCIP Grant - Mclennan St Footpath (Harris St - Stacey St)	0	0	0	0	0	0	0	0	(33,515)
LRCIP Grant - Mclennan St Footpath (Wood St - Heal St)	23,605	0	0	23,605	23,605	60,565	60,565	0	0
WSFN Grant - Stage 4 - Quairading-Cunderdin (Includes Stage 3)	0	0	0	0	0	50,457	50,457	50,457	(100,915)
	471,530	0	(123,742)	347,788	347,788	2,536,790	2,536,790	70,796	(63,966)
Non-Operating Contributions									
Community amenities									
Rural Youth Contribution - Community Park	0	0	0	0	0	73,227	73,227	0	0
	0	0	0	0	0	73,227	73,227	0	0
Total Non-operating grants, subsidies and contributions	471,530	0	(123,742)	347,788	347,788	2,610,017	2,610,017	70,796	(63,966)

EXPLANATION OF SIGNIFICANT VARIANCES

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

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

Favourable Variance. ▲
Unfavourable Variance. ▼

Community Amenities	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Law, Order and Public Safety	(38,382)	(92%)	▼	S	Timing	Timing of CESM invoicing to recoup expenditure. Will be corrected in October.
Expenditure from operating activities						
Governance	88,180	42%	▲	S	Timing	Depreciation and Admin Allocations not yet run for the year. Will be processed once 21/22 books are closed.
General Purpose Funding	14,792	77%	▲	S	Timing	Depreciation and Admin Allocations not yet run for the year. Will be processed once 21/22 books are closed.
Law, Order and Public Safety	50,906	41%	▲	S	Timing	Depreciation and Admin Allocations not yet run for the year. Will be processed once 21/22 books are closed.
Health	17,196	19%	▲	S	Timing	Depreciation and Admin Allocations not yet run for the year. Will be processed once 21/22 books are closed.
Education and Welfare	36,836	59%	▲	S	Timing	Depreciation and Admin Allocations not yet run for the year. Will be processed once 21/22 books are closed.
Community Amenities	32,780	23%	▲	S	Timing	Depreciation and Admin Allocations not yet run for the year. Will be processed once 21/22 books are closed. Building operations are refuse site lower than budget phasing.
Recreation and Culture	137,664	56%	▲	S	Timing	Cemetery costs higher than budgeted. Depreciation and Admin Allocations not yet run for the year. Will be processed once 21/22 books are closed. Operations for public parks, gardens, reserves, oval & grounds lower than budget phasing.
Transport	511,199	71%	▲	S	Timing	Depreciation not yet run for the year. Will be processed once 21/22 books are closed.
Economic Services	131,639	56%	▲	S	Timing	Depreciation and Admin Allocations not yet run for the year. Will be processed once 21/22 books are closed.
Other Property and Services	(346,002)	(599%)	▼	S	Timing	Depreciation and Admin Allocations not yet run for the year so administration costs have not yet been recovered. Will be processed once 21/22 books are closed.

EXPLANATION OF SIGNIFICANT VARIANCES

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

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

Favourable Variance. ▲

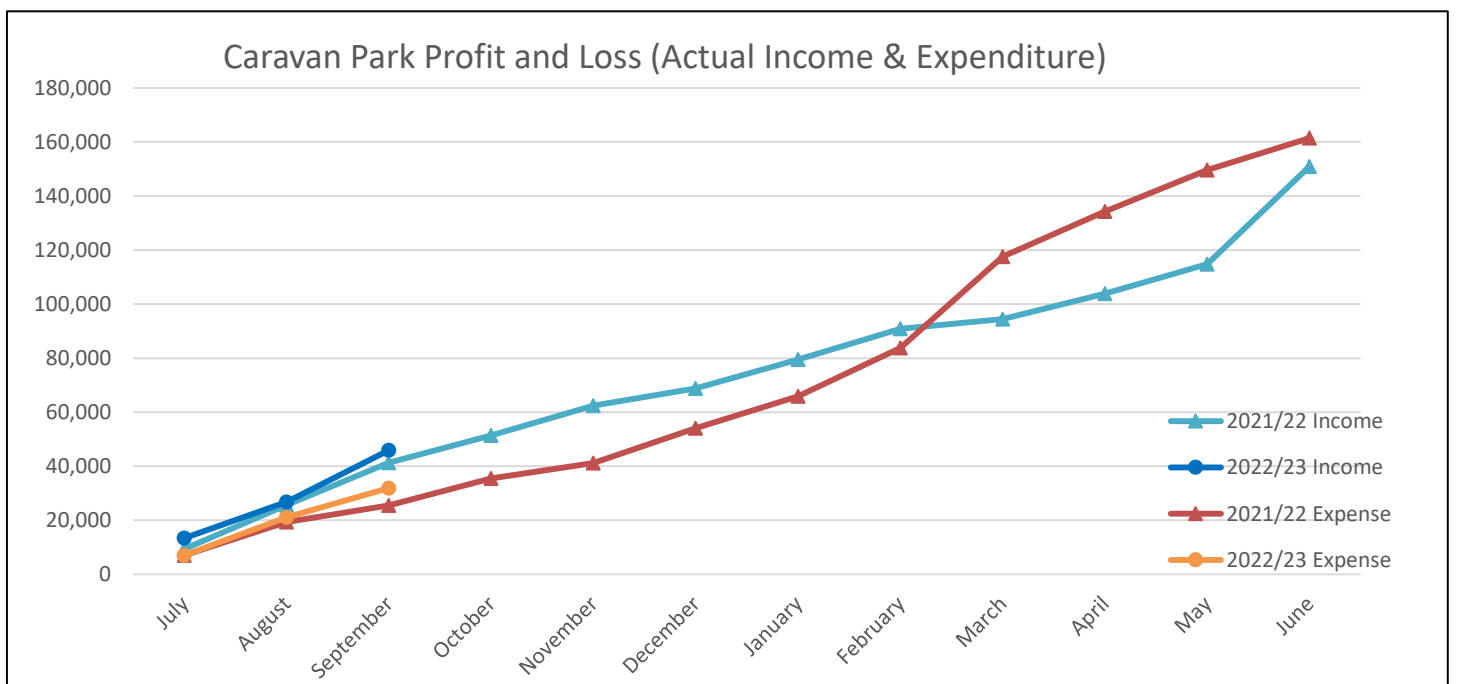
Unfavourable Variance. ▼

Community Amenities	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Investing Activities						
Non-operating Grants, Subsidies and Contributions	(134,762)	(190%)	▼	S	Timing	At 30.06.2022 an accrual was made to recognise accrued income. This accrual is reversed 01.07.2022 (financial year accruals). This was done to recognise contract assets as funds have been spent on certain grant funded jobs yet the income has not yet been received (spent in advance). This will be offset once the funds are received. This is shown in Note 13.
Land and Buildings	(11,629)		▼	S	Permanent	Capital renewal (Kitchen remodel) was started in 21/22 however works were completed in 22/23, this was not budgeted for in 22/23.
Infrastructure Assets - Roads	(88,283)	(49%)	▼	S	Permanent	Invoice for Doodenanning-Mawson Road (LRCI funding) came in significantly overbudget. This work was completed in April 2022 however the invoice was disputed due to remediation work required. This work was completed in August 2022 and paid in September. In the time between the tender and the invoice, the work cost escalated due to material increases and delays.

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
		Budget Adoption		Closing Surplus/(Deficit)			21,168	21,168
		<i>Opening surplus adjustment (Adjusted 2021/22 Closing Balance)</i>		(Not yet endorsed) To be presented at a future budget review			(23,307)	(2,139)
								(2,139)
								(2,139)
								(2,139)
								(2,139)
								(2,139)
								(2,139)
								(2,139)
					0	0	(2,139)	(2,139)

KEY INFORMATION

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	YTD Budget (Amended)	YTD Var %	Annual Budget (Original)	Annual Budget (Amended)	Annual (Amd) Var %
INCOME							
Caravan Park Charges	184	\$ 15,501.84	\$ 14,994.00	103%	\$ 60,000.00	\$ 60,000.00	26%
Cabin and Unit Charges	262	\$ 30,353.66	\$ 24,990.00	121%	\$ 100,000.00	\$ 100,000.00	30%
Fees and Charges		\$ 44.09	\$ -	0%	\$ -	\$ -	0%
TOTAL INCOME	446	\$ 45,899.59	\$ 39,984.00	115%	\$ 160,000.00	\$ 160,000.00	29%
EXPENDITURE							
Caravan Park							
Salaries & Wages		\$ 10,929.46	\$ 16,440.00	66%	\$ 65,796.00	\$ 65,796.00	17%
Materials & Contracts		\$ 1,602.43	\$ 1,155.00	139%	\$ 4,640.00	\$ 4,640.00	35%
Utilities & Insurance		\$ 825.54	\$ 3,168.00	26%	\$ 12,700.00	\$ 12,700.00	7%
Caravan Park Total		\$ 13,357.43	\$ 20,763.00	64%	\$ 83,136.00	\$ 83,136.00	16%
Cabins (3x 2 bedroom Cabins)							
Salaries & Wages		\$ 10,149.37	\$ 9,198.00	110%	\$ 36,843.00	\$ 36,843.00	28%
Materials & Contracts		\$ -	\$ 630.00	0%	\$ 2,532.00	\$ 2,532.00	0%
Utilities & Insurance		\$ 1,574.72	\$ 1,637.00	96%	\$ 6,585.00	\$ 6,585.00	24%
Cabins Total		\$ 11,724.09	\$ 11,465.00	102%	\$ 45,960.00	\$ 45,960.00	26%
Caretaker Reception							
Salaries & Wages		\$ 78.75	\$ 966.00	8%	\$ 3,870.00	\$ 3,870.00	2%
Materials & Contracts		\$ 93.00	\$ 222.00	42%	\$ 892.00	\$ 892.00	10%
Utilities & Insurance		\$ 1,186.48	\$ 914.00	130%	\$ 3,683.00	\$ 3,683.00	32%
Caretaker Reception Total		\$ 1,358.23	\$ 2,102.00	65%	\$ 8,445.00	\$ 8,445.00	16%
Units (4x 1 bedroom units)							
Salaries & Wages		\$ 4,886.96	\$ 2,415.00	202%	\$ 9,676.00	\$ 9,676.00	51%
Materials & Contracts		\$ -	\$ 210.00	0%	\$ 844.00	\$ 844.00	0%
Utilities & Insurance		\$ 584.89	\$ 277.00	211%	\$ 1,116.00	\$ 1,116.00	52%
Units Total		\$ 5,471.85	\$ 2,902.00	189%	\$ 11,636.00	\$ 11,636.00	47%
TOTAL EXPENDITURE		\$ 31,911.60	\$ 37,232.00	86%	\$ 149,177.00	\$ 149,177.00	21%
Closing Funding Surplus(Deficit)		\$ 13,987.99	\$ 2,752.00	508%		\$ 10,823.00	129%



ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 Communication Policy – Two year review

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Communication Policy
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 96 - 22/23

MOVED Cr Hayes SECONDED Cr Hippisley

For Council to endorse the two year review of the Communication Policy (2022/23).

CARRIED 7/0

IN BRIEF

Council are obliged under the *Local Government Act 1995* to conduct a one or two year review of Shire Policies.

Minor amendments and new policies can be considered and adopted by Council at any time.

Council officers have undertaken a review of the Communication Policy that is due for review in December 2022, and are presenting for Council consideration.

MATTER FOR CONSIDERATION

For Council to consider the reviewed Communication Policy.

BACKGROUND

In accordance with section 2.7(2)(b) of the *Local Government Act 1995*, Council is to determine the local government's policies.

Council are required to review Policies every one or two years depending on the Policy.

In 2018 an update of the organisation's policy framework was undertaken to give the Shire a clearer 'policy scope' for the core principles/values that are important to Council, staff and community and fall in line with the Strategic Community Plan and Integrated Planning and Reporting Framework.

The objectives of the Council's Policies are:

- a. To provide Council with a formal written record of all policy decisions
- b. To provide employees with precise direction in how to act in accordance with Council's wishes;
- c. To enable employees to act promptly in accordance with Council's requirements, but without reference to Council, in the case of delegated actions;

- d. To allow Councillors to be knowledgeable in how the administration will act in relation to policy matters;
- e. To enable a record of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- f. To enable ratepayers to obtain immediate advice on matters of Council Policy.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Communication Policy

Social Media Strategy

Community Engagement Policy

FINANCIAL IMPLICATIONS

There are no financial implications with the reviewing of this Policy.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

There was no consultation required in the reviewing of this Policy.

RISK ASSESSMENT

Option 1	
Financial	Low
Health	N/A
Reputation	<p>Low</p> <p><i>Non-compliance with this Policy has the potential to impact negatively on the reputation of Council and its ability to maintain the continued support of the community and staff.</i></p> <p><i>If Shire Policies are not reviewed regularly, they have the potential to become outdate with the practices officers or Elected Members are actually carrying out.</i></p>
Operations	<p>Low</p> <p><i>The Policy requires to be reviewed as legislation or Council practices change, otherwise the Policy will be up for review in October 2024.</i></p>
Natural Environment	N/A

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

COMMENT

The Policy being tabled is the Communication Policy.

As technology evolves, so does the way of which the Shire of Quairading communicate with the community and staff. It is important to regularly review the Communication Policy to ensure the information contained within the document reflects what Council staff are actually doing.

Council use a range of different mediums to communicate internally and externally. The purpose of the Communication Policy is to provide guidance for the appropriate use of communications tools, including verbal, printed, electronic and online, to help build the positive reputation of Council and to facilitate Council’s effective voice within, and on behalf of, the community. The Policy also determines who is responsible for the different means of communication.

The intent of this Policy is that all official Council communications will be a positive reflection of Council’s commitment to informing the community in a manner that is clear, concise, accurate and consistent with Council decisions and policies.

COMMUNICATION POLICY

PURPOSE

The Shire of Quairading is to implement the actions of the Communications Plan, improving the communication flow and engagement between the Shire, the community and other stakeholders.

Successful communication may be achieved through the widespread distribution of timely, regular, consistent and truthful information in partnership with productive community consultation on key issues.

OBJECTIVE

This policy identifies the types and extent of internal and external communication that the Shire of Quairading is committed to providing.

The Quairading Shire acknowledges that the effective dissemination of information and communication is a vital element in building a positive identity for the Shire through greater community awareness of its services, activities, achievements and resources.

This policy aims to improve the Shire's communication and engagement practices with the local community, visitors, Council and other stakeholders.

The outcomes and benefits of effective communication and community engagement include:

- a. Increased community awareness about services, planning and program delivery;
- b. Increased awareness of community views and the issues that should be considered as part of the decision-making process;
- c. Ensuring the community understands the decision-making process and how their feedback influences Council's decisions;
- d. Increased awareness of the needs, priorities and diversity of the community, which in turn ensures that service provision and planning functions are aligned appropriately;
- e. Increased levels of community ownership and acceptance of decisions;
- f. The Shire and the community working together to address local issues where appropriate;
- g. Potential for time, resources and cost savings for the Shire; and
- h. Ensure Staff are kept fully up to date and informed about Shire matters.

It is crucial that the Shire sends a strong, accurate and consistent message to the community in all of its communications. This policy is designed to facilitate that process.

POLICY

That Council provide effective and appropriate communication and community engagement practices with the local community, visitors, employees and other stakeholders.

GUIDELINES

Annexure A – Communication Plan attached.

Customer Service Charter.

Community Engagement Policy.

STATUTORY ENVIRONMENT

The Shire President and the Chief Executive Officer are the only approved spokespersons for Council - *Local Government Act 1995* Section 2.8 & 5.41(f)

Record of Policy Review

Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Neville Hale (ACEO)	29/6/17	217-16/17	Review of Policy - 2.23 Communication Policy		
02	Graeme Fardon			Policy Review Project	4/12/18	
03	A&R Committee	20/12/18	115-18/19	Revised 12/12/2018		
04	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review - Minor Amendment	Dec 2020	
05	Nicole Gibbs	27/10/22	96 – 22/23	Biennial Policy Review - Minor Amendments	Oct 2024	

ANNEXURE A

COMMUNICATION PLAN

1. Scope

The Communication Plan applies to Councillors, staff and consultants responsible for communication and community engagement undertaken for, or on behalf of, the Shire of Quairading.

2. Procedure

2.1 The Shire's Stakeholders

The characteristics of each stakeholder are to be considered including their needs, wants, attitudes and perceptions of the Shire in addition to how they receive their information.

The Shire of Quairading communication stakeholders include:

- 2.1.1 Ratepayers and residents
- 2.1.2 Potential residents of the Shire of Quairading
- 2.1.3 Shire Councillors
- 2.1.4 Employees
- 2.1.5 Visitors to the district
- 2.1.6 Investors, developers and individuals with business interests within the Shire of Quairading
- 2.1.7 Potential investors and developers
- 2.1.8 Customers who seek products or services or information from the Shire
- 2.1.9 Community and government departments and organisations
- 2.1.10 Local and regional media
- 2.1.11 Suppliers of goods/services
- 2.1.12 Contractors.

2.2 Principles of Effective Communications

This Communications Plan has been developed based upon the principles of good communication.

Visibility: Visibility leads to recognition and acceptance plus it allows the community to see the breadth and value of the Shire's work.

Simplicity: The community is busy with many aspects of their lives whether at work or home. Communication must be simple and straight forward to ensure maximum readership.

Repetition: The more a message is repeated via various mediums, the wider its audience will become.

Value: The message should be structured with the community effect as its foundation.

Listening: Good (and effective) communication requires two parties - the giver and the receiver. It is important that feedback on all issues is encouraged and processed.

Consistency: To build credibility and a positive reputation, messages need to be consistent.

2.3 Benefits of Effective Communications

- 2.3.1 Builds trust
- 2.3.2 Fosters a positive reputation
- 2.3.3 Strengthens relationships with key stakeholders
- 2.3.4 Assists the Shire to deal with negative press and a crisis from a position of strength
- 2.3.5 Improves employee's morale and job satisfaction
- 2.3.6 Helps attract and retain employees.

3. Communication Strategies

3.1 Corporate Identity

The corporate image that the Shire of Quairading presents is vital. The corporate identity is projected through all visual and print communications, signage and social media presence.

No part of the logo or branding may be reproduced, modified, adapted or published in any way on any other website, social media site or online space without the express permission of the Chief Executive Officer.

Any requests or enquiries regarding reproduction and should be addressed in writing to:

The Chief Executive Officer
Shire of Quairading
PO Box 38
QUAIRADING, WA 6383

Or

Att: CEO
shire@quairading.wa.gov.au

3.2 The Shire's Website

The website provides current information about the Shire, its services and the area it represents in addition to the ability for site visitors to interact with the Shire online via the provision of online forms which invites users to make an enquiry or report an issue.

Members of the community are also given the opportunity to promote upcoming community events and programs. However, all submissions for inclusion on the community and business sections are to be moderated by the website administrator before being published.

Information must be consistent with the Shire's relevant policies and procedures as well as relevant legislation in relation to corporate and local government communication and correspondence.

The website is to be maintained and updated on a weekly basis as a minimum. Documents to be available for downloading from the website should be in an Adobe Portable document file (pdf) format to protect the integrity of the document.

3.3 Emergency Management

In the event on an emergency, the Shire's website and/or social media and/or text messages will be used to update the community on breaking developments and emergency information. Content displayed on the social media platforms is to be authorised by the Chief Executive Officer or the CEO's delegated officers, please refer to Council's Social Media Strategy.

3.4 Internal Communication

The Elected Councillors and employees are the Shire's most effective public relations ambassadors. It is vital that all Councillors and employees receive timely, relevant, consistent and user friendly information to ensure that they are adequately informed on the Shire's activities, minimising the likelihood of misinformation in the community.

Effective internal communication is a multi-way process that flows up, down and across the organisation. Communication also encourages a participatory approach to change management, increases employee morale and encourages more effective communication between employees across departments.

The Shire utilises four main methods of communication with its staff: face to face, verbal, electronic and written. These are utilised in many ways, including but not limited to:

- 3.4.1 New employee induction process to provide a platform of understanding of the organisation.
- 3.4.2 Utilisation of all of staff e-mails to distribute key messages and keep staff informed. Staff and Councillors are issued with media releases at the same time as they are distributed to the media.
- 3.4.3 Regular Executive Management Team meetings.
- 3.4.4 Regular managers and staff meetings.
- 3.4.5 Formal written correspondence

3.5 External Communication

- 3.5.1 The Shire President and the Chief Executive Officer are the only official spokespersons for the Shire of Quairading.
- 3.5.2 Any enquiries from media outlets must be directed to the Shire President or the Chief Executive Officer.
- 3.5.3 All press releases or media statements are required to be authorised by the Shire President and/or the Chief Executive Officer prior to being forwarded to the media.
- 3.5.4 All correspondence detailing the outcome of Council meetings is generated by the Chief Executive Officer or his authorised delegated officer/s.

- 3.5.5 Unconfirmed minutes of the Council meeting are posted in the document centre on the shire website within 14 days of the Council meeting. Confirmed minutes of the Council meeting are to be posted within 5 days of the next Council meeting. Unconfirmed minutes of committee meetings are to be posted within 7 days after the meeting is held.

3.6 Inward communication

- 3.6.1 All correspondence to the Shire must be addressed to the Chief Executive Officer and is then referred to the appropriate officer for attention or if requiring a Council decision, may be referred to the next available Council or committee meeting.

Any requests and/or complaints made via the telephone or in person are to be made in writing or alternatively be entered into the Customer Service Portal to be forwarded to the relevant department for appropriate action, where the issue is assessed and prioritised by an authorised officer.

Community members also have the option to report issues via the “Snap, Send, Solve” app.

- 3.6.2 Correspondence addressed to the Shire President or Elected Members is considered to be correspondence to the Shire and therefore constitutes a record under the *State Records Act 2000*. The most effective manner in which to communicate with Council is as per point 3.6.1 above.
- 3.6.3 In case of emergency, the Shire President can be contacted (number available on the Shire website), alternatively the Chief Executive Officer can be contacted on 9645 2400 or 0429 451 001 (anytime).

3.7 Councillor and Staff communication

Communication between Councillors and staff is in accordance with the Code of Conduct Policy.

3.8 Publications

- 3.8.1 Annual Report

The Shire’s annual report is produced each year and made available to the public pursuant to the *Local Government Act 1995* and available on the website or by requesting a hard copy at the Shire office.

- 3.8.2 Social Media

Shire social media pages are updated on a regular basis to inform the community about the Shire’s projects and activities. The posts provide the opportunity to recap and reinforce key messages that may or may not have already appeared in the media.

The Shire of Quairading social media pages are managed in accordance with the Social Media Strategy.

- 3.8.3 The Shire Advertisements and Notices

Shire advertisements and notices are placed in the West Australian and other publications when appropriate.

12.2 Related Party Disclosure Policy – Two year review

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Related Party Disclosure Policy
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 97 - 22/23

MOVED Cr Haythornthwaite SECONDED Cr Hippisley

For Council to endorse the two year review of the Related Party Disclosure Policy (2022/23).

CARRIED 7/0

IN BRIEF

Council are obliged under the *Local Government Act 1995* to conduct a one or two year review of Shire Policies.

Minor amendments and new policies can be considered and adopted by Council at any time.

Council officers have undertaken a review of the Related Party Disclosure Policy that is due for review in December 2022, and are presenting for Council consideration.

MATTER FOR CONSIDERATION

For Council to consider the reviewed Related Party Disclosure Policy.

BACKGROUND

In accordance with section 2.7(2)(b) of the *Local Government Act 1995*, Council is to determine the local government's policies.

Council are required to review Policies every one or two years depending on the Policy.

In 2018 an update of the organisation's policy framework was undertaken to give the Shire a clearer 'policy scope' for the core principles/values that are important to Council, staff and community and fall in line with the Strategic Community Plan and Integrated Planning and Reporting Framework.

The objectives of the Council's Policies are:

- To provide Council with a formal written record of all policy decisions
- To provide employees with precise direction in how to act in accordance with Council's wishes;
- To enable employees to act promptly in accordance with Council's requirements, but without reference to Council, in the case of delegated actions;
- To allow Councillors to be knowledgeable in how the administration will act in relation to policy matters;

- e. To enable a record of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- f. To enable ratepayers to obtain immediate advice on matters of Council Policy.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Related Party Disclosure Policy

FINANCIAL IMPLICATIONS

There are no financial implications with the reviewing of this Policy.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

There was no consultation required in the reviewing of this Policy.

RISK ASSESSMENT

Option 1	
Financial	Low
Health	N/A
Reputation	<p>Low</p> <p><i>Non-compliance with this Policy has the potential to impact negatively on the reputation of Council and its ability to maintain the continued support of the community and staff.</i></p> <p><i>If Shire Policies are not reviewed regularly, they have the potential to become outdated with the practices officers or Elected Members are actually carrying out.</i></p>
Operations	<p>Low</p> <p><i>The Policy requires to be reviewed as legislation or Council practices change, otherwise the Policy will be up for review in October 2024.</i></p>
Natural Environment	N/A

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

COMMENT

The Policy being tabled is the Related Party Disclosure Policy.

This policy provides a framework to assist staff and Councillors properly identify and document the existence of:

1. Specified related party relationships;
2. Related party transactions; and
3. Information about the transactions.

This policy also:

1. Defines who Key Management Personnel are in the organisation.
2. Provide information necessary for users to understand the potential effects of related party transactions on Council's financial statements;
3. Assist in proper identification of related party transactions;
4. Allow for the proper recording of related party transactions; and
5. Ensure that related party transactions are disclosed in Council's general purpose financial statements in compliance with the Australian Accounting Standard AASB 124 Related Party Disclosures (AASB 124), the *Privacy Act 1988* and the *Freedom of Information Act 1992*.

Section 177 of the Regulation requires Council to prepare its general purpose financial statements in compliance with applicable Australian Accounting Standards and, for the purpose of this policy, AASB 124.

From 1 July 2016, the Australian Accounting Standards Board has determined that AASB 124 will apply to government entities, including local governments.

The Related Party Disclosure Policy aims to assist Council in complying with disclosure requirements stipulated under the AASB 124.

RELATED PARTY DISCLOSURE POLICY

PURPOSE

The Related Party Disclosure Policy aims to assist Council in complying with the disclosure requirements and the level of reporting within the Financial Statements as per AASB 124 – Related Party Disclosures. It aims to define the parameters for related party transactions and the level of disclosure and reporting.

OBJECTIVE

To ensure that the Shire of Quairading ('the Shire') Financial Statements contain disclosures necessary to comply with the Australian Accounting Standard Board (AASB) Standard 124 - Related Party Disclosures, which draw attention to the possibility that the Shire's Financial position and profit or loss may have been affected by the existence of transactions with a related party and outstanding balances and commitments with such parties.

POLICY & PROCEDURE

The Shire complies with the requirements of AASB124 – Related Party Disclosure.

SCOPE

The Policy is to be applied in: -

- (a) Identifying and recording related parties and related party relationships;
- (b) Identifying and recording related party transactions and their terms and conditions;
- (c) Assessing materiality and or significance of these transactions;
 - (i) Identifying the circumstances in which disclosure of points 1 and 2 is required;
- (d) Determining the disclosures to be made about points 1 and 2; and
- (e) Disclosing relevant information in the Financial Statements.

DEFINITIONS

- (a) **Related Party:** A person or an entity that is related to Council, referred to as the 'reporting entity'. Examples of related parties of Council are: -
 - (i) Council Subsidiaries;
 - (ii) Key Management Personnel ('KMP');
 - (iii) Close family members of Key Management Personnel;
 - (iv) Entities that are controlled or jointly controlled by key management personnel or their close family members.

- (b) **Key Management Personnel (KMP):** A person or persons having authority and responsibility for planning, directing and controlling the activities of the entity, either directly or indirectly, including any manager (executive or otherwise) of that entity. In the case of the Shire of Quairading, KMP will include, but is not limited to, Councillors, Chief Executive Officer, Executive Managers and Supervisors.
- (c) **Close Members of the Family:** Those are family members who may be expected to influence or be influenced by those individuals' dealings with Council and include:
- (i) Children and spouse or domestic partner
 - (ii) Children of that person's spouse or domestic partner
 - (iii) Dependents of that person or that persons spouse or domestic partner
- Under AASB 124, close members of family could also include extended members of family such as parents, siblings, grandparents, uncles/aunts or cousins if they could be expected to have influence or be influenced by the KMP in their dealings with Council.
- (d) **Related Party Transactions:** These are a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.
- (e) **Ordinary Citizen Transaction:** These are transactions that an ordinary citizen would undertake with Council, which would be undertaken at arm's length and in the ordinary course of carrying out Council's functions and activities. They would not be seen as material in nature.
- Example of ordinary citizen transactions would be:
- (i) The paying of rates and charges
 - (ii) The use of Council public facilities after paying the corresponding fees.
- (f) **Control:** power to govern the financial and operating policies of any entity to obtain benefits from its activities.
- (g) **Significant Influence:** The power to participate in the financial and operating policy decision of an entity but not to control those policies.

Responsibilities:

Key Management Personnel will include, but not limited to, Councillors, Chief Executive Officer, Executive Manager, Corporate Services, Executive Manager, Works & Services and the Executive Manager, Economic Development.

Recommended Practices:

Since 1 July 2016, AASB 124 Related Party disclosures have applied to Council. This means Council will be required to disclose information about related parties and Council transactions with those related parties in the 2016-17 financial statements and onwards. In the context of transactions, this means cash and non-cash transactions.

As the disclosures will form part of the financial statements, they will be subject to audit by the external auditors.

Key Management Personnel (KMP) will be identified and the position they hold with Council. They will be required to complete a disclosure notification, which at minimum will require details of the related party, (family members and/or entities) that may have existing transaction potential with Council and the relationship.

As per paragraph 17 AASB 124, Council shall disclose compensation in total provided to KMP, and for each of the following categories,

- (a) Short term employee benefits;
- (b) Post-employment benefits;
- (c) Other long-term benefits;
- (d) Termination benefits; and
- (e) Share based payments.

For disclosure requirements of AASB 124, Council shall implement a process to capture related party transactions for reporting in the financial statements and the following will be collected through each year;

- (a) Related parties to the KMP;
- (b) Relationship to KMP;
- (c) Transactions that are monetary and/or non-monetary;
- (d) The value of the transaction if monetary;
- (e) The benefit if non-monetary;
- (f) The value of outstanding balances;
- (g) Details of commitments and/or guarantees;
- (h) Recognition for the provision of doubtful debts related to outstanding balances of related parties.

KMP who no longer holds that role in Council will still be subject to disclosure requirements up until their status as KMP is no longer applicable. The same will apply for KMP who acquires the role in that year.

Once the related party transactions have been identified, they will be assessed and a determination will be made regarding the materiality of the transaction. This will include assessment of ordinary citizen transactions and whether the terms and conditions differ from normal practice, which would then exclude them from being ordinary citizen transactions.

If a Councillor believes a transaction may constitute a related party transaction, they must notify the Chief Executive Officer who will discuss the matter with the Executive Manager of Corporate Services.

If an employee believes a transaction may constitute a related party transaction, they must notify their supervisor or manager who will discuss the matter with the Executive Manager of Corporate Services.

The finance department will be responsible for the maintenance of a register that captures all related party transactions of the KMP.

Privacy: Council will endeavour to ensure that only those senior staff involved in the preparation of the related party disclosures and the external auditors will have access to the Related Party Disclosures - declaration form.

STATUTORY ENVIRONMENT

Local Government Act 1995

Australian Accounting Standards Board (AASB) 124 Related Party Disclosures Accounting Standard (Annexure 'A')

Form 'Attachment A' - Related Party Transactions Notification by Key Management Personnel

Form 'Attachment B' - Privacy Collection Notice

Record of Policy Review

Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Tony Merillo	29/07/17	221-16/17	New Policy		
02	Tony Merillo	27/09/18	41-18/19	<i>Policy Review Project – 10/08/2018</i>		
03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review – Minor Amendment	Dec 2020	
04	Nicole Gibbs	27/10/22	97 – 22/23	Biennial Policy Review – Minor Amendment	Oct 2024	

12.3 Voluntary Alcohol Self Testing Policy

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Voluntary Alcohol Self Testing Policy
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 98 - 22/23

MOVED Cr Hippisley SECONDED Cr Hayes

For Council to adopt the Voluntary Alcohol Self Testing Policy.

CARRIED 7/0

IN BRIEF

The Shire of Quairading has a duty of care to all workers and visitors, to ensure they can perform their role in a safe manner, and not cause harm to themselves, others or Council property.

Council have a range of staff that perform in a variety of roles, some tasks of which are considered high risk.

Shire officers have developed a Voluntary Alcohol Self Testing Policy for Council consideration to put transparent guidelines in place that adhere to the *Work Health & safety Act 2020* as well as Federal and State law to encourage staff to assess their fitness for work and if they consider themselves under the influence of alcohol, to mitigate the risk by self-testing their Blood Alcohol Content.

This Policy provides staff and management a procedure to manage this situation in a fair manner if required.

MATTER FOR CONSIDERATION

For Council to consider adopting the Drug & Alcohol Policy & Testing Procedure.

BACKGROUND

The Shire of Quairading have a duty of care to all staff (including contractors, volunteers and Elected Members), visitors and members of the public under the *Work Health & Safety Act 2020* to ensure that no person or Council property is wilfully put at risk while at work.

There is no specific standard for workplace drug and alcohol testing, however, employers and 'persons conducting a business or undertaking' (PCBU) are legally obligated to eliminate or manage risk associated with drug and alcohol misuse as part of the *WHS Act 2020*. Council are also governed by State and federal laws as to what is legally allowed if a worker is found to be under the influence of alcohol (or other drugs).

Drug and alcohol testing in the workplace is a strategy employers can use to manage work health and safety risks. These tests may be random, voluntary, 'for cause' testing or another type of test.

Before conducting any testing, it's important that Council staff are aware of the drug and alcohol testing Australian standards. Employers should also know the different testing options, as well as their rights and limitations when conducting testing on employees.

Council officers have developed a Policy for Council consideration which provides guidelines and a transparent procedure to ensure that the appropriate steps are followed in the instance that a worker would like to self-test for alcohol, and to ensure that all workers are treated in a fair and equal manner when the situation arises.

STATUTORY ENVIRONMENT

Local Government Act 1995

Work Health & Safety Act 2020

Work Health & Safety Regulation 2011

Road Traffic Act 1974 (WA)

Transport Operations (Road Use Management) Act 1995

POLICY IMPLICATIONS

Shire of Quairading Drug & Alcohol Policy [DRAFT – Item 12.4]

Risk Management Policy

Workplace Health & Safety Policy

FINANCIAL IMPLICATIONS

There are no financial implications for the development of this Policy & procedure.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

There was no consultation required in the development of this Policy & procedure.

RISK ASSESSMENT

Option 1	
Financial	High <i>Executive Management, Elected Members & staff can be held liable for any serious workplace injury or death.</i>
Health	High <i>Any person carrying out duties on behalf of the Shire will put themselves, other people and Council property at risk should they be working in any capacity under the influence of drugs and/or alcohol.</i>
Reputation	Low

	<i>Council staff are constantly in the public eye. It would be detrimental to Councils image if staff or Elected Members are operating at work under the influence of drugs and/or alcohol.</i>
Operations	Low
Natural Environment	N/A

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

COMMENT

Nil.

VOLUNTARY SELF TESTING ALCOHOL POLICY

PURPOSE

To define the requirements for the voluntary self-assessment of Breath Alcohol Concentration (BAC) using an onsite portable Drager Alcotest 5510.

All workers and other persons at the workplace have a duty of care under the *Work Health and Safety Act 2020* not to wilfully place at risk the workplace health and safety of any person at the workplace and not to wilfully injure themselves. The use of the supplied self-testing device can assist the workers and other persons at a workplace to meet their obligation under the act in relation to BAC.

OBJECTIVE

The objective of this policy is to provide the tools, appropriate knowledge and skills and for the self-management of alcohol in the workplace. Meeting this object will:

- Minimise the risk to the individual, their colleagues, visitors and the public by encouraging individuals to utilise equipment and devices provided by Council to self-assess their fitness for work;
- Encourage persons who find themselves affected by alcohol to take the appropriate action so as to ensure there is a safe and healthy work environment for them and their workmates.

SCOPE

This Policy applies to all employees of Shire of Quairading, clients, contractors and visitors.

ROLES & RESPONSIBILITIES

Council understands that creating and maintaining a safe and healthy working environment is a major part of Council's overall responsibilities, and that all employees with management and supervisory responsibilities are accountable for the health and safety of employees and visitors in their respective work areas and managed facilities.

Managers and Supervisors are responsible for:

- Under workplace health and safety legislation, ensuring their own health and safety, the health and safety of employees and the health and safety of others in the workplace.
- Personally, demonstrating appropriate behaviour and promoting this Policy.
- Ensuring that employees are not under the influence of alcohol in the workplace.
- Ensuring that complaints of non-compliance received either informally or formally, are dealt with promptly.

The Chief Executive Officer and Executive Managers are responsible for ensuring that staff understand and adhere to this policy. The Chief Executive Officer has primary responsibility for dealing with complaints and ensuring that the process is followed.

Employees are to abide by the Policy and report to supervisors any breaches of this Policy.

DEFINITIONS

The following definitions are provided for the purposes of interpretation and application of the policy.

Council – Quairading Shire Council

BAC – Breath Alcohol Concentration

High Risk Work Activities – include but not limited to:

- High risk construction activities as defined in the Work Health and Safety Regulation 2011, Section 291
- High Risk Work Licence (Forklift; EWP; Crane; Dogging; Scaffolding)
- Confined space work
- Traffic control
- Explosive power tools
- Firearms
- Operation of a chainsaw
- Operation of wood chippers
- Operation of dingo/stump grinder
- Operation of vehicle loading crane
- Operation of a demolition or concrete saw
- Working with electricity or electrical components (240V or higher)
- Operation of RPA (Remotely Piloting Aircraft)

POLICY

1 Actions and Assessment Tools

The maximum acceptable BAC level for Council workplaces is 0.049% (any reading equal to or greater than 0.05% is considered a positive result).

To increase the awareness of the effects of alcohol consumption and BAC levels, the Drager Alcotest 5510 will be available for staff to utilise for self-testing.

The alcotest is provided for voluntary self-assessment purposes only as a means for employees, contractors and visitors to self-assess their fitness for duty in relation to the BAC levels.

The alcotest may be used at any time by any person at any council site that has one available.

1.1 Drager Alcotest 5510

The Drager Alcotest 5510 is a portable unit which will allow staff, contractors and visitors access to highly accurate Australian Standard testing equipment that produces results that does not identify the individual. The device will be able to detect if there is a BAC reading above or below .05% and therefore will allow the donor to make an assessment on their fitness for duty. The Alcotest has been calibrated in accordance with the manufacturer's specification with calibration of the unit being undertaken every 6 months. Instructions for how to use the Alcotest are displayed on each unit and a copy of the testing outcomes flow chart will also be located with the unit.

2 How to use the Equipment & Testing Outcome Actions

The Alcotest that has been supplied by council to staff, visitors and contractors to assist by identifying their fitness for work must be used in conjunction with the manufacturer's instructions and recommendations.

2.1 Using the Alcotest

Where a worker, supervisor, manager, contractor or visitor intends to voluntarily self-test for BAC, it is strongly recommended that they do so immediately prior to their commencement of work. This allows the individual to take action on an outcome that produces a positive test (equal to or above 0.05%) before they commence or recommence work, so that neither the individual concerned, nor any other person is placed at risk. Council is responsible to ensure the unit is within calibration date.

You will need to re-test on the Council provided equipment before commencing your next shift to obtain a negative result.

The instructions on how to use the Alcotest 5510 device are located on the front of the case. Please refer to these manufacturer's instructions to ensure an accurate result is obtained.

2.2 Recommended Actions for a Person who tests equal to or greater than 0.05%

Where an individual tests "positive" (i.e. equal to or greater than 0.05%) they should not commence work. They should wait at least 20 minutes and undertake a second test.

Where an individual's second self-test shows that the person BAC levels exceeds the maximum prescribed BAC limited (equal to or greater than 0.05%), it is strongly advised, and they are obliged not to commence work – to do so is a breach of their obligation under the *Work Health and Safety Act 2020*.

The person is not required to inform their supervisor of the positive test but must inform their supervisor of the fact they are not attending work for their current shift due to not being "fit for work".

If the test result is over the alcohol limit for the class of licence the person holds – they must not drive themselves home as per the Road Traffic Act 1974.

Licence or situation	Legal BAC
Open licence holders	Below 0.05%
Novice driver (novice driver has not held a driver's licence for a total period of 2 or more years)	0.00%
You have been recently disqualified for certain alcohol or drug related offences.	0.00%
You are a holder of an Extraordinary Licence.	0.00%
You are an alcohol offender	0.00%
You are a driver of a: <ul style="list-style-type: none"> • Bus (vehicle equipped to seat more than 12 adults, including the driver). • Vehicle carrying passengers for hire and reward (Uber; Ola; Taxi, Small Charter Vehicle etc.). • Vehicle carrying dangerous goods. • Vehicle of or over 22.5t GCM 	0.00%

If a Council employee requires transport home after they have informed their supervisor, they are not fit for work they have the option of:

- Requesting that their supervisor arrange their transport home; or
- Ringing a family member or friend to organise transport home.

The employee may apply for an appropriate form of leave to cover the duration of the absence due to being unfit for duty.

Where a contractor, consultant or visitor has voluntarily self-tested and has a BAC above the acceptable limit in accordance with this policy they should not commence work. The contractor or contractor's supervisor will be responsible for organising transportation.

3 Facts & Tips for Managing Self-Testing Outcomes

Listed below are some facts to assist the individual with managing their own testing and outcomes:

- The Alcotest 5510 readings are considered to be accurate at the time of the test
- A person BAC can rise for 1 hour or more after their last drink;
- Voluntary self-testing results can only be seen by the individual & will not be recorded and will not become part of any disciplinary process.
- Although you are obliged under the Work Health and Safety Act 2011 to advise your supervisor if you obtain a positive reading (equal to or greater than 0.05%) you are not obliged to divulge the result detail.

- Under no circumstances can you drive yourself home if you record a positive alcohol result. Arrangements will need to be made by your supervisor or by yourself to ensure you are transported safely to your home or place of rest.
- If you record a reading below 0.05% you can still remain at work however you will be allocated duties that do not include high risk activities until your reading reaches 0.00%.
- People who would like information on alcohol or other drug related problems or would like to discuss such issues can talk confidentially to the Council's Workplace Health & Safety Officer.

4 Leave Provisions

Should the employee be obliged to go home following a positive alcohol reading they may apply for an appropriate form of leave to cover the duration of the absence due to being unfit for duty.

This will depend on the terms of engagement the individual has with Council and may come in the form of:

- Annual Leave
- Time off in lieu
- Rostered day off
- Sick leave
- Leave without pay

GUIDELINES

Appendix 1 – Flowchart for Managing Self-Test Results

Work Health & Safety Act 2020

Work Health & Safety Regulation 2011

Road Traffic Act 1974 (WA)


Shire of Quairading Drug & Alcohol Policy

STATUTORY ENVIRONMENT

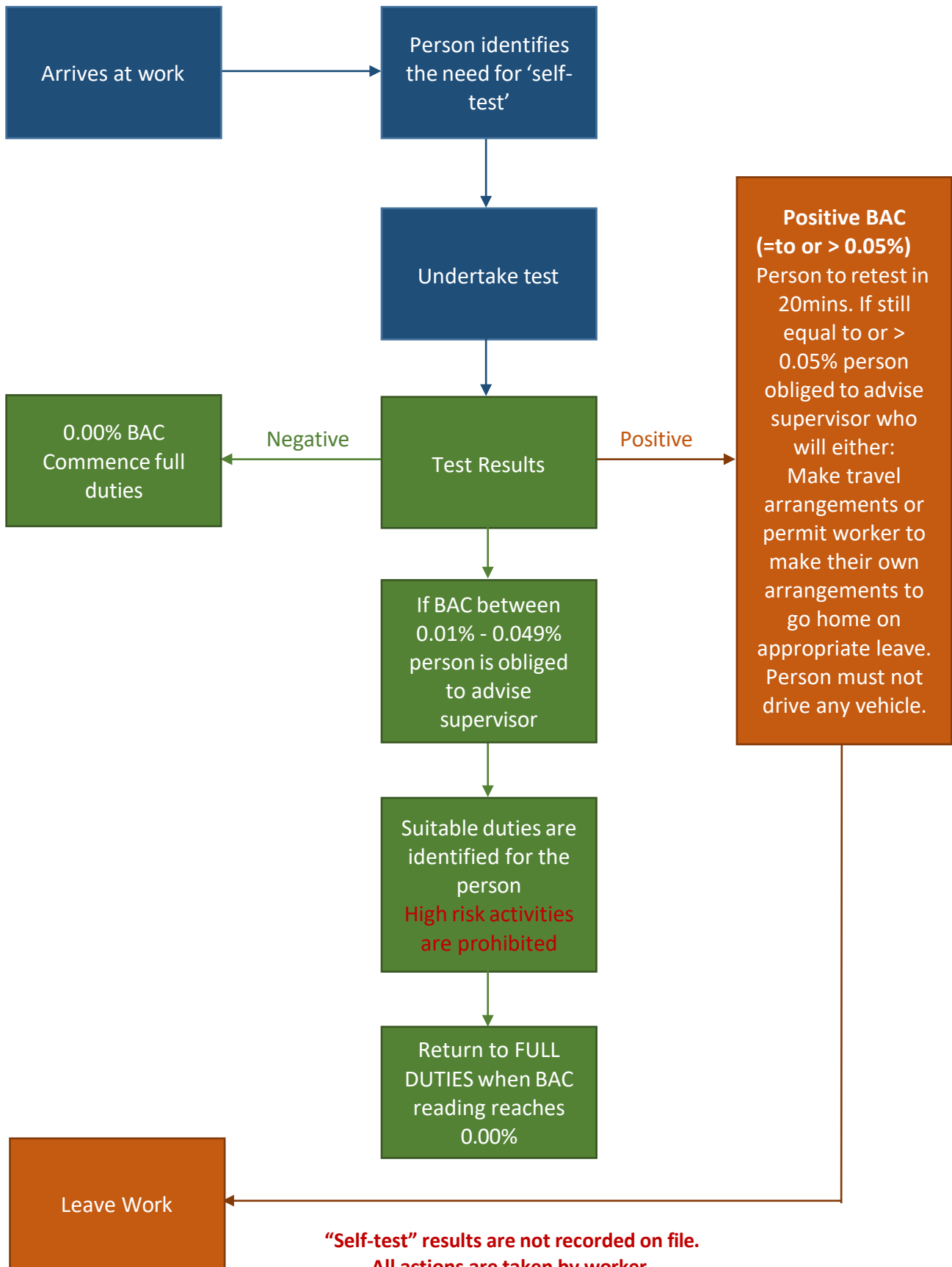
Work Health & Safety Act 2020

Work Health & Safety Regulation 2011

Road Traffic Act 1974 (WA)

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Nicole Gibbs	27/10/22	98 – 22/23	New Policy	Oct 2024	

Appendix 1 – Flowchart for Managing Self-Test Results



12.4 Drug & Alcohol Policy & Testing Procedure

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Drug & Alcohol Policy & Testing Procedure
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 99 - 22/23

MOVED Cr Hippisley SECONDED Cr Hayes

For Council to adopt the Drug & Alcohol Policy & Testing Procedure.

CARRIED 6/1

IN BRIEF

The Shire of Quairading has a duty of care to all workers and visitors, to ensure they can perform their role in a safe manner, and not cause harm to themselves, others or Council property.

Council have a range of staff that perform in a variety of roles, some tasks of which are considered high risk.

Shire officers have developed a Drug & Alcohol Policy & Testing Procedure for Council consideration to put transparent guidelines in place that adhere to the *Work Health & safety Act 2020* as well as Federal and State law, to deter staff, contractors, volunteers and Elected Members from carrying out Council duties under the influence of drugs and/or alcohol.

MATTER FOR CONSIDERATION

For Council to consider adopting the Drug & Alcohol Policy & Testing Procedure.

BACKGROUND

The Shire of Quairading have a duty of care to all staff (including contractors, volunteers and Elected Members), visitors and members of the public under the *Work Health & Safety Act 2020* to ensure that everyone is safe when at work.

Council have a range of staff that perform duties in a variety of different roles in the Shire. This includes customer service, operating machinery and using specialised equipment and “high risk” road works and other tasks.

The Shire is also somewhat of the “hub” of Quairading where staff and Elected Members are constantly in the public eye of rate payers the community, so performing tasks in a safe way and to a high standard is essential for the reputation of Council.

Council is committed to ensuring that any person undertaking duties or representing the organisation during work hours will perform their role safely and not be under the influence of drugs and/or alcohol within the workplace, and not in a position where they may cause harm to another person.

Shire officers have developed this Drug & Alcohol Policy & Testing Procedure, the purpose of the Policy and procedure are to:

- Prohibit any staff, volunteer or Elected Member from conducting Council business whilst under the influence of alcohol or illicit drugs.
- Preventing where possible drug and alcohol related incidents at work;
- Ensuring staff are in a fit state to undertake the duties in their role while at work; and
- Provide support and rehabilitation to affected staff under certain circumstances.

STATUTORY ENVIRONMENT

Work Health & Safety Act 2020

Work Health & Safety Regulation 2011

Transport Operations (Road Use Management) Act 1995

Local Government Act 1995

Workplace Relations Act (Federal and State)

AS/NZS4760-2019 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.

POLICY IMPLICATIONS

Risk Management Policy

Workplace Health & Safety Policy

Voluntary Self Testing Alcohol Policy [DRAFT – Item 12.3]

FINANCIAL IMPLICATIONS

There are no financial implications for the development of this Policy & procedure.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

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

CONSULTATION

There was no consultation required in the development of this Policy & procedure.

RISK ASSESSMENT

Option 1	
Financial	High <i>Executive Management, Elected Members & staff can be held liable for any serious workplace injury or death.</i>
Health	High

	<i>Any person carrying out duties on behalf of the Shire will put themselves, other people and Council property at risk should they be working in any capacity under the influence of drugs and/or alcohol.</i>
Reputation	High <i>Council staff are constantly in the public eye. It would be detrimental to Councils image if staff or Elected Members are operating at work under the influence of drugs and/or alcohol.</i>
Operations	Low
Natural Environment	N/A

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

COMMENT

Nil.

DISCUSSION AFFECTING COUNCIL DECISION

Cr Haythornthwaite said having workers fit for work is a priority, though said the following against the motion:

- Concerns around employees having to register prescription/over the counter medication they may be taking to someone who is not qualified to know.
- Wanting to see more information about what WALGA and other Councils in small local governments have in place.

Ms Gibbs responded that Council officers had consulted with Worksafe, LGIS, Fairwork and other regulatory bodies to ensure that the policy reaches legislative requirements, as well as maintains staff rights through Fairwork.

It was noted that alcohol testing could be done one site, though a drug test must be conducted by a qualified collector, who is a person trained in specimen collection (e.g. the Medical Practice).

Cr Smith asked if the workers had been consulted on the policy.

Ms Gibbs said all workers have been consulted on the new *Work Health & Safety Act 2020* and advised that staff are expecting changes like this to come in.

Ms Gibbs said when the Policy is implemented (as soon as possible) the Policy will be explained to workers.

DRUG & ALCOHOL POLICY & TESTING PROCEDURES



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1 SECTION

The Drug & Alcohol Testing Procedures apply to all persons and all departments.

2 RELEVANT LEGISLATION

Work Health & Safety Act 2020

Work Health & Safety Regulation 2011

Transport Operations (Road Use Management) Act 1995

Local Government Act 1995

Workplace Relations Act (Federal and State)

AS/NZS4760-2019 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.

3 PURPOSE

To ensure that the health and safety of no person is at risk or is adversely affected by any worker being at the workplace during a working day whilst affected by alcohol or a drug.

4 SCOPE

This Drug & Alcohol Policy & Testing Procedure applies to all employees of the Shire of Quairading, including contractors, volunteers, work experience students and visitors as well as Elected Members and is in addition to any legal requirement each has under Western Australia and Federal law regarding the consumption of alcohol and drugs.

5 PREAMBLE

Workers affected by alcohol or a drug at work may endanger themselves, other workers and the public. Risks associated with driving of vehicles and plant, construction and supervision of hazardous work areas increases as a result of alcohol or drug misuse. Ordinary workers, supervisors, managers and the Council may suffer legal consequences if a worker causes or contributes to injury to any person or damage to property while affected by alcohol or a drug at work. Also, there is a risk that casual use of alcohol or drugs may result in mistakes, productivity losses and offend internal and external customers.

Whilst the first priority is health and safety, it is important to properly manage both suspected and apparent cases of employees being affected by alcohol and/or drugs at work. Certain medical conditions and prescription drugs can produce behavioural changes similar to the effects of consuming alcohol or illegal drugs. Also, the underlying reasons for consuming alcohol or any drug may include anxiety, depression and stress, marital, family and other relationship problems, financial and legal difficulties, compulsive gambling, bereavement and other life difficulties.

6 DEFINITIONS

Alcoholism - Alcoholism is dependence upon alcohol to the extent of noticeable mental disturbance, interference with bodily or mental health, and effects on interpersonal relations and work performance. Workers who show the early signs of such developments may require treatment.

Chain-of-custody form – A form to be used from time of collection of the specimen to its receipt by the laboratory, as well as dispatch between laboratories.

Collector – A person who has successfully completed instruction in compliance with the Standard for specimen collection, storage, handling and dispatch of testing samples.

Confirmatory test – An analytical procedure that uses mass spectrometry to identify and quantify unequivocally a specific drug or metabolite.

Donor – A person who provides a specimen to be assessed.

Drug – Shall include any illegal substance or a medically prescribed substance that may affect an employee's work performance.

Drug Dependence - Drug dependence is a state, psychic and sometimes also physical, resulting from the reaction between a living organism and a drug, characterized by behavioural and other responses that always include a compulsion to take the drug either constantly or repeatedly in order to experience psycho-trophic effects and sometimes to avoid the discomfort of its absence.

Gross Misconduct - The conditions for gross misconduct are fulfilled if:

- a) While at work, a worker consumes or supplies an illegal drug or abuses a legal drug; or
- b) A worker consumes alcohol during working hours without authorisation; or
- c) A worker reports to work or is at work while affected by alcohol or any drug such that the worker is knowingly and intentionally unfit for normal duties (which includes exceeding the permitted blood alcohol level in respect of the vehicle or plant the worker would normally be expected to drive or operate).

Note: Gross misconduct could justify instant dismissal

Oral fluid specimen – Secretions in the oral cavity emanating predominantly from the major and accessory salivary glands.

Working Day - Means the period of paid work between an employee's starting time and finishing time. The term includes any time worked on overtime or any periods of call out duty.

Workplace - shall include any place within the Shire of Quairading at which work is performed for or on behalf of the Shire of Quairading, but shall exclude any area at which the Chief Executive Officer may approve the consumption of alcohol for social functions and employees social activities.

Employee – shall include any person who at the time of testing is (a) receiving payment for services rendered from the Shire of Quairading (whether that be on a permanent, casual or contract basis), (b) a visitor (as defined below), (c) a contractor (as defined below), (d) an elected member of the Shire of Quairading (for the purposes of this policy only) (e) volunteer (f) work experience student.

Work Experience Student – shall include any person who attends a workplace under the control of the Shire of Quairading who is not a Council staff member or a contractor, or visitor and is performing work for Council for which they will not be remunerated.

Volunteer – shall include any person who attends a workplace under the control of the Shire of Quairading who is not a Council staff member or a contractor (as defined in this policy).

Visitor – shall include any person who attends a workplace under the control of the Shire of Quairading who is not a Council staff member or a contractor (as defined in this policy).

Contractor – shall include any person who attends a workplace or work site under the control of the Shire of Quairading who is not a Council staff member or a visitor and is performing work for Council for which they will be remunerated.

Confirmed Negative – A result at or below the target concentration (see Section 11.2) following confirmatory testing.

Confirmed Positive – A result above the target concentration (see Section 11.2) or concentration in relation to the dosage recommended by the pharmacist or doctor in the case of over the counter or prescribed medication, following confirmatory testing i.e. if the confirmatory testing shows that an over the counter or prescription medication has been taken at dosage rates above what has been recommended then this **could** result in a Confirmed Positive (regardless of what information was stated on the testing record form).

Non-negative – A positive result obtained by use of the Drager 5000 Drug Detection System.

7 INTRODUCTION

The sole purpose for conducting Alcohol and Drug Testing is for Workplace Health and Safety reasons. The aim is to deter employees from entering into the workplace and carrying out their duties whilst affected by alcohol and/or a drug, thus placing themselves and others at risk of injury. This procedure has been widely adopted in many industries and has become the standard practice in responsible organisations.

Drugs are generally administered via injection, ingestion, inhalation or smoking. Upon entering the blood stream they are rapidly metabolised and are distributed by metabolic processes. Many drugs and drug metabolites are excreted in oral fluids and urine, making them easily detectable by drug screening procedures.

Modern Breathalyser testing is highly accurate and simple to carry out for detecting alcohol presence.

Oral fluid sampling is a simple, non-intrusive and accurate way to test for recent / current drug use for the purpose of determining fitness for work.

The process of detecting the presence of a drug in oral fluid is a two-step process:

- The initial test (sometimes known as the Screening Test) is designed to tentatively identify the presence of drugs and eliminates negative samples quickly.
- The Confirmatory Test is designed to confirm the identity and quantitate individual drugs.

8 TESTING

The components of the testing regime are explained as follows:

8.1 Random Testing

It is Council's intention that all Council employees be tested a minimum of two (2) times in any twelve (12) month period. The selection process of staff to be tested will be determined by the Chief Executive Officer and at their discretion any of the qualified collectors or Workplace Health & Safety Officers. For the purposes of confidentiality, the Chief Executive Officer, Workplace Health & Safety Officers and qualified collectors (or delegated persons by the Chief Executive Officer) will be the only employees with knowledge of the employees selected for testing (donors). The Workplace Health & Safety Officers or qualified collector will then arrange with the nominated donors, suitable times and locations to perform the tests.

Random testing of workplaces may be carried out at any working time/s and on any working day/s. Random testing will not occur during authorised functions, where the consumption of alcohol has been approved by Council or its delegate, and where other documented risk management strategies have been implemented prior to the function to ensure the health and safety of Council's employees, visitors and public.

8.2 Challenge Testing or Test for concern

Testing may be required if a Workplace Health & Safety Officer, Supervisor, Foreman, Engineer, Executive Manager or Chief Executive Officer, based on evidence received, has any grounds for concern that an employee may not be fit for work due to drugs and/or alcohol.

An employee has the right to submit a case for testing, if they have any grounds whatsoever that another employee may not be fit for work due to being affected by drugs or alcohol during work hours. This is the employee's right to attempt to protect their own safety and the safety of others in their team.

A test for concern can only be approved by a Workplace Health & Safety Officer, Executive Manager or Chief Executive Officer.

While there will be no penalty for those who submit a claim, which is later proved to be unfounded, any employee involved in a history of claims where the validity is questionable, will be investigated further and dealt with according to Council's disciplinary process.

Any qualified collector may carry out a test for concern.

If an employee tests negative for Drugs and Alcohol under a test for concern and continues to exhibit "Reasonable Grounds" that they may not be fit for work and will be dealt with under the fitness for work policy.

8.3 Incident testing

If any employee is involved in an incident or accident which:

- a) resulted in a serious or dangerous event; or
- b) involves high risk construction activities e.g. traffic control
- c) operation of earthmoving equipment
- d) in the opinion of the Supervisor / Workplace Health & Safety Officer, had the potential to result in a serious / dangerous event the employee will be subject to testing and the resulting procedures.

Where the Police attend as a result of an accident/incident, if applicable, their testing procedures will have precedence over Council's testing procedures. However, where only limited testing is conducted, Council procedures may supplement the police testing procedure.

9 PROCEDURE – ALCOHOL

9.1

All employees as selected per the procedure outlined in Section 8.1 will be required to give a breath test sample.

9.2

Any employee suspected of being under the effect of alcohol by the workers supervisor or the workers co-workers in accordance with 8.2 of this policy will be subject to alcohol testing.

9.3

Any employee involved in a plant-related accident will be tested for the presence of alcohol.

9.4

Any employee who does not agree with the findings/reading of their test will be offered a second test immediately. An employee may seek independent testing (at their own expense) to dispute or confirm the result from a work-based test – where the results of this independent test conflict with the results of Council's test the employee may return to work any deducted sick leave shall be returned.

9.5

Self-testing will be made available for personnel through the use of a hand held alcoholiser and a prescribed flow chart made available in the area of testing. Self-testing should be conducted in accordance with the Voluntary Self Testing Alcohol Policy.

9.6

It is a requirement that persons operating trucks, machinery, undertaking traffic controller duties and high work risk licences activities should submit a .00g/100ml breath test at all times. All other persons should also submit less than 0.00g/100ml at all times.

10 PROCEDURE – DRUGS

10.1

All employees as selected per the procedure outlined in Section 8.1 will be required to provide a salvia specimen for drug testing.

10.2

Preliminary analytical testing for drugs of addiction and misuse will be conducted using the Drager 5000 Drug Detection System using the 5 panel test kit.

10.3

System testing and Quality Control testing of the Drager 5000 Drug Detection System until will occur prior to testing sessions. The systems test verifies that the electronics are functioning correctly, while the Quality control test confirms that the instrument is reading results correctly.

10.4

Any employee suspected of being affected by drugs either by their supervisor or co-workers in accordance with clause 8.2 will be subjected to drug testing.

10.5

Any employee involved in a plant-related accident will be tested for the presence of drugs.

10.6

Employees taking medication will be required to disclose to the nominated collector any prescription or over the counter medication that could positively influence a drug test. All information disclosed will be kept confidential and will not be recorded on the employee's personnel file.

10.7

The collection procedure shall be as follows: -

- 10.7.1 The collector shall obtain the consent of the donor to collect a specimen for the purposes of drug testing and obtain the signature of the donor to that effect on the consent form.
- 10.7.2 Prior to the commencement of specimen collection, the collector shall request identification, unless otherwise determined by legislation.
- 10.7.3 The collector shall ensure that the oral cavity is free from foreign substances, e.g. food, gum and that the donor's oral cavity has been free from food and drink for a period of 10 minutes and that the donor has not smoked a cigarette for a period of 10 minutes prior to the test.
- 10.7.4 The test shall be conducted in an area that provides privacy for the donor.
- 10.7.5 The donor shall provide the specimen via the use of sterile equipment provided by the collector at the collection site. In the case of failure to obtain a result (i.e. dry mouth, faulty equipment) a maximum of 3 test no less than 10 minutes apart shall be provided.
- 10.7.6 Non-negative screening tests will trigger the provision of a second specimen by the donor which will be sent for confirmatory testing by a NATA accredited laboratory.
- 10.7.7 The collector shall request that the donor observe the transfer of the second specimen and the placement of the tamper proof seals, or equivalent devices, over both bottle caps and down the sides of the bottles. The donor shall initial the tamper proof seals.
- 10.7.8 The donor shall be required to sign a completed Chain of Custody form and acknowledging that the specimen is their own and is labelled such that it can identify the donor correctly and has been sealed in the donor's presence.
- 10.7.9 Preparation for dispatch and transportation of specimens to the testing laboratory will be performed as indicated in AS/NZS4760-2019.

11 ACCEPTABLE LEVELS

11.1 Alcohol

- 11.1.1 All employees should submit a level less than 0.00g/100ml (0.00%) to be permitted to the workplace. –
- 11.1.2 All employees involved in child care should submit a 0.00g/100ml (0%) level at all times.
- 11.1.3 All employees operating machinery, trucks and passenger carrying vehicles (e.g. Mini Bus) should submit a 0.00g/100ml (0%) level at all times.

11.1.4 All employees involved in other high-risk activities should submit a 0.00g/100ml (0%) level at all times. High Risk Activities include:

- 11.1.4.1 High risk construction activities as defined in the Work Health and Safety Regulation 2011, Section 291
- 11.1.4.2 Confined space work
- 11.1.4.3 Traffic control
- 11.1.4.4 Explosive power tools
- 11.1.4.5 Firearms
- 11.1.4.6 Operation of a chainsaw
- 11.1.4.7 Operation of a demolition or concrete saw
- 11.1.4.8 Working with electricity or electrical components (240V or higher)
- 11.1.4.9 Operation of RPA (Remotely Piloting Aircraft)

11.2 Drugs

11.2.1 All employees tested using the Drager 5000 Drug Detection System are to produce a result of “Negative” using the oral fluid testing panel.

11.2.2 Australian Standard 4760 – 2019 Table 4.1 lists the target concentration of drugs in oral fluid testing as:

Opiates (Morphine)	25ng/ml
Cannabinoid’s (THC)	15ng/ml
Amphetamine type stimulants	25 ng/ml
Cocaine & metabolites	25ng/ml

11.2.3 All employees who test non-negative and have a subsequent specimen tested by a NATA accredited laboratory should produce a reading less than the above levels. Any confirmed positive result reading above the concentrations listed above shall constitute a breach of this policy.

11.2.4 Confirmation testing shall only be conducted for the substances identified in the initial screening test.

11.2.5 The table below indicates some of the common names for the above drug classes.

DRUG CLASS	COMMON NAME
Cannabinoid’s	Marijuana, weed, pot, hash, dope and mull
Amphetamines and Methamphetamines	MDMA, speed, ecstasy, uppers, biphphetamine, Dexedrine
Opiates (Very strong pain killers)	Heroin, Morphine, Pethidine, Codeine, Methadone
Cocaine (Metabolites)	C, Coke, Nose Candy, Snow, White Lady, Toot, Charlie, Blow Whitedest and Stardust

For more information refer to Appendix 7 – Drug classes and detection times

11.3 Medication – Prescribed and Over the Counter Medication

11.3.1 Prescribed Medication

Any employee who has been prescribed medication by a medical practitioner will not be in contravention of this policy as a result of being in possession of or taking that medication in accordance with the prescription, provided that:

- 11.3.1.1 The employee has disclosed to the medical practitioner concerned the position that they occupy, the tasks they are required to perform, and the medical practitioner does not believe the prescribed medication will in any way affect that person’s ability to work safely.
- 11.3.1.2 The consumed level of the prescribed medication does not exceed the level that the employee has been prescribed to take; and
- 11.3.1.3 The employee has disclosed to the nominated collector any prescription or over the counter medication. If a non-negative result is recorded for Opiates, then a medical declaration form is to be completed if the donor has taken medication that contains codeine.

11.3.2 Over the Counter Medication

Employees will not be in contravention of this policy if they take over the counter medication in accordance with the manufacturer’s recommended dose, directions and warnings. Employees must seek advice from their pharmacist with respect to the impact any over the counter medication may have on the safe performance of their work. If advice from the pharmacist suggests the medication may impact upon their ability to perform the work safely or where there is any doubt, then the employee must advise their nominated employer in writing.

Everybody does react individually to over the counter medication and each result will be treated on its merits.

The following is a list of prescribed and non-prescribed (over the counter) medications that *may* produce a positive (presumptive or confirmed) result when screening for employees who may not be fit for work due to drugs.

DRUG CLASS	COMMON MEDICATIONS (trade names)
Opiates	Nurofen Plus, some Cold & Flu preparations, Panadeine, Panadeine Forte, Actuss, Codalgin, Codox, Durotuss, Mersyndol, Panacodin, Proladone, Actacode, Dymadon Co, Panalgesic, Phenergan, Aspalgin, Disprin Forte, Codis, Oridine, Fiorinal, Kapanol
Amphetamines	Actifed, Logicin, Robitussin, Dimetapp, Orthoxicol, Benadryl, Sinutab, Tylenol cold / flu, Panadol cold / flu, Codral, Demazin, Lemsip Flu, Day / Night.

12 RECOMMENDED PROCEDURE – POSITIVE ALCOHOL ANALYSIS

12.1

Should any employee (including contractors, volunteers, work experience and visitors) register greater than or equal to 0.00g/ml, or if the employee (excluding contractors, volunteers, work experience and visitors) as outlined in Section 11.1.2, 11.1.3, and 11.1.4 and registers greater than 0.00g/ml, then that employee (including contractors, volunteers, work experience and visitors) is unfit for work and the following actions will be taken: -

12.1.1 They will be returned to their place of residence; and

12.1.2 Placed on sick leave for that day; and

12.1.3 A first letter of action will be placed on their personnel file, with a copy to their Supervisor and Workplace Health and Safety Officer; and

12.1.4 They will be offered alcohol counselling; and

12.1.5 They will be offered a course in alcohol education; and

12.1.6 A return to work test is to be carried out and produce a negative test result before returning to work.

12.2

Should any employee (including contractors, volunteers, work experience and visitors) register a second offence within a 2 year period greater than or equal to 0.00g/ml, or if the employee (including contractors, volunteers, work experience and visitors) as outlined in Section 11.1.2, 11.1.3, and 11.1.4 and registers greater than 0.00g/ml, then the employee (excluding contractors, volunteers, work experience and visitors) is unfit for work and will be:

12.2.1 They will be returned to their place of residence; and

12.2.2 Placed on sick leave for that day; and

12.2.3 Ordered to undertake alcohol counselling; and

12.2.4 Ordered to undertake a course in alcohol education; and

12.2.5 If the employee for any reason refuses to agree to undertake both the counselling and the course in alcohol education, then they will be dismissed immediately; and

12.2.6 A second letter, or final letter (depending upon the agreement of the employee in undertaking counselling and the education course) of action will be placed on their personnel file, with a copy to their Supervisor and Workplace Health and Safety Officer; and

12.2.7 In the event that the employee agrees to undertake alcohol counselling and the course in alcohol education then they will be advised of the consequences should there be any further positive test recorded; and

12.2.8 A return to work test is to be carried out and produce a negative test result before **returning to work.**

12.3

Should any employee (excluding contractors, volunteers, work experience and visitors) register a third offence within a 2 year period greater than or equal to 0.00g/ml, or if the employee (including contractors, volunteers, work experience and visitors) as outlined in Section 11.1.2, 11.1.3, and 11.1.4 and registers greater than 0.00g/ml, that employee (excluding contractors, volunteers, work experience and visitors) is unfit for work and will be:

-

12.3.1 Dismissed, and

12.3.2 A final letter placed on their personnel file, with a copy to their Supervisor and Workplace Health and Safety Officer; and

12.3.3 They will not be permitted to work for council for a period of 2 years.

12.4

Should any contractor, volunteer, work experience or visitor register greater than or equal to 0.00g/ml, or if the contractor as outlined in Section 11.1.2, 11.1.3, and 11.1.4 and registers greater than 0.00g/ml, then that contractor is unfit for work on a Council work site/controlled site or location and the following actions will be taken: -

12.4.1 They will be ordered to leave the Council work site/controlled site or location immediately and will be returned to their place of residence; and

12.4.2 They will not be permitted to return to the Council work site/controlled site or location until such time as a negative alcohol reading has been obtained. A negative alcohol reading shall be taken to mean it conforms to the requirements of the policy for no action to be taken against an employee.

12.4.3 If applicable the employer of the contractor, work experience or visitor shall be notified immediately of the circumstances involving their worker and a follow up letter of action shall be forwarded to the employer of the contractor, work experience or visitor that the worker be offered alcohol counselling and a course in alcohol education.

12.5

Should any contractor, volunteer, work experience or visitor register a second offence within a 2-year period greater than or equal to 0.00g/ml, or if the contractor, volunteer, work experience or visitor as outlined in Section 11.1.2, 11.1.3, and 11.1.4 and registers greater than 0.00g/ml, then that contractor is unfit for work on a Council controlled site and the following actions will be taken: -

12.5.1 They will be ordered to leave the Council work site/controlled site or location immediately and will be returned to their place of residence; and

12.5.2 They will not be permitted to return to the Council work site/controlled site or location until such time as a negative alcohol reading has been obtained. A negative alcohol reading shall be taken to mean it conforms to the requirements of the policy for no action to be taken against an employee; and

12.5.3 If applicable the employer of the contractor, work experience or visitor shall be notified immediately of the circumstances involving their worker and a follow up letter of action shall be forwarded to the employer of the contractor that the worker shall undertake an alcohol counselling course and a course in alcohol education course. If They refuse to undertake counselling and education, they will not be allowed back on council site; and

12.5.4 Both the employer and the contractor will be advised of the consequences should there be a further positive test recorded.

12.6

Should any contractor, volunteer, work experience or visitor register a third offence within a 2 year period greater than or equal to 0.00g/ml, or if the contractor, volunteer, work experience or visitor as outlined in Section 11.1.2, 11.1.3, and 11.1.4 and registers greater than 0.00g/ml, then that contractor, volunteer, work experience or visitor is unfit for work on a Council controlled site and the following actions will be taken: -

12.6.1 They will be ordered to leave the Council work site/controlled site or location immediately and will be returned to their place of residence; and

12.6.2 They will not be permitted to ever again work as a contractor, volunteer, work experience for council any council offices; and

12.6.3 If applicable the employer of the contractor, volunteer, work experience or visitor shall be notified immediately of the circumstances involving their worker and a follow up letter of action shall be forwarded to the employer of the contractor, volunteer, work experience or visitor noting that they will not be permitted to perform work as a contractor, volunteer, work experience for council in the future or visit any council offices.

13 RECOMMENDED PROCEDURE – POSITIVE DRUG ANALYSIS

13.1

Any employee (including contractors, volunteer, work experience or visitor) registering a **“Non-negative”** result will be: -

13.1.1 Returned to their place of residence pending laboratory results. If a Medication Declaration Form is provided the employee will be allowed to return to work immediately in the case of codeine being taken for a non-negative result for Opiates.

13.1.2 Placed on sick leave pending laboratory results (in the situation where the employee does not provide the Medication Declaration Form and is sent home); and

13.1.3 A letter of presumption will be issued on the day of the non-negative test and placed on their personnel file with a copy to their Supervisor and Workplace Health and Safety Officer.

13.1.4 If a person has any concerns regarding the initial result, a second test will be undertaken on the Drager 5000 Drug Detection System. If this results in a negative result, no further action will be taken.

13.1.5 An employee may seek independent testing (at their own expense) within a 12 hour period from the initial testing to dispute or confirm the results from a work based test. Where the results of this independent test conflict with the results of Council's test the employee may return to work and any deducted sick leave shall be returned.

13.1.6 The NATA laboratory tested sample which was taken at the time of the initial non negative result will override any independent testing carried out by the employee.

13.2

If the returned laboratory result provides a **Confirmed Negative** test, the employee (including contractors, volunteers, work experience and visitors) will be: -

13.2.1 Returned to work immediately (in the case where the employee was sent home);

13.2.2 Leave for period of time stood down (if applicable) will be reimbursed without bias. In the situation where the employee is a casual, reimbursement will be made for time when the employee was rostered to work or would reasonably have been expected to work in their normal capacity.

13.3

If the returned laboratory result provides a **Positive (Confirmed Positive)** test, the employee (including contractors, volunteers, work experience or visitors) will be: -

13.3.1 Ordered to undertake drug counselling

13.3.2 Ordered to undertake a course in drug education; and

13.3.3 A letter of action will be placed on their personal file, with a copy to their Supervisor and Workplace Health and Safety Officer.; and

13.3.4 A return to work test to be undertaken with a confirmed negative before returning to work.

13.3.5 Regular testing will be carried out on the employee to ensure that they are drug free for a period of 12 months.

13.4

If the employee (including contractors, volunteers, work experience or visitors) returns a second laboratory result within a 2-year period that provides a **Positive (Confirmed Positive)** test, the employee (excluding contractors) will be: -

13.4.1 Ordered to undertake counselling.

13.4.2 Ordered to undertake a course in drug education.

13.4.3 If the employee for any reason refuses to agree to undertake both the counselling and the course in drug education, then they will be dismissed immediately.

13.4.4 A second letter, or final letter (depending upon the agreement of the employee in undertaking counselling and the education course) of action will be placed on their personal file, with a copy to their Supervisor and Workplace Health and Safety Officer;

13.4.5 In the event that the employee agrees to undertake counselling and the course in drug education then they will be advised of the consequences should there be any further positive test recorded.

13.4.6 A return to work test to be undertaken with a confirmed negative before returning to work.

13.4.7 Regular testing will be carried out on the employee to ensure that they are drug free for a period of 12 months.

13.5

If the employee (including contractors, volunteers, work experience or visitors) returns a third laboratory result within a 2-year period that provides a **Positive (Confirmed Positive)** test, the employee (excluding contractors) will be:

13.5.1 Dismissed, and

13.5.2 A final letter placed on their personnel file, with a copy to their Supervisor and Workplace Health and Safety Officer

13.5.3 They will not be permitted to work for council for a period of 2 years

13.6

Any contractor, volunteer, work experience or visitor registering a **“Non-negative”** result/s will be: -

13.6.1 Ordered to leave the Council work site/controlled site or location immediately and returned to their place of residence pending laboratory results. If a Medication Declaration Form is provided the employee will be allowed to return to work immediately in the case of codeine being taken for a non-negative result for Opiates; and

13.6.2 A letter of presumption will be issued on the day of the non-negative test

13.6.3 If applicable the employer of the contractor, volunteer, work experience or visitor will be contacted and informed of the circumstances involving their worker and this will be followed by a letter.

13.7

If the returned laboratory result provides a **Negative (Confirmed Negative)** test, the contractor, volunteer, work experience or visitor will be: -

13.7.1 Notified (verbally in the first instance and then via letter to their employer) of the result; and

13.7.2 Council will look at reimbursement for down time of machinery.

13.8

If the returned laboratory result provides a **Positive (Confirmed Positive)** test, the contractor, volunteer, work experience or visitor will be:-

13.8.1 Notified of the result;

13.8.2 A letter will be forwarded to the employer of the contractor, volunteer, work experience or visitor notifying them of the result and reminding them of the Drug & Alcohol Policy that Council has in place for contractors, volunteers, work experience or visitors and that their employee is to undergo a drug education/counselling course; and

13.8.3 If the contractor, volunteer, work experience or visitor for any reason refuses to agree to undertake both the counselling and the course in drug education, then they will not be allowed to return to any council sites.

13.8.4 A return to work test to be undertaken with a confirmed negative before returning to work.

13.8.5 Regular testing will be carried out on the contractor, volunteer, work experience or visitor when they are on council work sites to ensure that they are drug free for a period of 12 months.

13.9

If the contractor, volunteer, work experience or visitor returns a second laboratory result within a 2 year period that provides a **Positive (Confirmed Positive)** test, the contractor will be:-

13.9.1 Notified of the result;

13.9.2 A letter will be forwarded to the employer of the contractor, volunteer, work experience or visitor notifying them of the result and reminding them of the Drug & Alcohol Policy that Council has in place for contractors, volunteers, work experience or visitors and that their employee is to undergo a drug education/counselling course; and

13.9.3 If the contractor, volunteer, work experience or visitor for any reason refuses to agree to undertake both the counselling and the course in drug education, then they will not be allowed to return to any council sites.

13.9.4 Both the employer and the contractor will be advised of the consequences should there be a further positive test recorded.

13.9.5 A return to work test to be undertaken with a confirmed negative before returning to work.

13.9.6 Regular testing will be carried out on the contractor, volunteer, work experience or visitor when they are on council work sites to ensure that they are drug free for a period of 12 months.

13.10

If the contractor, volunteer, work experience or visitor returns a third laboratory result within a 2 year period that provides a **Positive (Confirmed Positive)** test, the contractor will be:

13.10.1 Never again allowed to work for Council;

13.10.2 If applicable the employer of the contractor, volunteer, work experience or visitor shall be notified immediately of the circumstances involving their worker and a follow up letter shall be forwarded to the employer of the contractor, volunteer, work experience or visitor noting that their employee will not be permitted to perform work as a contractor, volunteer, work experience for council or visit any council offices in the future.

14 PROCEDURES FOR SUPERVISORS WHEN FACED WITH A DRUG/ALCOHOL RELATED INCIDENT

Council has a primary responsibility to ensure the health and safety of its employees and members of the public. Responsibility for the implementation of this procedure lies with each employee who has a supervisory or staff administrative duty within Council.

For the purpose of this Policy a Supervisor may include: -

- Chief Executive Officer
- Executive Manager
- Workplace Health & Safety Officer
- Forepersons
- Leading Hands
- Or any other person delegated the authority of 'Supervisor Status', from time to time by the Chief Executive Officer.

This procedure is to be used by a supervisor who becomes aware of an employee exhibiting behaviour (*actions or signs) at work or prior to commencing work which includes being called back to work, which the supervisor believes may be attributed to the use of a drug or alcohol.

This behaviour may include:

- The employee's speech is slurred or impaired
- The employee's breath smells of alcohol
- The employee staggered, their movements were jerky and uncertain
- The employee admitted to consuming a certain quantity of alcohol
- The employee's eyes were bleary and heavy
- The employee exhibited a dulled tired appearance
- The employee was aggressive in their speech or manner
- The employee's face was flushed
- The employee's pupils were large with a sluggish reaction to light
- The employee's sense of time was defective, being unable to repeat times of incidents

If an employee demonstrates behaviour of this nature, which the supervisor suspects as being caused by a drug or alcohol, the supervisor shall not allow the employee to commence work or, if the employee has started work, shall immediately relieve the employee from his or her designated duties. The supervisor should direct the employee to a quiet location, where the supervisor will inquire if there is any reason for the employee's present condition and from the answers given decide what further action is required.

If the supervisor feels that a drug or alcohol is responsible for the employee's condition, then the first option is to report to the Chief Executive Officer immediately and request that an Alcohol and Drug Test be undertaken. Under no circumstances shall the supervisor take the matter into their own hands and attempt to resolve the situation or send the employee home. It will be the responsibility of the Chief Executive Officer to organise the alcohol and drug test.

The Chief Executive Officer may instruct the supervisor to accompany the employee back to the Council Administration Building for discussion with the Chief Executive Officer.

15 REFUSAL AVOIDANCE OR FALSIFICATION OF TESTS

If a person has presented for work and intentionally avoids a test or refuses to produce a sample for testing, then they will be treated as a confirmed positive result.

A person failing to participate in testing will:

- a) be returned to their place of residence
- b) be placed on sick leave
- c) be not able to return to work until a presumptive negative test result is achieved
- d) A council employee will be requested to show cause as to why their employment should not be terminated. Termination may result in the employee being unable to work on any future council projects for a period of 2 years.

Any attempt to tamper with any in-house or external samples, alter the concentration of drugs or alcohol in their own or another person's sample before or after providing a test sample will constitute official / serious misconduct and will be dealt with in accordance with Council's disciplinary procedures.

16 RETURN TO WORK (CALL OUT)

Any employee called upon to work after having consumed alcohol so recently or in such quantity, that it may affect their work performance shall immediately notify their supervisor that they are unable to work. The supervisor must make other arrangements regarding the call out if the employee indicates that he or she has consumed alcohol to the extent that it may affect their work performance.

All actions taken by a supervisor regarding this procedure must be documented by diary notation.

17 EVALUATION OF WORK PERFORMANCE

The only criterion used initially to introduce an employee suspected of having a drug or alcohol dependency to a rehabilitation program must be based upon evidence of impaired work performance. Factors that shall be considered include: -

- a) Work performance – the output and quality of work;
- b) Safety of the individual and/or co-workers – of particular relevance where work involves exposure to machinery in operation, construction sites, etc. Also relevant is the risk posed by a supervisor, manager or executive who, while in an impaired state is determining how work should be done;
- c) Attendance – changes in attendance patterns.

An employee's work performance may deteriorate but remain within acceptable limits. It should be treated sensitively, and no employee should be forced into accessing assistances unless it is as a result of self-declaration of use, or as a result of testing.

18 SELF REFERRAL

At any stage employees who have a problem and wish to obtain assistance, should be encouraged to refer themselves for assistance to a professional drug and alcohol rehabilitation service provider without any loss of pay and entitlements.

The extent to which such referral is successful is directly proportional to the extent and quality of the program and the publicity it is given amongst the workforce. Self-referral is the preferable path to drug and alcohol rehabilitation and therefore requires maximum effort.

19 CONSULTATION

There will be situations where self-referral does not occur, and a consultation process may be necessary. Depending on the individual circumstances, a series of interviews may be helpful. It is proposed that interviews should be along the following lines: -

19.1 First Interview

Where for any of the above reasons an employee is suspected of having an alcohol or drug problem, the employee should be advised of the perceived change in work performance and the employee's own view of any underlying reasons should be sought. In the event that the employee associates it with a drug or alcohol problem, they should then be referred to a rehabilitation service provider for assessment and treatment.

Interviews will be undertaken by the Workplace Health & Safety Officer with the Supervisor in attendance.

19.2 Second Interview

In the event that work performance continues to deteriorate, a second interview will occur. If the employee again fails to recognise a drug or alcohol problem, it will be suggested that they seek professional assistance.

Interviews will be undertaken by the Chief Executive Officer and Workplace Health & Safety Officer with the Supervisor in attendance.

Following the interview, the employee will be provided with a written communication summarising the deterioration in work performance and accompanying the communication will be a list of approved drug and alcohol rehabilitation providers.

If they do not wish to participate in drug and alcohol rehabilitation, a further period of work performance monitoring will be observed.

19.3 Third Interview

Following a continued deterioration in work performance, a third interview session will result in advising the employee to seek a qualified drug or alcohol counselling/rehabilitation service.

Third interviews will be undertaken by the Chief Executive Officer and the Workplace Health & Safety Officer with the Supervisor in attendance.

Should the employee still refuse to participate in rehabilitation, then the standard procedure for dealing with unsatisfactory work performance will be implemented from the third stage of the disciplinary procedure.

The Employee must have the right to have a union representative, or another person of their choosing, present at all times during any of the interview stages.

All Interviews must be recorded in approved format (attached) and copies given to the Employee for their own records.

20 REHABILITATION

20.1 General

It is necessary that all employees know the existence of a program and the details are well understood.

It is essential that all information concerning individuals is restricted and made available only to supervisors who have a critical role to play in the processing of the individual case and then only to the extent of necessary information.

Management needs to be aware and acknowledge that treatment of persons dependent on alcohol and drugs takes time and that there may be relapses.

A critical factor is for affected employees to continue to receive treatment as long as necessary. For as long as this is so, the matter should be left in the hands of the professional health care provider.

20.2 Key Elements

Important elements of the rehabilitation process are:

20.2.1 A comprehensive list of rehabilitation service providers is made available;

20.2.2 The selection of provider to be the choice of the individual concerned;

20.2.3 All time away from work to undergo rehabilitation treatment be paid time; and

20.2.4 Job security be guaranteed during rehabilitation.

Following successful completion of rehabilitation treatment, the employee should return to their original position unless otherwise recommended by the rehabilitation provider.

There may be some situations where it is recommended by the provider, for the purpose of avoiding relapse, that the person be placed elsewhere or retrained in another position. In such circumstances:

20.2.5 The service provider will notify the concerned parties upon completion or discontinuation of the treatment program;

20.2.6 The employee shall have the right to have a person of their choice; (e.g. union representative) attend all, or any, rehabilitation sessions.

21 ROLE OF CO-WORKERS

21.1

In most cases, co-workers will be the first to become aware of a drug or alcohol affected worker in the workplace. The problem might present itself in a number of ways. The following is offered by way of example:

21.1.1 By affecting personal relationships

21.1.2 Observed downturn in work performance

21.1.3 Knowledge of individual's habits

21.2

Co-workers are in the best situation to detect a potential problem at the earliest possible stage as well as providing feedback on whether:

21.2.1 The attitude of the employer is correctly based;

21.2.2 The rehabilitation scheme is appropriate to the particular workplace;

21.2.3 There is widespread understanding and acceptance of the program in the workforce;

21.2.4 These conditions can only be achieved provided the employee themselves are involved in the development of the program and its implementation into the workplace.

21.3

Co-workers need to be supportive of employees undertaking rehabilitation or suitable duties.

22 ROLE OF THE EMPLOYER

The attitude of management is critical to the success or otherwise of a drug and alcohol recovery program. One of the major difficulties is overcoming the problem of the individual resenting the involvement of management and others in what may be considered to be a personal matter. In addition, the traditional distrust of management by employees can be an impediment to workers agreeing to participate.

The Shire of Quairading is committed to the development of a drug and alcohol recovery program in order to contribute towards a safer workplace. Council will work with employees to establish the program, provide initial and ongoing education on the requirements and processes, and will seek input and feedback from all sources to maintain a high quality and effective program.

23 RIGHT OF APPEAL

If at any time an Employee disputes the results of testing the Employee has the right to a second opinion. This may mean a second alcoholiser test or transportation to a medical facility for more extensive testing. Should this occur the Employee should be stood aside on sick leave for the remainder of the day. When confidential results are returned to the Workplace Health & Safety Officer, results may indicate instigation of disciplinary action. This may take 24 – 72 hours.

If test reports indicate **Negative** results, these will be recorded, and any leave taken or lost time incurred by the employee will be reimbursed immediately without bias.

24 EMPLOYEES TO BE INFORMED

Employees who face charges of gross misconduct must be informed of;

- a) The possible consequences of their alleged misconduct;
- b) The full details of their alleged misconduct;
- c) That they have the opportunity to ask questions and seek explanations from those who allege misconduct; and
- d) Documentation of interview and process of documentation (i.e. copies, access, storage).

25 REVIEW OF CASES

The Chief Executive Officer will review individual cases not later than seven working days after an employee has been tested and interviewed and as necessary thereafter.

26 DISSEMINATION OF POLICY AND PROCEDURES

The availability of counselling and rehabilitation services, and other general information, is to be widely distributed via notice boards and staff newsletters as necessary.

27 DOCUMENTATION, CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

27.1 Documentation

All test records will be filed securely in one location and will remain confidential. An employee may request and obtain a copy of their own test records if they wish to do so. Documentation relating to test results will be held indefinitely.

27.2 Confidentiality and Disclosure of Information

The testing procedure for drugs and alcohol will be conducted so as to respect the privacy of the donor, but also to maintain standards required. Personal information relevant to this procedure will be safeguarded to protect the privacy of all donors, and only information required to be recorded shall be kept on file, with access limited to those required to have access to such information. Results of post incident tests will only be made available to third parties including Local Government Workcare (LGW), insurance and notification to authorities that are legally required to be informed as necessary, and the employee in question will be notified of this disclosure.

28 POSSESSION OF DRUGS

The carrying, storing or use of illicit drugs on Shire of Quairading workplaces shall result in disciplinary action, which may include dismissal and/or referral to the Police.

Sale, transfer or manufacture of illicit substances in the workplace will result in dismissal. This includes the distribution of prescription drugs except where a licence is held.

29 PROCEDURE/POLICY REVIEW

This procedure should be reviewed annually, or otherwise as directed by the Chief Executive Officer.

30 APPENDICES

Appendix 1 - Employee Declaration for Opiates Form

Appendix 2 - Request for Drug and Alcohol Testing


Appendix 3 - Facsimile for additional requested medical testing

Appendix 4 - Interview Checklist

Appendix 5 - Interview Record Form

Appendix 6 - Rehabilitation providers

Appendix 7 - Drug Classes and Detection times

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Nicole Gibbs	27/10/2022	99-22/23	New Policy	October 2024	

Appendix 1 – Employee Declaration for Opiates

EMPLOYEE DECLARATION FOR OPIATES

NAME:.....

DATE:.....

EMPLOYER:.....

I acknowledge that I have been tested today by Integrity Sampling for drugs and alcohol.

I also acknowledge that I have been educated in the effects of, and the misuse of Alcohol and Other Drugs (AOD)

Prior to providing a sample of oral fluid for analysis today, I acknowledge that I have ingested a prescribed / pharmaceutical medication containing codeine.

I wish to confirm that I have only taken the medication that I have disclosed to the Integrity Sampling Technician. This medication was either prescribed to me or purchased over the counter. I have taken this medication in accordance with the recommended dosage.

I believe I can continue to undertake my required duties and not be stood down pending the laboratory confirmation results.

I do not believe I will in anyway compromise my safety or the safety of any other persons in the workplace.

Name:.....

Date:.....

Signature:.....

Witness

Name:.....

Date:.....

Signature:.....

Appendix 2 – Request for Drug and Alcohol Testing

**REQUEST FOR DRUG AND ALCOHOL TESTING
(DUE TO CONCERN OR FOLLOWING AN INCIDENT)**

Reason for Test: Concern Testing Following an Incident

Please use the checklist attached in conjunction with the notes below to identify the need for testing. If more than one person has observed the signs / symptoms, additional checklists should be completed by all relevant personnel.

PERSON TO UNDERTAKE TEST:

Worker Name:	
Position:	

PERSON REQUESTING THE TEST:

Name:	
Position:	

DELEGATED OFFICER:

Worker Name:		Date:	
Position:		Signature:	

REASONS FOR REQUESTING THE TEST:

This form MUST be forwarded to the Delegated Officer as soon as possible.

NOTE: THIS FORM ALONG WITH ALL OTHER ASSOCIATED DOCUMENTATION WILL REMAIN STRICTLY CONFIDENTIAL.

CAUSE FOR CONCERN CHECKLIST

This form is used to record signs and symptoms when a Cause for Concern test may be required. Where two or more characteristic categories are observed, questions about the workers suitability for duty should be referred to the Delegated Officer for consideration.

Name of person completing the form:			
Based on the observations noted below, it is my opinion that Click or tap here to enter text. is <input type="checkbox"/> Unfit to Work <input type="checkbox"/> Fit to Work			
Record of Observed Characteristics (please tick appropriate boxes)			
Breath (smell of liquor)	<input type="checkbox"/> Slight <input type="checkbox"/> Moderate	<input type="checkbox"/> Strong <input type="checkbox"/> Other -	
Face and skin colour (before working in the sun/heat)	<input type="checkbox"/> Pale <input type="checkbox"/> Sweaty	<input type="checkbox"/> Flushed <input type="checkbox"/> Puffy Face	<input type="checkbox"/> Other -
Attitude	<input type="checkbox"/> Sedated <input type="checkbox"/> Aggressive <input type="checkbox"/> Paranoia	<input type="checkbox"/> Anxious <input type="checkbox"/> Irritability <input type="checkbox"/> Obvious Depression	<input type="checkbox"/> Hostile <input type="checkbox"/> Dreamy <input type="checkbox"/> Other -
Actions	<input type="checkbox"/> Belching <input type="checkbox"/> Vomiting	<input type="checkbox"/> Fighting/Abusive <input type="checkbox"/> Drooling	<input type="checkbox"/> Hiccoughing <input type="checkbox"/> Other -
Eyes	<input type="checkbox"/> Bloodshot <input type="checkbox"/> Watery	<input type="checkbox"/> Glazed <input type="checkbox"/> Eyelids Drooping	<input type="checkbox"/> Pupils Pinpointed <input type="checkbox"/> Other -
Breathing	<input type="checkbox"/> Short <input type="checkbox"/> Shallow	<input type="checkbox"/> Jerky <input type="checkbox"/> Excessively Quick	<input type="checkbox"/> Excessively slow <input type="checkbox"/> Other -
Speech	<input type="checkbox"/> Incoherent <input type="checkbox"/> Slurred	<input type="checkbox"/> Confused <input type="checkbox"/> Unusually Slow	<input type="checkbox"/> Unusually Fast <input type="checkbox"/> Other -
Balance	<input type="checkbox"/> Swaying <input type="checkbox"/> Unsteady	<input type="checkbox"/> Staggering <input type="checkbox"/> Falling	<input type="checkbox"/> Other -
Movements	<input type="checkbox"/> Clumsy <input type="checkbox"/> Jerky	<input type="checkbox"/> Sluggish <input type="checkbox"/> Trembling	<input type="checkbox"/> Other -

Opinion of level of 'Intoxication'	<input type="checkbox"/> Slightly Affected	<input type="checkbox"/> Moderately Affected	<input type="checkbox"/> Highly Affected
Opinion of cause of 'Intoxication'	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Other Drugs	<input type="checkbox"/> Both <input type="checkbox"/> Unknown / Other
Other comments (including others that observed these characteristics):			

Appendix 3 – Facsimile for Additional Requested Medical Testing

FACSIMILIE

DATE:	FROM:
TO	DEPARTMENT:
COMPANY:	PHONE NO:
FAX NO:	FAX NO:

NUMBER OF PAGES (including this cover sheet): **1**

Employee Name _____ Date of Birth __/__/____

The above-mentioned worker appears to display immediate signs of being under the influence of alcohol or a drug.

Workplace health and safety obligations require the Council to ensure, before allowing him/her to work that they do not present a risk to any persons as a result of consuming alcohol or a drug.

Please conduct appropriate tests, including blood and urine sampling if permitted by the worker or urine sampling only if the worker objects to blood being taken. Also, please ensure that you ascertain that the tested person is the same person that is named above.

The Council will pay for the above-mentioned tests. Results, when available should be sent by the quickest safe means to the address shown below, for urgent attention to the WORKPLACE HEALTH & SAFETY OFFICER.

If tests reveal any health problems in addition to matters being tested for, please advise these results to the worker, but do not include this information in your report to the council.

Appendix 4 – Interview Checklist

Questions on this form are a guide only; you may include other questions or omit any question that has no relevance to the interview.

1. Do you understand why you have been requested to attend this interview?
2. Have you been informed of your right to have someone else present at the interview (e.g. Union, friend)?
3. Do you wish to have any one else present?
4. Have the consequences of your actions been fully explained to you?
5. Do you agree that this is your alcohol/Drug test results form?
6. Did you request further testing?
7. Please explain the circumstances behind your actions today, if any.
8. Is there any reason behind your actions today?
9. Would you like to be referred to counselling or a suitable program for drugs/alcohol?
10. You are aware that this interview will become part of your personnel record, is there anything you would like to add?

Remember, this is only a guide. Record the interview accurately as shown below.

Time:

Interviewers: (name of person/s conducting the interview)

Any other persons present during interview: (Union Rep, Supervisor)

Employee Name:

Alleged Misconduct: (e.g. over the legal alcohol limit at work)

Time of Alleged misconduct:

Location:

Details: (include any signs noted that identified the employee as being under the influence of drugs/alcohol)

Witnesses: (name of any witnesses to alleged misconduct) - attach statements if possible

List the questions asked and the responses. All of the responses need to be in the words of the employee. Answers should start with “Joe Bloggs stated”.

Appendix 5 – Record of Interview

Date:		Time:	
Interviewers: (name of person/s conducting the interview)			
Employee Name:			
Employee Position:			
Any other persons present during the interview: (union rep, supervisor)			
Name.....		Position.....	
Name.....		Position.....	
Alleged Misconduct:			
Time & Location of alleged misconduct:			
Details: Include any signs noted that identified the employee as being under the influence of drugs/alcohol)			
Witnesses: (name of any witnesses to alleged misconduct – attach statements is possible)			

Appendix 6 – Rehabilitation Providers

QUICK REFERENCE ON HOW TO STOP DRUG ABUSE

- Admit that you have a serious problem with alcohol and drugs.
- Throw out all the alcohol and drugs that you have. Then, get help. Talk to DRUG-ARM Information Line Tel: 1300 656 800 or one of the agencies listed in the document.
- Face up to and try and do something about the problem that may have caused you to turn to drugs.
- Don't be discouraged, you can beat alcohol and drugs.
- Talk to a good friend who you can trust and ask them to help you stay drug free.

ALCOHOL & DRUG SERVICES

24/7 Alcohol and Drug Support Line

Free Call 1800 198 024

Here For You

'Here For You' is a statewide confidential, non-judgemental, telephone service for anyone concerned about their own or another person's alcohol and other drug use and/or mental health issues.

Call Here For You on 1800 here4u (**1800 437 348**) from 7am to 10pm every day.

Wheatbelt Alcohol and Drug Services

Northam Phone – Free Call **1800 447 172**

Lifeline

131 114

Quairading Health Service

08 9645 2222

York Hospital

08 9641 0200

Appendix 7 – Drug Classes & Detection Times

The reason for Drug & Alcohol Testing at the Shire of Quairading is SAFETY.

Please remember that the Shire of Quairading does not wish to interfere with what employees do in their own time, but is concerned about an employee's state when they present themselves to work and the impacts of any drug or alcohol use on the employee's safety and that of others in the workplace.

A positive test result will not apply to those whose confirmatory test results are below (or zero) against the Australian Standard cut off levels for drugs in oral fluid (saliva) as provided in the table below. An employee will only receive a positive result if they test on or above these cut off levels.

DRUG CLASS	EFFECTS	COMMON NAMES	DETECTION TIMES USING DRAGER 5000 DDS	AS 4760 CUT OFF LEVELS FOR CONFIRMATORY TESTING IN ORAL SAMPLES
Cannaboid's	Depressant	Marijuana	12 hours to 2 days	15ng/ml
Amphetamines and Methamphetamines	Stimulant	Speed, Ecstasy	12 hours to 2 days	25ng/ml
Opiates (very strong pain killers)	Narcotic analgesic	Heroin, Methadone, Morphine, Pethidine, Codeine	12 hours to 2 days	25ng/ml
Cocaine	Stimulant	Crack	12 hours to 3 days	25ng/ml

12.5 Children in the Workplace Policy

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Children in the Workplace Policy
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 100 - 22/23

MOVED Cr Hayes SECONDED Cr Hippisley

For Council to adopt the Children in the Workplace Policy.

CARRIED 7/0

IN BRIEF

In some instances, Council staff may have to bring their children to work due to circumstances that are outside of their control.

Unsupervised children pose a threat to the safety of all in the workplace, including visitors, staff and the child.

Council officers have developed a “Children in the Workplace” Policy that outlines the obligations of Council, management, employees and the child/ren when there is a child present at a Shire owned premises.

MATTER FOR CONSIDERATION

For Council to adopt the Children in the Workplace Policy.

BACKGROUND

The Shire of Quairading is an equal opportunity employer, who takes pride in providing a workplace that is mindful of staff and their family’s needs, while still providing a workplace that is safe and meets operational obligations as well as the needs of our community.

The Shire has many employees that come from diverse backgrounds, such as single parents, farming families, blended families and working parents. Due to the size and demographic of Quairading, there are only minimal options for paid childcare in the community.

Sometimes there are instances where a staff member is required to bring their child to work due to circumstances outside of their control. Having a child in the workplace could hinder Council operations, but also compromise the health and safety of not only our staff members, visitors, but also the child if there are no set guidelines in place to ensure the child is appropriately supervised to minimise this risk of harm.

To ensure Council is compliant with the *Fair Work Act 2009* and the *Work health & Safety Act 2020*, Council officers have developed a “Children in the Workplace” Policy that outlines the obligations of Council, management, employees and the children when there is an instance where a staff member has no other option but to bring their child to work.

STATUTORY ENVIRONMENT

Local Government Act 1995

Fair Work Act 2009

Work, Health & Safety Act 2020

POLICY IMPLICATIONS

Leave Management Policy

Grievance Policy

FINANCIAL IMPLICATIONS

If a child is not adequately supervised and someone is hurt (especially in the instance of a serious injury) Council and management are liable for personal financial compensation.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

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

CONSULTATION

There was no consultation required in the development of this Policy.

RISK ASSESSMENT

Option 1	
Financial	High <i>In the event of serious harm to a staff member or child, Council and management could be liable for financial compensation.</i>
Health	High <i>The Shire is compelled to provide a workplace that is safe and free from distraction for staff.</i>
Reputation	High <i>If children are constantly at Shire offices not under supervision this may not be well received by the community.</i>
Operations	High <i>If children are unsupervised in the workplace it could be highly disruptive to Council staff operations and the service provided to the community.</i>
Natural Environment	N/A

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

COMMENT

Nil.

CHILDREN IN THE WORKPLACE POLICY

PURPOSE

This Policy has been developed to ensure the duty of care to all people present in the workplace in the event that a staff member is required to bring their child/ren to work.

The Policy outlines the process of which to seek approval to have a child in the workplace, and the expectations that are required to be adhered to while the child is present in the workplace.

OBJECTIVE

The Shire of Quairading (“the Shire”) is committed to equal opportunity and supports its employees to balance the various demands they face with family, social and community responsibilities. Council understands that childcare arrangements can break down and there may occasionally be the need for staff to bring their children into the workplace.

However, it is a firm Council policy that children should only be brought temporarily onto Shire premises when all other possible initiatives have been considered. Under no circumstances should children be brought into any other council work area other than an office where their caregiver is present.

DEFINITIONS

Child

A child is a person under the age of 15 for the purposes of employment, health and safety, and child employment laws.

Caregiver

A family member, guardian or paid helper who regularly looks after a child.

POLICY

1. Council Responsibilities

Under the *Work, Health & Safety Act 2020* employers have a duty of care to ensure the health and safety of all employees in the workplace. This extends to making sure there is no unnecessary risk of exposure to harm, infectious diseases, distraction or other hazards. There is also a responsibility to ensure the safety of others who come into the workplace including children of employees.

2. Employee's Responsibilities

All employees need to be aware that what constitutes a safe work environment with appropriate safeguards, for employees may not be equally safe for children. For this reason, any employee that brings a child to the workplace are directly responsible for their supervision at all times and employees who bring children onto Council premises do so entirely at their own, and their children’s risk.

Sharp office supplies and specialised equipment are all common in an office situation where employees are trained in their use, but that can constitute a threat to a child's safety. There are also many restricted areas including cleaning cupboards, storerooms, kitchens, construction sites, and other areas where toxic or hazardous substances are kept.

In such an environment, there is not only a risk to the child, but a potential risk to other people as a result of the actions of a child. Furthermore, there is a potential risk of damage to Council property and consequently allowing children to use equipment such as photocopiers or computers is prohibited.

Bringing children, especially young children, babies or toddlers into the workplace should be an action of last resort. Efforts should be made to seek appropriate alternative childcare options (such as a friend, neighbour or family member) while the parent is required to work.

Council provides leave to cover a variety of situations, for instance, if a child becomes ill, sick and carer's leave is available. Employees should refer to the Leave Management Policy for further information about leave entitlements.

An employee must not threaten the health of other employees by exposure to a sick child. Where childcare arrangements break down at the last minute flexible working hours may be negotiated.

3. Seeking Approval

Employees are required to request permission and receive approval from their supervisor on each occasion that they bring a child into the workplace and employees must provide to their supervisor the names and ages of all children who will be present on Shire property.

There may be occasions where – because of an employee's specific duties and responsibilities over a period of time – this policy will be suspended so that the employee can devote their full attention to their assigned tasks. Under such circumstances, alternate childcare will need to be arranged by the employee.

Employees must understand that when permission is granted, having a child in the workplace is only temporary due to difficult circumstances and should not be for more than one day at a time.

Should the supervisor consider the workplace is too dangerous for the child, then the employee involved will have to absent themselves from the workplace utilising suitable/available leave entitlements.

4. Supervisor's Responsibility

A supervisor should treat requests for children to be in the workplace sensitively and make a decision on a case by case basis having regard to the reason for the request and current work conditions. The supervisor must be satisfied that the child will be supervised by the caregiver at all times and that having a child in the workplace is on a temporary basis only.

The supervisor can decide whether it is appropriate that the child be allowed to be on the premises.

Where a child becomes disruptive or they aren't being adequately supervised, the supervisor has the right to ask that the caregiver to remove the child from the workplace.

The supervisor should ensure that a child being present in the workplace is not an ongoing arrangement, and in each case, there is justifiable cause not to organise alternative arrangements for the child.

5. Supervision of Children

At all times children under the age of 15 years remain the sole responsibility of their caregiver while in any Council workplace. Employees are fully responsible for the behaviour and actions of their children whilst on the premises and should not leave the premises without their child at any time. Such supervision must be able to prevent accidents.

The Shire will not provide childcare assistance. The children must exclusively stay in the employee's office or workspace, unless the employee escorts the child to the bathroom or when entering/exiting the premises.

Parents/carers must:

- a. Ensure that the child has signed in on arrival and is aware of emergency procedures.
- b. Continually assess the risks to which their children are/could be subjected and attempt to minimise these.
- c. Take into account that children will be unfamiliar with the working environment.
- d. Accompany their children at all times.
- e. Ensure that their children are not disruptive and do not interfere with normal office operations.
- f. Not bring sick children to work with them.

The supervisor has the right to ask for the removal from the premises of children who are disruptive in any way to the work of other staff, visitors or contractors.

Children are not permitted to use any Council equipment including computer equipment.

6. Areas that are prohibited to children.

All children under the age of 15 years are prohibited at all times in the following areas unsupervised:

- a. Kitchens.
- b. Storage/cleaning cupboards.
- c. Any areas where chemicals, dyes, cleaning fluids and any other potentially hazardous substances are in use or stored.
- d. The depot workshop/compound/machinery yard and any areas where tools or machinery are located or used – even when these are not in use.
- e. Staff offices that are not the child's caregivers.
- f. Office carparks and outdoor areas.
- g. Employees must not take their children in a Shire vehicle during work hours/for work purposes, or have their children with them while operating any vehicle or machinery while performing duties on behalf of the Shire.

7. Exceptions to Policy

This policy does not apply to the children of staff attending organised events where they are the responsibility of their school or other institution or Shire functions.

8. Complaints

All complaints related to this policy should be made directly to the caregiver's immediate supervisor.

All complaints will be handled in accordance with the Shire's Grievance Policy.

STATUTORY ENVIRONMENT

Local Government Act 1995

Fair Work Act 2009

Work, Health & Safety Act 2020

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Nicole Gibbs	Oct 2022	100 – 22/23	New Policy	Oct 2024	

12.6 Tourism Strategy Review

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Tourism Strategy
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 101- 22/23

MOVED Cr Cowcill SECONDED Cr Haythornthwaite

For Council to endorse the reviewed Tourism Strategy.

CARRIED 7/0

IN BRIEF

The Tourism Strategy is an important document that drives the Tourism Steering Committee, comprising of passionate local residents and community stakeholders, to develop strategic goals and an action plan to work towards boosting tourism in Quairading and surrounds.

The Tourism Strategy is reviewed every year by the Tourism Steering Committee. The document has been reviewed, discussed and amended by the Committee, and is now being tabled to Council for comment and endorsement.

MATTER FOR CONSIDERATION

To endorse the Tourism Development Strategy reviewed by the Tourism Steering Committee.

BACKGROUND

The Shire of Quairading Tourism Development Strategy was developed in 2020 after realising the importance for tourism in regional WA. Bringing tourism to Quairading not only benefits our economic and social growth, but also when working with other surrounding communities, the Wheatbelt region as a whole.

There are several benefits of bringing tourism to Quairading, such as:

1. Boosting the revenue of the economy in town and brings revenue to local/small businesses
2. Creates jobs opportunities
3. Assists in the development of infrastructures within the community
4. Showcases the beauty of the Wheatbelt and surrounds

A Tourism Steering Committee was established in 2018 comprising of Shire officers and Council Members, Community Resource Centre (CRC) staff, Quairading Tourism & Tiny Town Committee (QTTC) representatives, small business owners, Noongar representatives and other relevant community stakeholders. The objective of the committee in 2018 was to create the strategy and action plan for the development of tourism services and facilities in the District with the aim of increasing tourism visitations/stays and increasing economic benefit to the local economy.

Today, the Steering Committee is responsible for driving the strategy and ensuring the objectives are being actioned, and for continuing to generate innovative ways to bring tourism to Quairading.

The Tourism Strategy was endorsed at the February 2020 Ordinary Council Meeting (Resolution 104-19/20) and is subject to an annual review.

The Steering Committee reviewed the strategy at their September 2022 meeting and it is now ready to be tabled to Council for comment and consideration.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Items identified that require to be budgeted for have been included in the 2022/23 budget.

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
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

The original document was developed in 2020 and included consultation with the community as well as the RAP committee, CRC, QTTC and the Shire.

The document was reviewed by the Tourism Steering Committee prior to being tabled for Council.

RISK ASSESSMENT

Option 1	
Financial	Low <i>Actions proposed in the strategy for the 2022/2023 financial year are covered by existing approved budget allocations.</i>
Health	N/A

Reputation	<p>Low</p> <p><i>The strategy outlines the Shires role in tourism and economic development within the Quairading district. Reputational risk is mitigated with the strategy setting out the agreed actions and resources required by the Council, Community Resource Centre and the Tourism & Tidy Towns Committee.</i></p> <p><i>All actions are subject to the resources and funding available for each of the three organisations party to this strategy.</i></p>
Operations	<p>Low</p> <p><i>The strategy proposes actions that are within Council's existing resources and operational structure.</i></p>
Natural Environment	<p>Low</p> <p><i>The strategy recognises the significance and uniqueness of the District's Nature Reserves and any increase impact on the reserves from tourism will need to be closely monitored and managed.</i></p>

	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

Ms Gibbs thanked Cr Cowcill on the work she has contributed to the Tourism Advisory Committee as Chairperson.

TOURISM STRATEGY



@ShireofQuairading



@QuairadingCaravanPark



@shireofquairading



Last updated: October 2022

Endorsed: 101 – 22/23

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EXECUTIVE SUMMARY

The very experiences and sights that locals to the Shire of Quairading and the region tend to take for granted are the things that amaze and excite metropolitan, interstate and international visitors and travellers alike. From lush green paddocks of wheat and acres of brilliant yellow canola, to friendly, welcoming locals, our pristine night skies and the plethora of wildflowers lining the roadside - Quairading has much to offer.

Tourism is one of the fastest growing industries in Australia and a key factor in driving economic growth throughout regional Western Australia. Tourism has historically not been a major focus of the Shire of Quairading and its potential as an economic and community driver is only now starting to be realised. Travellers often are not aware of local government boundaries so it is imperative that regional cooperation is foremost when developing tourism initiatives and experiences.

The Shire of Quairading has committed to developing a sustainable future for the Shire with improved social and economic outcomes for its residents. The Quairading Tourism Development Strategy considers that the development of tourism to attract more visitors is essential, both to the sustainability of our unique natural, cultural and historic attractions and to the creation of employment and prosperity of our residents. It provides a strategic and integrated framework to guide the shared management, development and marketing of tourism for Quairading over the next five years.

1. INTRODUCTION & BACKGROUND

Because of strong community demand, the Shire of Quairading in collaboration with the Quairading Community Resource Centre Inc. (Quairading CRC) and the Quairading Tourist and Tidy Town Committee (QTTTC), have developed the Quairading Tourism Development Strategy (the Strategy).

The Strategy outlines a shared community vision to pursue tourism planning as a means of economic and community development, as referenced in the Shire of Quairading's Strategic Community Plan 2017 – 2027.

The Quairading Tourism Steering Committee has informed the Strategy, taking into consideration previous consultation with local business owners, volunteer organisations and community members through:

30 Under 30

Engagement workshop for 17 – 35 year olds held in June 2016. Organised by Quairading CRC on behalf of Shire of Quairading and facilitated by Professor Gary Stockport from University of Western Australia.

Business Sundowner

Held at and hosted by the Shire of Quairading for local businesses in October 2016. Facilitated by Caroline Robinson from Wheatbelt Business Network.

Valuing Visitors Training

Workshop held at the Quairading CRC for customer facing employees and interested community members in September 2017. Training delivered by Jurek Leon from Terrific Trading.

Thrive to Survive

Community forum organised by the Quairading CRC and held at the Quairading Club as part of RDA Wheatbelt's Enterprising Communities program. Facilitated by Anna Dixon from Creative IQ.

Business after Hours: Main Street Walk

Discussion onsite around the visitor experience in our main street, held in September 2018. Organised by Quairading CRC and facilitated by Caroline Robinson from Wheatbelt Business Network.

Pop-Up Tourism Strategy Consultation Sessions

Session hosted by the Steering Committee at the Quairading Co-op Pop Up Space through July and August 2019.

The Strategy describes the current actions and environment from which the Quairading community approaches tourism and includes a framework of strategic goals that will:

- facilitate decision making by Council
- support economic growth
- provide direction for tourism stakeholders
- encourage community collaboration
- enable integrated planning and review
- encourage planning for assets and initiatives that are sustainable and enhance "what we already have"
- form the basis for development of new products, services or experiences for the tourism market in the future

1.1 Steering Committee

The Steering Committee brings together key 'tourism' stakeholders to develop a plan to enhance and promote Quairading. Comprising members from the following:

- Shire of Quairading
- Quairading Community Resource Centre Inc. (Quairading CRC)
- Quairading Tourist & Tidy Town Committee (QTTTC)

1.2 Community Stakeholders

- 1.2.1 Shire of Quairading
- 1.2.2 Quairading Community Resource Centre Inc.
- 1.2.3 Quairading Tourist & Tidy Town Committee
- 1.2.4 Hospitality business (Quairading Hotel, Quairading Motel, Quairading Club, Golden Grain Cafe & Bakery, Quairading Co-op, Quairading BP, Flavour Town Catering)
- 1.2.5 Service businesses (Quairading Agri Services, Farmarama, Quairading Tyre & Battery Supplies, Quairading Smash Repairs, AFGRI)
- 1.2.6 Other local small businesses (The Makers Keep, Quairading Clinicare Pharmacy, Quairading Garden & Gifts & Quairading Book Post)
- 1.2.7 Local organisations (Quairading Creative Arts Society, Quairading Vintage Machinery Club Inc., Quairading Agricultural Society, Quairading Curtain Raisers, Quairading Photo Club)

2. OBJECTIVES

The objectives of the Quairading Tourism Development Strategy are:

- 2.1 To promote Quairading as a quality place to live, work and play.
- 2.2 To encourage and support economic development, liveability and sustainability in Quairading.

3. QUAIRADING DESTINATION PROFILE

Quairading is an attractive town nestled in the Central Wheatbelt of Western Australia, just 167km east of Perth on the York-Quairading Road.

We are a farming community with a population of about 1100, producing cereal and grain crops (heaps of wheat, barley and stunning canola!), forestry (like sandalwood!), wool, sheep and cattle, supported by rural service industries. Our community provides a variety of volunteer-run cultural, sporting and social activities.

Our extensive offering of Shire facilities compliment a number of locally owned hospitality business and natural attractions. With various accommodation options, Quairading is the perfect destination for a weekend in the country, or as a base from which to explore the wide-open Wheatbelt.

Perth to Quairading via the Great Southern Highway and York-Quairading Road provides a safe route parallel to the Great Eastern Highway and opens up a convenient alternative when travelling to Wave Rock, Esperance, Merredin and all points east, including Kalgoorlie / Boulder and the Eastern States.

The district also includes the localities of Pantapin, Yoting, Badjaling, Dangin, South Caroling, Balkuling, Doodenanning & Wamenusking.

3.1 Facilities

- Town Hall
- Airstrip
- Community Resource Centre
- Shire of Quairading Admin Officer
- Vintage Machinery Yards & Sheds
- Old Railway Station
- Quairading Caravan Park
- Public Toilets
- RV Parking and Dump Point
- Quairading Swimming Pool

3.2 Accommodation

- Caravan Park
- Quairading Motel
- Quairading Hotel
- Toapin Weir Layby
- Kwolyin Bush Camp
- Private rental properties

3.3 Hospitality and Food

- Golden Grain Café & Bakery
- Quairading BP Roadhouse
- Quairading Hotel
- Quairading Club
- Quairading Co-op
- Flavour Town Catering

3.4 Local Attractions

- Toapin Weir
- Kokerbin Rock
- Rabbit Proof Fence & Stacey Lamb Train Gazebo
- Pink Lake
- Quairading Nature Reserve
- Nookaminnie Rock
- War Memorial and Lone Pine
- Vintage Machinery Club
- Anglican Church Labyrinth
- The Courtyard
- Dangin Heritage Train
- Doodenanning Townsite
- South Caroling District
- Pantapin Townsite
- Wamunesking Sports Club
- Murals by Luke O’Donohoe and Sam Bloor
- The Granite Way
- Wildflowers
- Town roses

3.5 Events and Activities

- Quairading Curtain Raisers musical productions
- Quairading Ag Show
- The Mutton Cup
- Quairading CRC workshops
- QTTTC Car Park Markets
- Quairading Creative Arts Society Feature Artist Day
- NAIDOC Day Events
- QDHS Interschool Swimming & Athletics Carnivals
- Sporting Club Open & Invitation Days
- ANZAC Day Commemoration

3.6 Our Stories

- Dangin Temperance Hotel
- Eucalyptus Oil Distillery
- Toapin Weir
- Youndegin Meteorite
- Parker Family
- Tommy Windich
- Stacey Lamb Train
- Forrest family & Cubbine Estate
- Junior Farmers/Rural Youth
- Indigenous Stories
- John Kickett Quairading School

3.7 Signage

- Rock town entry statements
- Stop & revive sign
- Town electronic notice board
- Info Bay signs
- The Grain Family
- Townsite parking signage
- Caravan Park location signage
- Post Office Town Map

3.8 Visitor Information

- Old Railway Station
- Quairading CRC
- Shire of Quairading Administration Centre
- Visit Quairading website and social media

4. SUPPORT ORGANISATIONS

These are government and non-government organisations and campaigns that have been identified as potential partners, collaborators or funding sources.

4.1 Regional Tourism

- Roe Tourism
- The Granite Way
- Central Wheatbelt Visitor Website
- Australia's Golden Outback
- Wheatbelt Business Network

4.2 State Tourism Support

- Tourism WA
- Tourism Council of WA
- Western Australian Indigenous Tourism Operators Council
- Wheatbelt Development Commission

4.3 Federal Tourism Support

- Tourism Australia
- Regional Development Australia (Wheatbelt)

5. SWOT ANALYSIS

Strengths	Weaknesses
<ul style="list-style-type: none"> • Natural assets and built attractions • Strong sense of place in community • Active community use of facilities and infrastructure • Proximity to key locations and regional attractions • Existing popular events • Attractive townscape • Interesting heritage • Marketing skills • Feedback from prior forums 	<ul style="list-style-type: none"> • Lack of major attractions in the main street precinct • Volunteer burnout • Resistance to community collaboration • Lack of business engagement and collaboration • Lack of branded marketing • Hard to navigate signage and parking • Limited after hours servicing • No regional tourism relationships • Not on major transport route • No documented benefit or data about visitors and tourism • Poor condition of main street building facades
Opportunities	Threats
<ul style="list-style-type: none"> • Increase promotion and awareness • History/ Art/ Culture/ Indigenous Culture experiences • Day trip promotion • Alternative route promotion • Regional collaboration • New events/ attractions • Resources for data collection • New business ventures • Land available for new infrastructure • Community engagement through tourism strategy 	<ul style="list-style-type: none"> • Not being able to secure funding • Not having access to sufficient resources • Businesses not willing to engage • Declining and aging population • Infrastructure/ level of service • Lack of enthusiasm • Lack of strategic leadership and planning • Location/ Proximity • Competition of similar towns

6. STRATEGIC GOALS & ACTION PLAN

Goal	Action	Responsibility	Priority	Due Date
INFRASTRUCTURE				
Quality and varied accommodation options.	Investigate services such as Airbnb, You Camp, Farm Stay and Camping and promote to community.	Quairading CRC	Med	December 2023
Easy to navigate to and around the Shire.	Create, update and remove signage (public toilet, Food Works, nature reserve, caravan/truck no entry, Dangin, Granite Way)	Shire of Quairading	High	March 2023
Focal points to show case uniqueness.	Encourage community endeavours (such as Rural Youth Bus)	Community	TBC	TBC
Visible and welcoming green space and activity areas.	Complete Community Park project	Shire of Quairading	High	January 2023
	Install suitable walkway/crossing from Railway Station to Vintage Club carpark/ Community Park.	Quairading Tourist and Tidy Town Committee	High	December 2023
	Repaint car parks.	Shire of Quairading	High	March 2023
	Identify a location for a 24-hour RV layby within the town site and the district and identify a funding source.	Shire of Quairading	High	December 2024
EXPERIENCE				
Variety of events and activities.	Provide new tourist experiences (i.e. Salt Lake, Granite Way, wildflowers, agriculture, nature reserves, indigenous, self-drive tours, Farm Stays).	Community	TBC	TBC
	Encourage the planning of new events and festivals (<i>ideas include Rose Month with celebrity gardener, Airing of the Quilts, family friendly music event, pet's day out, drive-in movies, ghost</i>	Community	TBC	New focus on August, September and October.

Goal	Action	Responsibility	Priority	Due Date
	<i>tours, murder mystery nights, stargazing nights, fervor fine dining).</i>			
Leverage visiting tour and transport buses.	Contact AGO for advice on how to engage with TransWA, Adams and other bus operators	Quairading CRC	Med	February 2023
	Determine attractions that current tour buses might be able to add to their itinerary (e.g. Perth Tours visiting Stacey's Pinnacles).	Quairading CRC	Med	June 2023
Professional and friendly visitor servicing.	Provide Valuing Visitors training online.	Quairading CRC	Med	December 2023
	Organise annual Bus Tour Day or car rally to highlight attractions to locals.	Quairading CRC	Med	December 2023
Accessible art.	House more art in CRC Art Space and open Arts Space on weekends.	Quairading CRC	Med	TBC
	Community consultation on Public Art (e.g. Toapin Weir).	Community	Med	TBC
	Investigate new Art Spaces	Community	Med	TBC
MARKETING				
Strong online presence, brand and identity	Build Visit Quairading campaign on Instagram and Facebook, by cross promoting local businesses, interacting with other tourism-focussed users and inviting bloggers and influencers to visit Quairading. Consider pop up tourism shop.	Quairading CRC	High	Ongoing
Up to date marketing material and content creation	Audit of current printed marketing	Tourism Steering Committee	High	June 2023
	Create brochures for caravan park and distribute to surrounding Visitor Centres.	Shire of Quairading	High	March 2023

Goal	Action	Responsibility	Priority	Due Date
	Distribute Visit Quairading A3 Guides to local businesses and surrounding towns.	Quairading CRC & Shire of Quairading	High	June 2023
	Create videos of local attractions.	Quairading CRC & Shire of Quairading	Med	June 2023
Positive regional collaboration	Maintain a collection of high quality local photos. Encourage locals/visitors to upload to keep photo collection current.	Quairading CRC	Med	December 2023
	Ensure local info on regional websites is up to date.	Quairading CRC & Shire of Quairading	High	March 2023
	Develop 'day trip' recommendations (e.g. Silo Trail, Wave Rock, Granite Way, Wildflowers, Wheatbelt Pubs)	Quairading CRC	Med	June 2023
	Attend trade shows to promote the region (e.g. Caravan & Camping Show, Roe Tourism and Pathways to Wave Rock).	Shire of Quairading	High	June 2023
Regular engagement with visitors	Maintain emailing list of caravan clubs and visitors (provide sign-up options at each hospitality business). Caravan manager to action.	Shire of Quairading	High	December 2023
	Publish a regular email newsletter. Combine with above list.	Quairading CRC	High	December 2023
Local business actively advertising	Encourage hospitality businesses to claim their profiles on online review sites (such as WikiCamps and TripAdvisor).	Quairading CRC	Med	June 2023
	Encourage hospitality businesses to take advantage of local events and offer packages and deals.	Quairading CRC	High	December 2023

7. MONITORING AND EVALUATION

The Steering Committee and key stakeholders will be responsible for the monitoring and evaluation of the strategy on a bi-annual basis.

A formal review of the strategy will be undertaken by the Steering Committee 12 Months after Council adoption.

12.7 Council Meeting Dates for Year 2023

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	Nil
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 102 - 22/23

MOVED Cr Cowcill SECONDED Cr Hayes

For Council:

1. To adopt the following dates for the 2023 Ordinary Council meetings:
 - 23rd February 2023
 - 30th March 2023
 - 27th April 2023
 - 25th May 2023
 - 29th June 2023
 - 27th July 2023
 - 31st August 2023
 - 28th September 2023
 - 26th October 2023
 - 30th November 2023
 - 14th December 2023
2. To adopt the following dates for the 2023 Strategic Planning Committee meetings:
 - 14th February 2023
 - 11th April 2023
 - 8th August 2023
 - 10th October 2023
3. To adopt the following dates for the 2023 Audit & Risk Committee meetings:
 - 14th March 2023
 - 13th June 2023
 - 12th September 2023
 - 14th November 2023
4. To give permission to the CEO to publish the Council and committee dates to:
 - a. The Shire website
 - b. The Banksia Bulletin
 - c. Shire social media pages

CARRIED 7/0

IN BRIEF

Each year Council is legally compelled to set the dates for Ordinary Council Meetings and Audit & Risk Committee Meetings. Council voluntarily has established a Strategic Planning Committee and sets dates for this Committee at the same time. The CEO is responsible for publishing the dates on the website and through other advertising mediums.

Council officers have suggested dates which coincide with previous practice.

Council does have the opportunity to amend the frequency, dates and times of Council and committee meetings.

MATTER FOR CONSIDERATION

To adopt dates for the 2023 Ordinary Council Meetings, Strategic Planning Committee Meetings and Audit & Risk Committee Meetings.

To note that these dates will be published on the Shire of Quairading website and through other advertising mediums.

BACKGROUND

Each year Council sets the dates for Ordinary Council Meetings, Strategic Planning Committee Meetings and Audit & Risk Committee meetings.

Ordinary Council Meetings are currently held on the last Thursday of the month, except in January and December because:

- In 2007 Council resolved to not hold an Ordinary Council Meeting in January to enable a holiday recess for Elected Members and Council officers.
- December meetings are held earlier in the month to allow for the administration Christmas closure period.

The Strategic Planning Committee Meetings and the Audit & Risk Committee Meetings are held four times a year on alternating months, on the second Tuesday of the allocated month.

According to the *Local Government (Administration Regulations 1996)* the CEO is obliged to publish Ordinary Council Meetings and committee meetings required under the act (i.e. Audit & Risk) to the website for public information once set by Council.

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996

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

(1) In this regulation —

meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

- (a) Ordinary council meetings;
- (b) Committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

- (3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.
- (4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.

Local Government Act 1995

5.3. Ordinary and special council meetings

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

POLICY IMPLICATIONS

There are no policy implications associated with setting Council meeting dates.

FINANCIAL IMPLICATIONS

There are no financial implications associated with setting Council meeting dates.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

No consultation was required.

RISK ASSESSMENT

Option 1	
Financial	Low
Health	N/A
Reputation	High <i>It is a statutory requirement for Council to set Council and committee dates to publish on the website for public information.</i> <i>Should a member of the public want to attend or submit a question to a Council meeting and the information is not available it will reflect poorly on the Shire.</i>

Operations	Low <i>There will be some staff time allocated to advertising the dates, but this is within normal scope of work.</i>
Natural Environment	N/A

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

COMMENT

Nil.

12.8 Restrictions on Quairading local authority plates

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Letter from resident
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED Cr Haythornthwaite SECONDED Cr Stacey

For Council to endorse the policy stance that Quairading local authority plates with any amount of "0's" on the front of a number will not be made available to the public to purchase.

LOST 2/5

IN BRIEF

A letter was received from a Quairading resident requesting the current policy surrounding the Quairading local authority plates be revisited by Council.

The current policy stance is that a member of the public will not be granted permission to purchase a Quairading local authority plate with any amount of "0's" in the front of a number (e.g 01 Q, 001 Q). The purpose of this is to keep the low-number plates exclusive for those that already own them.

An administration error was made whereby a resident was granted permission to purchase a plate with a "0" on the front of a number which has caused some upset in the community.

Council officers do not believe this policy should be removed because of a genuine mistake, as it will devalue the current low-number plates.

MATTER FOR CONSIDERATION

Whether Council will allow residents to purchase Quairading local authority plates with any amount of "0's" on the front of a number.

BACKGROUND

On the 30th September 2022 a letter was received from a resident in Quairading requesting the current Policy for Quairading local authority plates be revisited by Council, as Council currently do not allow residents to purchase the plates with a "0" in front of a number.

When the letter was received, Council officers investigated the history of the policy to understand the reasoning behind this position.

Council officers believe this position was set by Council when the Quairading local authority plates first became available as there aren't any plates in circulation with the 0 in the front of the number, except for special permission that was granted to local Police to have "000".

The understanding is that the purpose of this policy stance is to retain exclusivity of those residents who own low number plates, and so not to devalue these lower numbers. There is also a hold on Department of Transport issuing low district number plates with 0 before a number as well.

As there has been high staff turnover in the main admin office, this information was not appropriately conveyed when a resident came in to query if they could have a plate issued with a “0” in the front. The customer was granted the special plates which has caused some upset in the community.

Council officers do not believe the error should allow all members of the public to be allowed to have Quairading local authority plates made with a “0” in front, as it can be expected that many residents will want this and it may cause upset within the community as the low numbers will be devalued and not “exclusive”.

This Council policy stance is aligned with the position taken by Department of Transport.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There is no financial implications with this request.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

There was no consultation made for this report.

RISK ASSESSMENT

Option 1	
Financial	Low
Health	N/A
Reputation	High <i>Residents may be upset with either decision that is made. From the correspondence received from the community member, there is demand for the policy to be lifted. Other community members may be upset if the policy is lifted and their low numbers are devalued.</i>
Operations	Low
Natural Environment	N/A

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

COMMENT

Nil.

COMMENTS AFFECTING COUNCIL DECISION

Councillor arguments against the motion:

- Licensing is challenging enough for officers, this policy stance adds another layer of issues.
- Council should be pushing to get as many Quairading number plates out there as possible rather than putting restrictions in place.
- The purpose of the plates is for it to be “fun” and the policy is pointless regulation.
- Concerns around the notion of “exclusivity” where the Shire should be inclusive as possible.
- It gives people the option to select the plates they would like.

Councillor arguments for the motion:

- Personalised number plates are available for those who would like them.
- There is plenty of variety available for plate numbers without adding more.
- The “0’s” in front of the numbers should be retained and made available to emergency services.

CUBBINE PASTORAL CO

Peter & Diane Wallwork

P.O. Box 82

Quairading W.A. 6383

Diane 0427451303 Peter 0429645130

Email diblu@bigpond.com

Shire of Quairading

CEO - Nicole Gibbs

Jennaberring Road

Quairading WA 6383

30/9/2022

Dear Nicole

RE- Restrictions on New Quairading License Plates

We would like to see the policy for Quairading License Plate issuing revisited by the council.

On a number of occasions we have been informed that the council have instructed that no numbers starting with a 0 (zero) are to be issued to residents.

There are some within in the community and we were told that this was an error. Why are there restrictions?

As life time residents we feel that Q number plates advertise our community at no expense to rate payers and cannot understand why there are restrictions on specific numbers.

We would appreciate it if this could be placed on the next council meeting agenda for clarification and discussion as we are sure many of our sitting councillors are unaware of this policy and the reason for it.

Kind Regards

Peter & Diane Wallwork

12.9 Community Grant Applications

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibs (Chief Executive Officer)
Reporting Officer:	Jen Green (Grants & Projects Officer)
Attachments:	(i) Community Grants Assessment (ii) Community Grant Applications
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	The GPO declares interest as a current member of Quairading Rainmakers Inc.

OFFICER RECOMMENDATION

RESOLUTION: 103 - 22/23

MOVED Cr Haythornthwaite SECONDED Cr Hayes

That Council: -

1. Accepts the Officer's Report on Round 2 of the 2022/23 Community Grants and supports the Grant Assessment Document submitted by the Grants and Project Officer.
2. Allocates funds and resources in the 2022/23 Budget for Round 2 to the value of \$7379.00 to the Clubs listed in the Grant Assessment Document (attachment ii).

CARRIED 7/0

IN BRIEF

- The Community Grants Program Policy was reviewed, updated and endorsed by the Council in December 2021.
- Three applications were received for Round 2 to the value of \$7379.00.
- Details of each application have been provided for consideration and recommendation to Council.
- All applications were evaluated based on criteria in the grant guidelines.

MATTER FOR CONSIDERATION

Evaluation of applications received by Grants Project Officer on 30th September 2022.

Allocation of financial resources in the 2022/23 Shire's Annual Budget.

Allocation of financial resources in Round 2 of Community Grants Program.

BACKGROUND

At the December 2021 Council Meeting the Council adopted a revised Community Grants Policy and supporting documentation.

Council supported eight applications to a value of \$13,223.33 in Round 1 of the program in April this year.

Round 2 of the program opened on 1st August 2022 with regular advertising in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook and Instagram pages.

Follow-up promotion of the program was circulated on the Shire's Facebook page on a regular basis and also sent by email.

The closing date for the submission of applications for grant funding was on 30 September 2022.

One category of grant funding was promoted:

- Grant 2 – Minor Projects \$500 to \$2500.

A total of three applications were received to the value \$7379.00

Grant Type	Number	Amount
2	3	\$7379.00
Grand Total	3	\$7379.00

Grant 1 (in-Kind) funding is open throughout the year.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Community Grants Policy

FINANCIAL IMPLICATIONS

Nil – 2022-23 financial year

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook and Instagram Page.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Will reduce risk to Council and the Clubs / Organisations through better planning and delivery of projects supported by the Shire.</i>
Health	N/A
Reputation	Low

Operations	Low
Natural Environment	N/A

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

COMMENT

Nil.



Community Grants Program Assessment

Grant 2 | 2022-23 Round 2

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Quairading Tourist & Tidy Towns Committee	6

REQUESTS SUMMARY

Club	Grant	Amount	Project	Criteria 1 (40%)	Criteria 2 (20%)	Criteria 3 (40%)
Quairading Rainmakers Inc	2	\$2500.00	Seeking funds to assist in running the 2022 Community Christmas Party	5	5	4
Rotary Club of Quairading	2	\$2379.00	Seeking funds for to assist purchasing hand tree planters for their tree planting program.	5	5	4
Tourist & Tidy Towns Committee	2	\$2500.00	Seeking funds to assist re-painting the 'Grain People'	4	5	4
TOTAL REQUESTED		\$7379.00				

BUDGET BREAKDOWN SUMMARY

Council's position is to fund to a maximum of one third of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.

It must be noted, however, that external funding is not always available to local groups. The resourcing and capacity of small regional community groups are not able to sustain their Clubs at the current rate of participation and Club income. They rely heavily on funding opportunities like this to run successful, well equipped clubs that align and complement the Shire's Strategic Community Plans and Policies.

Club	Grant	Council		Club		External		Total	Comment
		Amount	%	Amount	%	Amount	%		
Quairading Rainmakers Inc	2	\$2500.00	18%	\$2000.00	15%	\$9170.00	67%	\$13,670.00	
Rotary Club of Quairading	2	\$2379.00	32%	\$2000.00	27%	\$3000.00	41%	\$7379.00	
Tourist & Tidy Towns Committee	2	\$2500.00	17%	\$2,500.00	17%	\$10,000.00	66%	\$15,000.00	
TOTAL REQUESTED		\$7379.00		\$6500		\$22,170		\$36,049	

Grant Type:	1	2	3	4
Applicant Information				
Name of Club/ Organisation	Quairading Rainmakers Inc.			
Contact Person	Jill Hayes	Position	President	
Contact Phone	0459 220 053			
Project Description	Seeking funds to assist in running the 2022 Community Christmas Party.			

Criteria 1 – Community (40%)	SCORE	5
• Does the request align with Shire’s Strategic Community Plan?	Yes S1.1, S1.2, S4 and S4.2.	
• Identified and demonstrated need?	The event is free to attend, which makes it inclusive for all families. There are few events throughout the year that are low-cost and the Christmas Party has demonstrated its popularity in previous years.	
• Benefits to the Community	A free event that caters to all Quairading families with age-appropriate activities. The event is becoming a regular and important part of the Quairading Christmas event calendar. Encourages social well-being and social connection.	

Criteria 2 – Organisation (20%)	SCORE	5
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	AGM & regular meetings.	
• Membership Numbers	35	
• Financial Management (<i>strong v weak</i>)	Strong	
• Capacity to Complete Project (<i>strong v weak</i>)	Strong	

Criteria 3 – Project Cycle (40%)	SCORE	4
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$13,670	
Applicant Group / Club	\$2000	
Council	\$2500	
Other External Funding	\$9170	
• Capacity to meet any ongoing costs of project	Yes	

Comments:	Quairading Rainmakers has successfully hosted the Community Christmas Party for the last three years. This is an important inclusive event that encourages the community to re-connect and encourage social well-being and help offset the impacts of isolation – so common in rural areas. Rainmakers seek a large amount of external funding from several sources.
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Grant Type:	1	2	3	4
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Applicant Information			
Name of Club/ Organisation	Rotary Club of Quairading		
Contact Person	Pauline Wray	Position	Immediate Past President
Contact Phone	0427 320 088		
Project Description	Seeking funds to assist in the purchase of pottiputki tree planters.		

Criteria 1 – Community (40%)	SCORE	5
• Does the request align with Shire's Strategic Community Plan?	Yes S1.1, 1.2, 1.4, 4.2 and 4.3	
• Identified and demonstrated need?	The Rotary tree planting program aims to reduce salinity and increase biodiversity in a highly cleared landscape.	
• Benefits to the Community	The program demonstrates active citizenship, and involves several outside organisations including other Rotary Clubs and schools. Tree planting increases capacity of local volunteers and benefits local aesthetic and environment.	

Criteria 2 – Organisation (20%)	SCORE	5
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	AGM, regular meetings	
• Membership Numbers	6	
• Financial Management (<i>strong v weak</i>)	Strong	
• Capacity to Complete Project (<i>strong v weak</i>)	Strong	

Criteria 3 – Project Cycle (40%)	SCORE	4
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$7379	
Applicant Group / Club	\$2000	
Council	\$2379	
Other External Funding	\$3000	
• Capacity to meet any ongoing costs of project	Yes	

Comments:	The Rotary Club of Quairading have a long history of tree planting, benefiting our environment, landscape as well as involving several organisations. Pottiputkis (hand planters) are an essential part of the program, to ensure the maximum number of trees can be planted by all ages on the tree planting weekend.
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Grant Type:	1	2	3	4
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Applicant Information			
Name of Club/ Organisation	Quairading Tourist & Tidy Towns Committee		
Contact Person	Phyllis Brown	Position	Secretary
Contact Phone	0429 451 245		
Project Description	Seeking assistance to rejuvenate the Quairading Grain Men.		

Criteria 1 – Community (40%)	SCORE	4
• Does the project align with Shire’s Strategic Community Plan?	S1.1	
• Identified and demonstrated need?	The Tourist & Tidy Towns Committee require continued support to be able to beautify the town with their projects and run the Tourist Centre. The Grain Men are a historic part of town, however, in dire need of restoration.	
• Benefits to the Community	Preservation of history and provide points of interest on our roads. Enhance visitor experience and increase identity and town pride.	

Criteria 2 – Organisation (20%)	SCORE	5
Incorporated body? Does it have a Constitution?	Constitution.	
• Structure & activities	Regular meetings and events, Tourist Centre open on set days.	
• Membership Numbers	16	
• Financial Management (<i>strong v weak</i>)	Strong	
• Capacity to Complete Project (<i>strong v weak</i>)	Strong	

Criteria 3 – Project Cycle (40%)	SCORE	4
• Planning and design of project	Yes	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$15,000	
Applicant Group / Club	\$2500	
Council	\$2500	
Other External Funding	\$10,000	
• Capacity to meet any ongoing costs of project	Yes	

Comments:	The Grain Men date back to the 1986 Grains Expo and are a talking point along the roads leading to Quairading. The Tidy Towns are very passionate about this project and have applied for external grant funding to complete it.
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Community Grants Application Form

Grant 2 – Small Grants \$500 - \$2500

2022

APPLICANT DETAILS

Name of Organisation	Quairading Rainmakers Inc
Contact Person	Jill Hayes
Position	President
Contact Phone Number	0459 220 053
Email Address	quairadingrainmakers@outlook.com
Postal Address	PO Box 108, Quairading WA 6383
Organisation's ABN:	Click or tap here to enter text.
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	036 172 141277

The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.

Please provide membership numbers for the previous financial year.			
Adults	35	Juniors	0
Volunteers	35	Paid Staff	0
Have you received support from Council previously?	Yes		
Year: 2021	Amount: \$2500		
Does your organisation receive any other source of funding? If yes, what?	No		
What is your club's current financial position?	Transaction Account \$	Cash Reserves \$	

PROJECT / EVENT DETAILS:

PROJECT TITLE: Quairading Community Christmas Party
Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-
<ul style="list-style-type: none"> • The main services / activities your Club / Organisation provides and how this project / event works to progress those • How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?); • How your organisation is going to manage and deliver your project; • How will your organisation fund or maintain your event or project on an ongoing basis (if relevant) • Attach any supporting documentation such as meeting minutes, project plans, photos or diagrams to illustrate your request.
<p>Quairading Rainmakers Inc. are a not-for-profit organisation of young local legends with a simple aim of making Quairading an even better place for all people, and giving back to the community we all choose to call home.</p> <p>Between 1999 and 2013 we ran and organised the Quairading BnS Balls, raising over \$300k which we donated back the community. We have now shifted focus, motivated to identify and drive projects that will make a real difference to our town and community. This motivation has reactivated the group recently and while we don't have the large funds anymore, we have enthusiasm, ideas and a passion to make a difference.</p> <p>Quairading Rainmakers started organising the Community Christmas Party in 2019 and continue to make this a must-attend annual event on every Quairading family's calendar. This inclusive event is not only about giving back to the community but bringing Christmas spirit to all families from all walks of life.</p> <p>The Quairading Community Christmas Party will be held on Friday 2nd of December 2022 at the Quairading Town Oval. This free event for the community offers the opportunity for all Quairading families to reconnect and encourage social wellbeing and help offset the impacts of social isolation, which is unfortunately so common in our rural areas.</p> <p>A community event like this strengthens our social connections and sense of belonging and will help the Community to connect and rebuild from the effects COVID-19 has had over the last two years. Volunteers from the community are essential for a successful event and a generous amount of people have already put their hand up to assist in the organising and on the day.</p> <p>This community event will be run by a dedicated team of volunteers from Quairading Rainmakers Inc. The event will include Camel Rides, Face Painting, a petting zoo, free sausage sizzle, popcorn and fairy floss, bouncy castles, carnival entertainment, mini-train rides and a visit from Santa.</p> <p>Quairading Rainmakers are committed to working with the Shire of Quairading to develop a robust Site Plan and Emergency Management Plan for the event to ensure a safe and organised event for our patrons.</p>

Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire's Strategic Plans and Policies?



The *Strategic Community Plan 2021-31* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (starting on Page 15).

In our community, there are very few events throughout the year that are completely free for families to attend. This fact means often our families living on a very tight budget are excluded from attending events which typically bring communities together (the medium weekly income was reported as \$783 in the last census).

We think this kind of financial exclusion does long term damage to our community. We seek a Shire grant because we feel passionate about this annual event being cost free to all members of our community.

This event and your support of it directly links to your Active Community objective in your strategic community plan, namely:

S1 Active Community

S1.2 Promote increased participation in the social and cultural life of the community.

S4 Inclusive community

S4.2 Actively support youth development.

Events like our annual Christmas Party are essential, as it shows our community prioritising children and families.

Would it be possible to share your project with another group?

(i.e. Is there someone you can partner with? Does your proposal duplicate an existing service?) *Please Comment*

Quairading Rainmakers took over this annual town Christmas party from the Quairading Tourist and Tidy Towns Committee when they no longer had the manpower to host and organise the event.

Yes No

We organise this event in a very similar way they used to- by drawing on all businesses and community organisations to pull it together. We work with the Quairading Vintage Club, Quairading DHS, Quairading CRC, Quairading Sub Centre, Quairading Fire Brigade, Quairading Post Office, North Quairading Contractors and Quairading Co-Op.

MILESTONES & TIMEFRAME:

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date	Completion Date
Book Town Oval for Event/Liaise with Works Manager on Event Plan	Rainmakers Committee	1/9/22	2/12/22
Research and book entertainment	Rainmakers Committee	1/8/22	1/9/22
Apply for Lotterywest/CBH Grants	Rainmakers Committee	1/8/22	31/8/22

Confirm involvement with local businesses. Secure any local donations	Rainmakers Committee	1/9/22	30//22
Prepare marketing material and schedule social media posts	Quairading CRC	1/11/22	30/11/22
Prepare volunteer schedule	Rainmakers Committee	15/11/22	20/11/22
Prepare emergency management & risk plan	Rainmakers Committee	1/9/22	30/9/22

PROJECT BUDGET & COSTINGS:

Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of \$20/hour.

Item/Activity	Supplier	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
Camel Rides	Camel Rides	\$ 1800	\$ 0.00	\$ 0.00
Fairy Floss/Popcorn	Floss n Pop	\$ 0.00	\$ 0.00	\$700
Refreshments/sausage Sizzle	Quairading Co-op	\$ 0.00	\$ 0.00	\$ 500
Little Louis Train	Quairading vintage Club	\$ 0.00	\$ 0.00	\$ 800
Carnival Rides & Bouncy Castles	Mad Cow Entertainment	\$ 0.00	\$ 0.00	\$5470
Face Painting, bubbles, balloons	Wheatbelt Face Painting	\$700	\$ 0.00	\$ 500
Ambulance supervision	Quairading St Johns	\$ 0.00	\$ 0.00	\$ 200
Fire Truck (Santa Entrance)	Quairading VFRS	\$ 0.00	\$ 0.00	\$ 200
Volunteer hours (100 hrs)	Rainmakers Inc.	\$ 0.00	\$2000	\$ 0.00
Petting Zoo	Old MacDonald's Farm	\$ 0.00	\$ 0	\$ 800
Sub-Total Budget		\$ 2500	\$ 2000	\$ 9170
Total Budget		\$ 13,670		

External Funding – Grants / Loans / Donations	
Please provide details of any other funding your group has applied for or received that will contribute to this project:	
Name of organisation/funding source/type	Status (e.g. Received, pending)
CBH Grass Roots Grants	Pending
Lotterywest Grants	Pending

BUDGET BREAKDOWN:		
Description	Funding amount (ex GST)	Percentage (%)
Applicant Club / Organisation	\$ 2000	15
External Funding (Grants / Loans / Donations)	\$ 9170	67
Council	\$ 2500	18
Total	\$ 13,670	100%

How will you acknowledge the support received from the Shire of Quairading?	The Shire will be thanked for their contribution through our Social Media channels and on official marketing material.
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CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

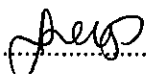
DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Jill Hayes

Signed: 

Date: 13/9/22

SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31st March (Round 1) or 30th September (Round 2).

Late applications will not be accepted.

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to: PO Box 38, Quairading WA 6383

CONTACT:

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email gpo@quairading.wa.gov.au

1.5.2
Hi Magdelan,

Thanks for your call yesterday. I forget to record your number.

Can you confirm the times you would like us there and your riding location please?

Assuming 3 camels for 2-2.5hrs as it appears you have had in the past the fee, including Transport fuel etc, would be \$1800 plus GST.

As discussed we would appreciate you having a volunteer available to assist with Helmets and arranging 'ride at your own risk waivers' help out as now required by insurance companies.

Thanks and Regards

Jon Warren

CamelWest

M: 0437404037



Wheatbelt Face Painting Company
 admin@wfpc.com.au | 0448 593 532
 ABN 93 496 466 366

Invoice #3325

Issue date
 1 Sep 2022

Booking 9th Dec

We appreciate your business.

Bill To	Invoice Details	Deposit	Balance
Quairading Rainmakers pilkington.kate@gmail.com 0418 213 940	PDF created 6 September 2022 \$1299.23 Date of service 9 December 2022	Due 1 Sep 2022 \$101.32	Due 1 December 2022 \$1197.91

Item	Quantity	Price	Amount
Face Painting (2)*	2.0 hr	\$130.00/hr	\$520.00
Balloon Twisting *	2.0 hr	\$130.00/hr	\$260.00
Glitter Tattoos *	2.0 hr	\$130.00/hr	\$260.00
Travel Fee * <i>Northam to Quairading and return 196km x \$0.72 (ATO)</i>	196	\$0.72	\$141.12
Subtotal			\$1181.12
GST			\$118.11

Total Due **\$1299.23**

(*) Taxable Item

Deposit	\$101.32
Overdue • Due on 1 Sep 2022	
Balance	\$1197.91
Unpaid • Due on 1 Dec 2022	



Pay online

To pay your invoice, go to <https://gosq.me/u/sWA7HLIB>

Or open your camera on your mobile device and place the code on the left within the camera's view.



Community Grants Application Form Grant 2 – Small Grants \$500 - \$2500 2022

APPLICANT DETAILS

Name of Organisation	Rotary Club of Quairading
Contact Person	Pauline Wray
Position	Immediate Past President
Contact Phone Number	0427 320 088
Email Address	wrays@agn.net.au
Postal Address	PO Box 115, Quairading, 6383
Organisation's ABN:	82 915 099 470
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	Rotary Club of Quairading BSB: 036 172, Acct: 800 172.

The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.

Please provide membership numbers for the previous financial year.			
Adults	6	Juniors	0
Volunteers	150	Paid Staff	0
Have you received support from Council previously?	No		
Year: Click or tap here to enter text.	Amount: Click or tap here to enter text.		
Does your organisation receive any other source of funding? If yes, what?	Other Rotary Clubs involved in the Tree Planting project provide funding to purchase tree seedlings.		
What is your club's current financial position?	Transaction Account \$4283	Cash Reserves \$	

PROJECT / EVENT DETAILS:**PROJECT TITLE: Tree Planting**

Please provide a description of the project or event for which you are seeking financial assistance.
You should also include:-

- The main services / activities your Club / Organisation provides and how this project / event works to progress those
- How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);
- How your organisation is going to manage and deliver your project;
- How will your organisation fund or maintain your event or project on an ongoing basis (if relevant)
- Attach any supporting documentation such as meeting minutes, project plans, photos or diagrams to illustrate your request.

Quairading Rotary Club hosts an annual Tree Planting weekend where volunteers from around the state travel to Quairading to plant trees. The purpose is to reduce salinity in the wheatbelt and help reverse environmental devastation from past government clearing practices.

Quairading Rotary Club have purchased several Pottiputkis and we also have some which were donated. Pottiputkis are essential to tree planting and we need to purchase more to cater for the growing number of volunteers engaging with, and the increased number of trees planted during the project.

The main activities of the Quairading Rotary Club serve the community. We are a service club. The tree planting project is carried out in conjunction with Quairading District High School, the Shire of Quairading and other Rotary clubs from around the region and the Metro area. Funding is provided by the Quairading Rotary Club, Rotary Clubs from the region and the Metro area, and the National Trust.

Quairading Rotary Club manage and deliver the tree planting weekend annually, and plan to do so for the foreseeable future.

[Click Here to view
the Shire's Strategic
Community Plan](#)

Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire's Strategic Plans and Policies?



The *Strategic Community Plan 2021-31* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (starting on Page 15).

Our project supports the Shire of Quairading Strategic Community Plan 2021-2031 in the following ways:

1.1 – Local community members are encouraged to demonstrate active citizenship through this project. School students participate and demonstrate active citizenship. Reducing the city/country divide and increasing the city/country support network by hosting students from city schools and Rotarians from city clubs.

1.2 - The project assists increased local participation in community activities.

1.4 – Financial and in-kind support from the Shire of Quairading assists the volunteers in the Quairading Rotary Club to feel supported.

4.2 – Regeneration of salt degraded and fire devastated sites, by planting native, salt tolerant trees, benefits and supports conservation of our natural environment.

4.3 – Regeneration of salt degraded and fire devastated sites, by planting native, salt tolerant trees, reduces water loss and increases transpiration on eroded areas, supports and benefits the water cycle in the Shire of Quairading.

The tree planting project increases capacity of local volunteers and supports and benefits the local aesthetic.

Would it be possible to share your project with another group?

(i.e. Is there someone you can partner with? Does your proposal duplicate an existing service?) *Please Comment*

Yes No

I'm not aware of any duplication of this project however we are also happy to partner with any group that supports the objective.

MILESTONES & TIMEFRAME:

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date	Completion Date
Purchase of Pottiputkis	Rotary Club of Quairading	November 2022	September 2023
Purchase of a Shade Shelter	Rotary Club of Quairading	November 2022	September 2023

PROJECT BUDGET & COSTINGS:

Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of \$20/hour.

BUDGET BREAKDOWN:		
Description	Funding amount (ex GST)	Percentage (%)
Applicant Club / Organisation	\$ 2000	27%
External Funding (Grants / Loans / Donations)	\$ 3000	41%
Council	\$ 2379	32%
Total	\$ 7379	100%

How will you acknowledge the support received from the Shire of Quairading? Local social and print media, Statewide Rotary social and print media, International Rotary social and print media.

CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: PAULINE WRAY

Signed: 

Date: 29.9.2022

SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31st March (Round 1) or 30th September (Round 2).

Late applications will not be accepted.

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to: PO Box 38, Quairading WA 6383

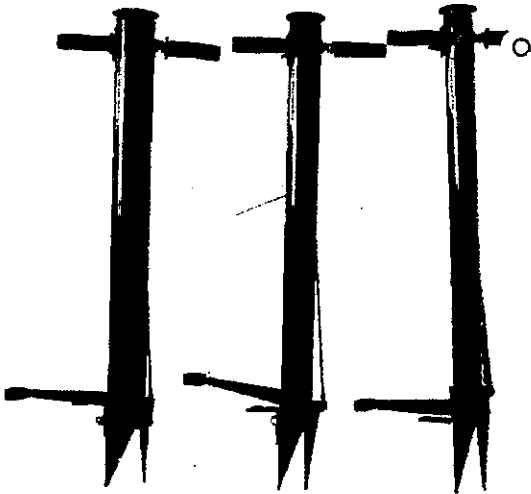
CONTACT:

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email gpo@quairading.wa.gov.au

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LOGIN


REGISTER

SHOP > REVEGETATION AND TREE PLANTING > PLANTING TOOLS > POTTIPUTKI TREE PLANTER - 63MM



POTTIPUTKI TREE PLANTER - 63MM


\$375.00 inc GST

or 4 interest-free payments of \$93.75 with  ⓘ

In Stock 5+

The world's leading tree planting tool, developed over 25 years of tree planting experience. Made in Finland from high strength steel, they are ergonomically designed to achieve maximum planting rates with minimum planter stress.

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ADDITIONAL INFORMATION

REVIEWS

Product Specifications

Tube Diameter - 63mm

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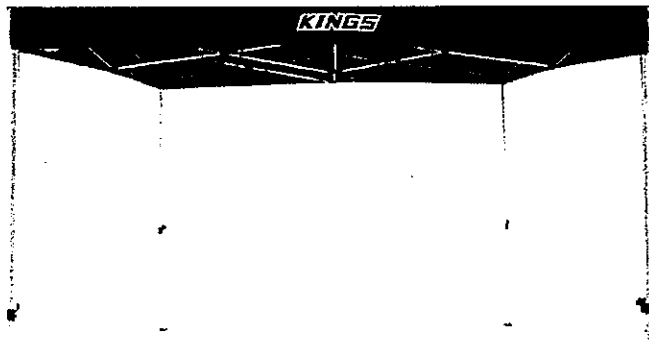
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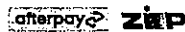
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- Excellent UV Protection - Rated UPF 50+
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Someone in Hampton Park, VIC just bought Kings Instant Ensuite | Awning Shower Tent | 30 Se for Only 129.00!

Chat

Rotary Club of Quairading AGM

Minutes

Date: Monday 14/02/2022.

Present: Pauline Wray, Helen Fraser, Bill Fraser, Neil Edmands.

Apologies: Clive Hawksley, Graeme Fardon

President Pauline called for nominations for office bearers for 2022 to 2023.

Nominations were received as follows:

President: Bill Fraser

Secretary: Neil Edmands

Treasurer: Graeme Fardon (Pauline Wray to take over after Changeover date in June, 2022)

There being no further nominations, these positions were accepted unopposed.

Meeting closed 9-28pm.

Secretary,
Rotary Club of Quairading
Neil Edmands

APPLICANT DETAILS

Name of Organisation	Quairading Tourist and Tidy Town Committee Inc.
Contact Person	Phyllis Brown
Position	Secretary
Contact Phone Number	0429 451 245
Email Address	djbrown@wn.com.au
Postal Address	PO Box 141, Quairading WA 6383
Organisation's ABN:	N/A
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	BSB 036172 Acc 764597

The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.

Please provide membership numbers for the previous financial year.			
Adults	16	Juniors	0
Volunteers	16	Paid Staff	0
Have you received support from Council previously?	Yes		
Year: 2022	Amount: 3500		
Does your organisation receive any other source of funding? If yes, what?	No		
What is your club's current financial position?	Transaction Account \$10726.00	Cash Reserves \$5000.00	

PROJECT / EVENT DETAILS:

PROJECT TITLE: Grain Men Refresh

Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-

- The main services / activities your Club / Organisation provides and how this project / event works to progress those
- How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);
- How your organisation is going to manage and deliver your project;
- How will your organisation fund or maintain your event or project on an ongoing basis (if relevant)
- Attach any supporting documentation such as meeting minutes, project plans, photos or diagrams to illustrate your request.

Our project is rejuvenating Quairading's Grain Men by repairing, preparing, and painting followed by promotional activities.

The Grain Men came into existence in 1986 when a Grains Expo was launched expanding the annual Agricultural Show Day into a two-day event. The Expo boasted 'the largest display of grain and grain related products in Australia' and 'was host to Australia's only annual on-farm grain hygiene competition as well as running the State's biggest bread making competition'.

The Grain Men were designed by locals, manufactured by a nearby signwriter and erected in several locations along the main roads into Quairading. Most are still standing; a couple are in safekeeping and all need to be prepped and repainted.

The Grain family consists of Lucy Lupin, Willie Wheat, Bazil Barley and Ollie Oat featuring in an array of designs. We are delighted to have a relatively new resident who is willing and able to carry out this task at a fraction of the cost of others. He has already refurbished an old set of scales used for weighing bales of wool before being put onto a train along with the old crane that stood by the now demolished goods shed.

Once the painting is complete, we will design a postcard, create a trail map and promote via Visit Quairading social media.

We feel our project needs to happen to preserve history, provide points of interest on our Wheatbelt roads, raise the profile of the grains industry, and enhance the visitor experience along with our identity and town pride.

[Click Here to view the Shire's Strategic Community Plan](#)

The Quairading Tourist and Tidy Town Committee is a group of volunteers who, in conjunction with the Shire of Quairading and community at large, facilitate ideas and generate ways to keep our town attractive for both residents and visitors.

We are based out of the Old Railway Station which houses some visitor information, local publications, souvenir items for sale, the Ian Wills Natural Wood Sculpture collection, and an increasing array of historical items.

Along with an elected committee other volunteers assist with the following:

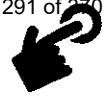
Car Park Market Days – coordinating stall holders, manning a stall and/or providing Devonshire Teas at the Old Railway Station.

Annual Clean Up Australia Day rubbish collection including local cemetery

Annual Garden Day

Maintain Courtyard garden and seating area near Quairading Farmers Co-op, Centenarian Corner and Old Railway Station. Monitor condition of Toapin Weir precinct.

Open Old Railway Station 3 days per week during peak visitor season - subject to availability of volunteers



Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire's Strategic Plans and Policies?

The *Strategic Community Plan 2021-31* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (starting on Page 15).

Our project will deliver benefit to the Quairading community by preserving history, provide points of interest on our Wheatbelt roads, raise the profile of the grains industry and enhance the visitor experience along with our identity and town pride.

Shire of Quairading Infrastructure and Maintenance survey

It was pleasing to see a survey participant noted the need to refurbish the Grain Men.

Shire of Quairading Tourism Development Strategy

Strategic Goals & Action Plan

Goal – Focal points to showcase uniqueness

Goal – Documented signage trails

Strategic Community Plan 2021 – 2031

Strategic Priorities

1. Community

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

Preservation of assets and education of our local culture and heritage

Would it be possible to share your project with another group?

(i.e. Is there someone you can partner with? Does your proposal duplicating an existing service?) *Please Comment* Our proposal is not duplicating an existing service.

Yes No

MILESTONES & TIMEFRAME:

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date	Completion Date
Refurbish 10 Grain Family signs	G Ellis & QTTTC Committee	December 2022	April 2023
Design and print postcards	QTTTC Committee & Quairading CRC	May 2023	June 2023
Design and print trail map	QTTTC Committee & Quairading CRC	May 2023	June 2023

PROJECT BUDGET & COSTINGS:

Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of \$20/hour.

Item/Activity	Supplier	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
Repairing, preparing, painting	Graeme Ellis	\$ 2500	\$ 1670	\$ 10000
Design and print promotional material	Quairading CRC	\$ 0	\$ 830	\$ 0
		\$	\$	\$
Sub-Total Budget		\$ 2500	\$ 2500	\$ 10000
Total Budget		\$ 15000		

External Funding – Grants / Loans / Donations

Please provide details of any other funding your group has applied for or received that will contribute to this project:

Name of organisation/funding source/type	Status (e.g. Received, pending)
CBH Grass Roots Fund	Pending
Collgar Wind Farm Community Fund	TBC
Other donations	TBC

BUDGET BREAKDOWN:

Description	Funding amount (ex GST)	Percentage (%)
Applicant Club / Organisation	\$ 2500	17
External Funding (Grants / Loans / Donations)	\$ 10000	66
Council	\$ 2500	17
Total	\$ 15000	100%

How will you acknowledge the support received from the Shire of Quairading? We will acknowledge support from the Shire of Quairading in a report submitted to the Banksia Bulletin.

CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Phyllis Brown

Signed:.....*P. M. Brown*.....

Date: 19/9/22

SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31st March (Round 1) or 30th September (Round 2).

Late applications will not be accepted.

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to: PO Box 38, Quairading WA 6383

CONTACT:

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email gpo@quairading.wa.gov.au

QUAIRADING TOURIST & TIDY TOWNS FINANCIAL REPORT FOR AGM 22nd AUGUST, 2022

Financial period for 12months 1st June 2021 to 30th July, 2022

Opening balance in cheque a/c		7,150.34	
Income			
Interest term deposit	21.19		
Donations	513.8		
Shire Grant	7,000.00		
Sale of stock	726.2		
Garden Day	660		
	8921.19	8,921.19	16,071.53
Expenditure			
Post Box	49		
CRC	96.8		
Garden	202		
Shop stock	363.78		
Station & cleanups	2,306.00		
Connoly Images	1,264.80		
Pest Control	110		
Oxxter Services	918.72		
Agri Services	29.7		
Q Co-op	4.45		
	5345.25	5,345.25	10,726.28

Balance in cheque book at 15th July 2022 is \$10,726.28

Term Deposit \$5,000.00 reinvested for 12 months maturing 16.5.2023 at 1.18%

Graeme Ellis

12th June 2022

37 Powell Crescent

Quairading

Quote No: TTTC/03

To refurbish/restore ten (10) grain signs to match existing as best as I can, repair and relocate one for Ashton Road (Corrigin to Quairading Rd):

Total \$14170.00

12.10 Microgrid OCM Update – October 2022

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Quairading – Securing our Energy Future Brochure (ii) Letter to the Minister - Virtual power plant commitment
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 104 - 22/23

MOVED Cr Hippisley SECONDED Cr Hayes

That Council note the Microgrid OCM October 2022 update.

CARRIED 7/0

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 CEO, and Cr Hippisley carried out additional investigation into grant and funding opportunities and met with industry experts in the microgrid field to ascertain whether this was a worthwhile project to pursue.

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

RESOLUTION: 178-21/22

MOVED Cr Hippisley SECONDED Cr Hayes

That Council endorse the establishment of a microgrid working group.

A Microgrid Working Group was so established.

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

MATTER FOR CONSIDERATION

That Council note the progress of the project.

BACKGROUND

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

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

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

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

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

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

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

On the 15 July 2022, the Microgrid Working Group met with Hon Mia Davies who was well-versed in microgrid technology and the current obstacles in Western Australia in terms of regulatory blockage.

After receiving information that Hon Bill Johnston was not responding to media enquiries about Quairading's black outs, the Shire engaged a Media & Political Strategist which resulted in significantly more media coverage.

On Friday 16 September 2022 Hon Bill Johnston, Minister for Energy met with:

- Cr Peter Smith, President, Shire of Quairading
- Cr Trevor Stacey, Vice President, Shire of Quairading
- Cr Jonathan Hippisley, Shire of Quairading
- Nicole Gibbs, CEO, Shire of Quairading
- Caroline Robinson, EO, NEWROC
- Cr Tony Sachse, President, Shire of Mt Marshall
- Mr John Nuttall, CEO, Shire of Mt Marshall
- Mr Peter Klein, CEO, Shire of Wyalkatchem

- Kathleen Brown, representing Hon Mia Davies Office
- Liz Aitken (Principal at Empire Carbon and Energy)
- Tirthankar Banerjee, Microgrid Centre for Excellence

Both NEWROC and the Shire of Quairading provided formal presentations (Quairading's is provided as attachment (i)) detailing the critical consequences of the increased frequency and duration of power outages.

Minister Johnston responded by stating that (paraphrased):

- The Minister believed the consultants and providers of microgrids were lying to us (a statement he repeatedly made).
- That Western Power was performing at above-average standard by providing the State with a 99.8 track percentage, rather than the required 99.3 track percentage.
- That Western Power was using Commonwealth microgrid funds to upgrade electricity in remote Aboriginal communities.
- That the Wheatbelt should expect power outages – no one should expect 100% continuity of power.
- That the power outages at the Quairading Hospital were the fault of WACHS.
- That the loss of telecommunications due to power outages were the fault of Telstra.
- Given all circumstances, the Wheatbelt did not really have a significant power outage issue.
- That he would work with both NEWROC and Quairading into the future to look at potential solutions.

At the end of the meeting, Minister Johnston committed to working with the Shire of Quairading and Western Power to install a Virtual Power Plant (VPP).

On the 29 September 2020 the Shire sent a letter to Hon Minister Bill Johnston (attachment ii) requesting the specific details of the commitment.

The working group has decided to put the current media strategy on hold for eight weeks to give Minister Johnston a reasonable amount of time to respond to the letter. Should Minister Johnston not respond within this time frame, the media strategy will be re-enacted.

NEWROC is arranging a meeting with CBH to discuss potential locations for a microgrid and will invite Quairading to attend.

As part of the current media strategy, the Shire of Quairading in conjunction with Michael Southwell have developed a brochure "Quairading – Securing our Energy Future" (attachment i) detailing information for public knowledge about the current power situation within Quairading and explaining what a microgrid is, and how it can benefit the community. The brochure has been forwarded to all households in Quairading.

On the 19 October 2022, Michael Southwell and Nicole Gibbs met with Toby Wright (Head of Business Development, CBH) and Kellie Todman (Head of External Affairs, CBH) to entice CBH into becoming an active project partner. The meeting was positive with an overall disappointing outcome. An extract from Mr Southwell's summary of the meeting summarises the meeting well:

CBH has the same issues and frustrations with reliability of power in Quairading and elsewhere in the Wheatbelt.

CBH receive minimal need for power most of the year, but a large peak during harvest collection.

CBH has no interest in entering the energy provision landscape, but maximum interest in reliability solutions.

They are "agnostic" about how the solution is obtained, but believe it is Western Power's responsibility and think we should work to a future energy system with Western Power.

However, they are keen to provide "support" for any lobbying or actions we take to pressure Western Power and advocate for improvements/renewable solutions or grant applications. Happy to be used as an example of business which is affected by the outages.

CBH has some solar panels in Merredin, but did not put them on the roof of the receival bin. They think rooftop is unnecessary in country where land is plentiful and roof structures may need maintenance before the panels do.

To sum up, security and continuity of energy supply is important issue to them. They wish to encourage and support, but not get involved in any other way at this point.

Their priority in terms of shifting to renewables is at their port facilities, where power demand is constant.

It was a good meeting, agreement on most points, and promised to keep each other informed of developments, but their key word in regard to the Quairading issue/plan was "agnostic".

The Microgrid Working Group will continue to investigate and model alternate options.

STATUTORY ENVIRONMENT

Economic Regulation Authority (<https://www.era.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, CBH Group and the Australian Micro-grid Centre of Excellence (AMCOE).

The working group is also in consultation with Hon Mia Davies, Dr David Honey and Hon Bill Johnston, Minister for Energy.

RISK ASSESSMENT

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

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

COMMENT

Nil.



SHIRE OF

Quairading

Take a closer look

QUAIRADING – SECURING OUR ENERGY FUTURE

THE ISSUE

Quairading is currently beset by issues of unreliability of power supply. The town cannot retain or hope to attract residents, workers with skills, business or investment if it does not have energy security.



Power outages are becoming more frequent and longer. For example, there have been 15 blackouts to various numbers of premises across the Shire over the past month, with one putting the whole town in the dark for five days out of nine. The consequences were severe:

- Human life was at risk when medical equipment did not operate and medications could not be temperature controlled.
- Older, disabled and/or isolated people lived in fear in the dark and the cold with no means of communication and no understanding of the circumstance.
- The hospital's medical equipment failed and there was no means of communication (including with the Royal Flying Doctor Service and St Johns).
- The aged care facilities' medical equipment failed and there was no means of communication (including with the hospital).
- The Volunteer Fire & Rescue Service could not operate. This included not being able to deploy the fire appliance (vehicle).
- Small businesses were harmed and insurance claims denied. The insurers are blaming Western Power and re-directing claims to that organisation.

Decades on from the provision of electricity via poles and wires, the supply of energy should be cheaper and more reliable, not vice versa.

It has become obvious that the technology and innovation to ensure towns like Quairading can inexpensively and efficiently become energy self-sufficient is now well-developed and easily obtainable.

SCOPE OF PAPER

The purpose of this paper is to describe a broad operating environment, intended to benefit both the local community and the central electricity transmission and distribution utility, Western Power. It does not set out to define or restrict either ownership or responsibilities for the management of assets within this environment.

CURRENT SITUATION:

The SWIS (South West Integrated System) is WA's primary electricity system. Over one million electricity customers live in the area supplied by the SWIS, while around 50,000 customers live in other parts of the state.

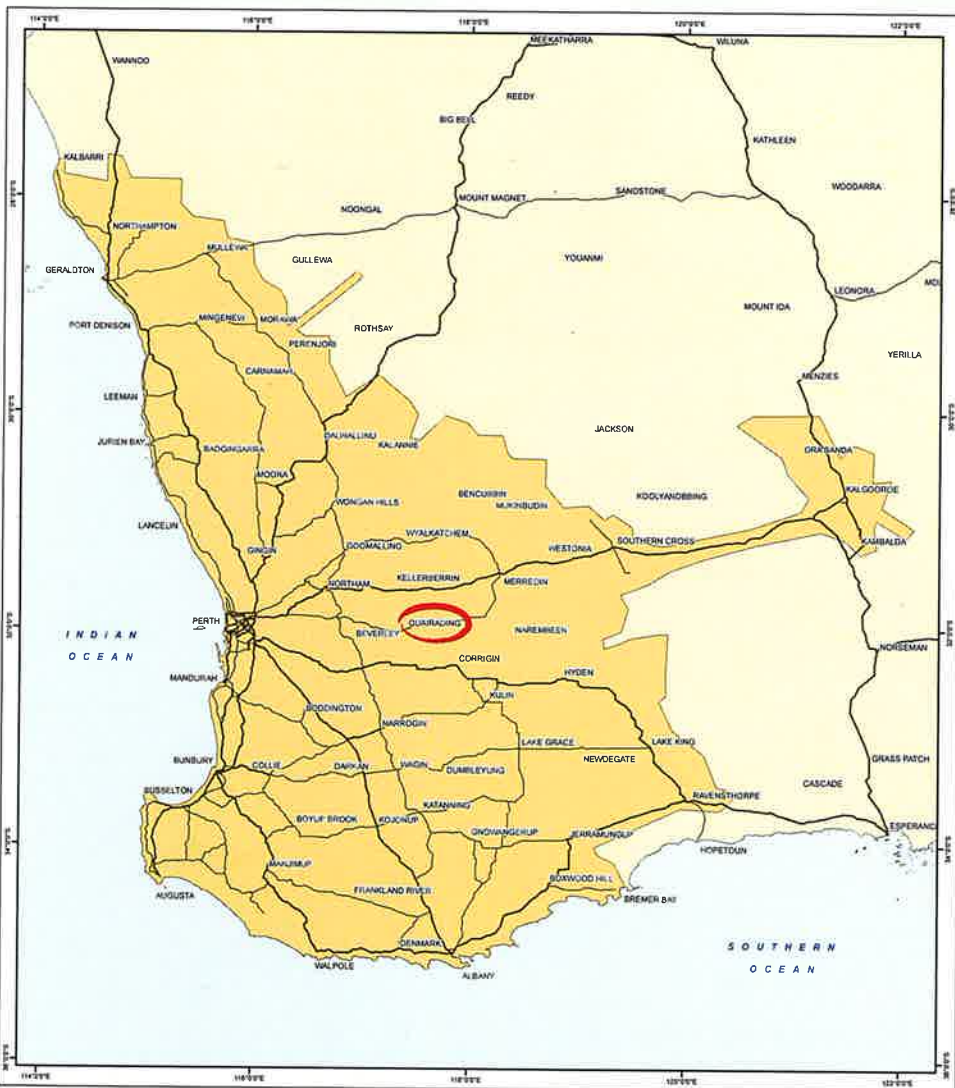
The SWIS has a network spans 255,000 km², including Perth and reaching from Albany (south) to Kalgoorlie (east), up to Kalbarri (north). Quairading is located in the geographic centre of this grid as shown on the map below.

Western Power is the main licensed distributor and Synergy is the largest licensed retailer within the SWIS. Synergy is the only retailer permitted to supply electricity to small-use residential and business customers who consume less than 50MWh per year.

On AVERAGE, the majority of Western Power customers are only without power for about three hours each year. This is around 99.93% reliability across a million-plus connected customers.

However, there are different reliability standards for customers based on the characteristics of the power line to which they are connected. Western Power's statistics show if you live in Rural WA on average in 2020/21 you had 4.5 interruptions to your power supply that lasted on average 6.5 hours. But statistics for each town are unknown and the data not available because Western Power will not release it.

What we can say with confidence is that the reliability in the wheatbelt is outside the standard required and has been in decline for the past 4 years.



STAND-ALONE POWER SYSTEMS

Known as an SPS, this is an off-grid system that operates independently from the main network. Each SPS consists of a renewable energy supply such as solar panels, battery energy storage system and a backup generator.

SAPS are now located in numerous locations throughout the Mid-West, Wheatbelt and Great Southern regions. The WA Government plans to roll out a further 4000 standalone power systems across the state by 2032.

The issue is that these units are designed to power a single property, and not a town. The solution for a town is to create a microgrid - one that can run independently from the grid when required but will be connected to the grid under "normal" conditions.

MICROGRIDS

A microgrid is a group of interconnected loads and distributed energy resources within clearly defined electrical boundary that acts as a single controllable entity with respect to the grid. A microgrid can connect and disconnect from the grid to enable it to operate in both grid-connected or island-mode. This figure illustrates what a microgrid can look like. (Source: Berkley Labs).

MICROGRID COMPONENTS

These are the key elements to a microgrid:

Isolation switch (ringed in red). This is a key component of a microgrid, which enables it to operate in either grid-connected or island-mode.

Power generation assets. These may be solar panels, wind turbines, or any other technology capable of generating electricity.

Energy storage assets. These could be batteries, or any other technology capable of storing energy.

Distribution assets, capable of transmitting electricity between neighbours and between households and central power generation and energy storage assets.

Consumers, including households, businesses and government entities.

Isolatable microgrids have already been established in remote towns, in the Eastern States and indeed all over the world.

THE QUAIRADING PROPOSED MICROGRID SOLUTION

The Quairading Microgrid is not (initially) intended to replace the Western Power assets in Quairading (the Quairading Grid), but rather to supplement the energy supplied by the SWIS and to provide a localised source of energy to maintain the reliability of the Quairading Grid in the event of an external failure such as a damaged power line, outside the town.

The elements for a complete microgrid exist within the SWIS, and Quairading are looking for a complete microgrid solution to be implemented within their Shire.

EACH OF THE ELEMENTS ARE:

Local power generation

It is envisaged that the Shire will seek grant funding and to stimulate investment. It would possibly operate as a sole owner or joint venture partner in renewable generation assets. This could take the form of solar, wind or biomass or a combination, depending on the findings of a feasibility study.

Residents & local businesses will be encouraged to install solar on rooftops so they are also able to participate in the microgrid.

Local energy storage

The Shire will seek to stimulate investment, and possibly operate as a sole owner or joint venture partner, in a battery bank.

Local energy sharing

It is envisaged that the Shire will facilitate the sharing of energy between local community members, thereby encouraging individual investment in solar generation and storage technology, and to balance the Quairading Grid when it is islanding.

ADDITIONAL BENEFITS

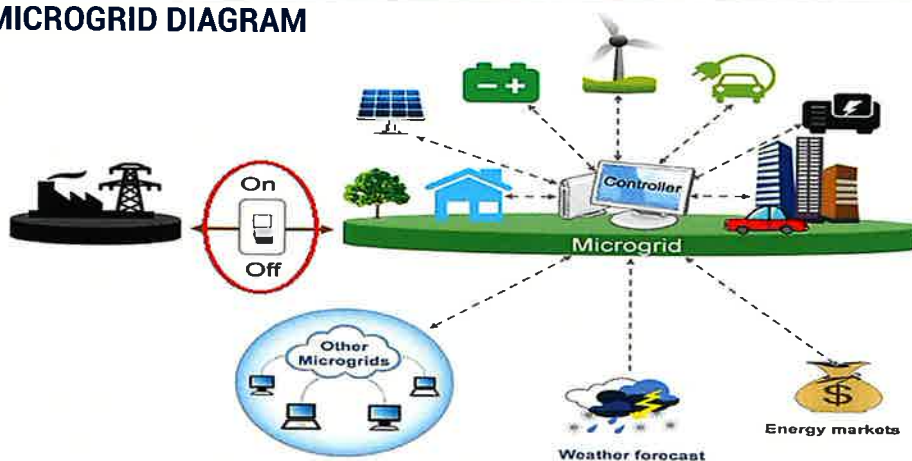
Increased load capability

By generating power locally and taking less from the grid, there will be some spare capacity to accommodate larger industrial users in the town. The design will be modular, enabling growth over time.

Uninterrupted power for emergency facilities

By storing energy and offering an alternative source of power during outages on the Grid, the microgrid will enable emergency facilities, including the medical centre, the community resource centre, communication towers, and shared community buildings, to operate without the need for diesel generators.

MICROGRID DIAGRAM



WIDER BENEFITS

When consumers are encouraged both to generate and store the electricity they need, the cost of distribution is reduced. The vagaries of the weather and constraints in the design of batteries means that to cover the rainy days or their own peak usage demand, consumers must invest in more than they need. A mechanism to share their surplus energy will encourage them to go ahead and make this investment.

Local communities generating and storing most of the electricity they need will also substantially reduce the costs of distribution. It won't eliminate the need for the wider network, but it will reduce the strain on the existing network, and should mitigate the need to invest in upgrading the capacity of the network, by reducing grid congestion and peak loads.

CO-OPERATION

It is beyond the scope of this paper to proscribe who owns what, but there is no reason why Western Power should not continue to manage a Quairading Grid. The intention of the microgrid is to provide a more cost effective and robust solution for the local community, which should assist in improving Western Power's rural reliability numbers.

CONCLUSION

Microgrid technology is available and operational across the world. Western Australia is behind the rest of the nation, let alone the rest of the world, in harnessing this opportunity. The State Government's regulatory blocks, active obstruction by Western Power and lack of funding are the impediments to creation of a microgrid, needed now in Quairading.



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Your Ref: Commitment to Microgrid – Shire of Quairading

Our Ref: 08.02 #02

30 September 2022

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Hon Bill Johnston MLA
Minister for Mines and Petroleum; Energy; Corrective Services; Industrial Relations
Member for Cannington
9th Floor, Dumas House
2 Havelock Street
WEST PERTH WA 6005
Minister.Johnston@dpc.wa.gov.au

Dear Minister Johnston

RE: Commitment to work with the Shire of Quairading and Western Power to facilitate the establishment of a virtual power plant to resolve Quairading's unacceptable frequency and duration of power outages

Thank you for meeting with the Shire of Quairading representatives and members of the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) on Friday 16 September 2022 to discuss and have resolved the unacceptable frequency and duration of power outages across all represented Shire locations.

As the President of the Shire of Quairading, I write representing only the view of the Quairading community.

On behalf of the community of Quairading I accept the offer that you made at the meeting to facilitate the establishment of a virtual power plant to assist in mitigating against the frequency and duration of Quairading's power outages. I would like to take this opportunity to congratulate you on this significant commitment.



To ensure your commitment might be honoured as expediently as practicable, and that we might be able to inform the community of the progress of the project, would you please advise of:

1. The contact person within Western Power who will be project managing the installation of the virtual power plant; and
2. The timeframe within which the project will be completed.

As you might imagine, your commitment to assisting to resolve a 30 year issue that:

1. Threatens life;
2. Negatively impacts on the health and well-being of residents;
3. Negatively impacts on small business;
4. Negatively impacts on light industry; and
5. Prohibits the establishment of heavy industry,

has been much welcomed by our community and there is an eagerness for the detailed information that will further inform the project.

We would appreciate a prompt response, as you would understand this is a matter of some urgency for our community

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Smith', with a large, sweeping flourish at the end.

Peter Smith
PRESIDENT

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

3.42pm – Council adjourned for afternoon tea.

4.01pm – The Council meeting resumed.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

14.1 Asset Management Strategy & Plan

Meeting Date:	27 October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Sarah Caporn (Executive Manager of Works & Services)
Attachments:	(i) Asset Management Strategy (ii) Asset Management Plan (iii) Asset Management Plan RAMM data summary
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 105 - 22/23

MOVED Cr Hayes SECONDED Cr Cowcill

That Council:

1. Adopts the amended Asset Management Strategy.
2. Adopts the Asset Management Plan as presented.

CARRIED 7/0

IN BRIEF

Council endorsed the current Asset Management Strategy (AMS) in August 2022 (Resolution 46-22/23). Since its adoption, and in preparing the presented Asset Management Plan (AMP), staff have received advice that producing and updating individual management plans for each class of asset (bridge, building, footpath etc) is prohibitively expensive and highly inappropriate for an organisation of our size.

The presented Asset Management Plan instead has renewal plans by asset group with individual condition triggers. This is essentially like having individual plans but with a common asset management approach. The AMS has been updated to reflect the recommendation of a single AMP; no other changes have been made.

Asset groups considered under the AMP include roads, drainage, traffic management (signs), footpaths, land, buildings and other structures.

MATTER FOR CONSIDERATION

Asset Management is the approach or system we apply to manage our assets. Infrastructure assets can be challenging to manage to ensure that they are provided, operated, maintained and renewed in a sustainable way within limited available financial resources. Good asset management practices seek to take a long-term planning view that balances service provision against the community's capacity to pay.

Council has recently adopted an Asset Management Strategy and is now in a position to adopt an underlying Asset Management Plan (and associated supporting documentation attachment iii) in order to work towards achieving the objectives of the Strategy.

BACKGROUND

The Shire of Quairading is responsible for a large and diverse range of assets.

The effective ongoing management of these assets is critical if the Shire is to achieve a sustainable (financially achievable) outcome in managing its assets.

For asset management to be effective it needs to:

- Take into consideration asset conditions
- Be holistic in its application
- Take into consideration the Shires financial capabilities
- Consider level of service
- Consider community needs and aspirations
- Be live and subject to ongoing change and improvement
- Be part of an integrated planning and management process

The AMP considers renewal type investments only and does not include business as usual operations and maintenance activities.

Effective Asset Management relies heavily on high quality asset data and information. Regular (annual/tri annual) inspections are essential to keep the data up to date so that informed Asset Management decisions can be made. The data used to develop this Asset Management Plan varies between reliable and uncertain so there is a moderate level of confidence in the outcomes.

STATUTORY ENVIRONMENT

Local Government Act 1995

Work Health & Safety Act 2020

POLICY IMPLICATIONS

Shire of Quairading Integrated Planning Framework

Asset Management Policy

FINANCIAL IMPLICATIONS

The integrated planning and reporting system, of which this Asset Management Plan forms part, looks at the requirements for assets then considers how best to manage the assets in a sustainable way. The analysis generally requires some form of modelling of the impact of potential future works. These then feed into the Shire's Long Term Financial Plan and other related planning such as workforce planning and plant replacement for further refinement.

This integrated management system, once in place, improves the continuity and efficiency of the annual budget development and flow program delivery and provides information for Council and the administration to monitor and meaningfully report on over a longer time frame.

One area that has not been considered in this plan is the increased size and regularity of extra infrastructure funding being fed through local government for economic stimulus reasons.

One of the larger examples of this is Wheatbelt Secondary Freight Network (WSFN) funding. The first three years of the 10-year renewal program includes a sum of \$4.15 million for reconstruction of the Dangin Mears Road which is primarily WSFN funded. WSFN funding beyond the first 3 years is unknown.

The Plan provides for the Shire actively pursuing grants both competitive and non-competitive together with prudent borrowings to spread the cost of major new assets over their life (Strategic Community Plan).

The Shire currently maintains two Asset Management Systems, a spreadsheet-based Asset Register and the RAMM Asset Management Database. This is not ideal as there is potential for overlap and increased workload to maintain the two systems.

It is recommended that Council adopt the RAMM Asset Management System as its sole source of truth. This will require a one-off migration of data and training and upskilling of staff in the use and maintenance of the RAMM System.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 3.1 Build Environment:** Safe, efficient and well maintained road and footpath infrastructure
- 3.3 Build Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Limited at this stage but the AMP emphasises the need for Council to engage regularly with its community to understand their satisfaction with the various services that it provides. The results enable service performance and importance to be assessed and benchmarked against other Local Governments.

RISK ASSESSMENT

Option 1	
Financial	<p>Medium</p> <p><i>If not adopted, Council will continue to be managing assets (especially buildings) in a reactive manner which is cost prohibitive.</i></p> <p><i>There will be some initial cost to train staff in the RAMM program, but this will be one-off and beneficial to the organisation.</i></p>

Health	Low <i>Having these plans in place will mean the Shire assets are better maintained. This means all infrastructure will be more effectively maintained meaning safer infrastructure for staff and our community.</i>
Reputation	High <i>Shire assets are used on a regular basis by staff, the community and tourists. If Shire infrastructure is not appropriately maintained it could cause upset in the community, as roads, buildings etc could become unsafe to use.</i>
Operations	Medium <i>Having a sound AMP and AMS will allow management and staff to better plan their work schedules, resulting in more manageable workloads, and more work being completed.</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

In the roads area, which is our largest asset class, grant funding received through the Regional Road Group has traditionally been applied to widening and reconstruction works on our MRWA listed 2030 eligible roads. The modelling and program development carried out on the current data confirmed this to be good approach for the sealed roads on that component of the network. The more discretionary road funding, such as the Roads to Recovery funding and the Shire's own funding, generally appeared adequate to meet most of the renewal needs of the roads.

In the footpath areas, an option for consideration by Council would be to look at rationalising some of these assets. Without some degree of rationalisation maintaining service levels at anticipated funding will be difficult to achieve.

ASSET MANAGEMENT STRATEGY

 @ShireofQuairading

 @shireofquairading



Last updated: October 2022

Endorsed: 105 – 22/23

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SECTION 1: INTRODUCTION

The purpose of the Asset Management Strategy 2022–2032 is to establish the methodology for managing the Shire of Quairading’s assets for the next decade including a series of recommendations. The primary goal of asset management is to provide the required level of service in the most cost-effective way through the creation, acquisition, maintenance, operation, rehabilitation and disposal of assets to provide for present and future generations.

1 ASSET MANAGEMENT 2022-2032

1.1 The International Infrastructure Management Manual 2015 (IIMM)

The International Infrastructure Management Manual 2015 (IIMM) defines an asset as an item, thing or entity that has potential or actual value to an organisation, and effective asset management provides better accountability, sustainability, risk management, service management and financial efficiency.

1.2 Asset Management Strategy 2022-2032

The Asset Management Strategy is an informing document within the Shire of Quairading’s (Shire) Integrated Planning and Reporting Framework. It provides the framework from which to guide a whole of organisation approach to asset management and assists in the achievement of the Shire’s strategic objectives contained the Shire’s Strategic Community Plan 2021-2031 (Strategic Plan).

In developing this Asset Management Strategy, the Shire has used the IIMM as a guiding document. The Institute of Public Works Engineering Australia developed the IIMM. It shows infrastructure managers how to achieve the ISO Standards.¹

To manage its infrastructure sustainably, the Shire must have a detailed understanding of its assets within the context of their projected financial, environmental and social impacts. This understanding will enable the Shire to make effective decisions to optimise the overall net benefit to the community.

The number and diversity of assets managed by the Shire is extensive (although not compared to larger Shires), with each asset experiencing a varying lifespan and components that deteriorate at different rates. The Shire of Quairading has made a significant investment in these assets over generations and will need to continue to invest to meet the changing needs of the community.

Balancing the expectations of the community poses a challenge to the Shire against a sustainable and affordable management model. This Asset Management Strategy aims to provide a framework from which to respond to this challenge, by building organisational capability in the following key areas:

- 1.2.1 Maintaining reliable asset data;
- 1.2.2 Developing appropriate asset systems;

¹International Standards ISO 55000 suite for Asset Management.

1.2.3 Implementing an effective asset management process; and

1.2.4 Developing people within asset management roles.

Improving these areas will support the Shire's journey to becoming a strategically focused asset manager, with a sustainable asset base that reflects the needs and objectives of its community.

The Shire divides current infrastructure assets into specific asset groups and maintains them in individual registers on the Shire's asset management system.

RECOMMENDATION 1

The Shire of Quairading's assets are to be maintained in the following groupings:

- Buildings
- Shire Infrastructure
- Drainage
- Land
- Natural Areas
- Off Street Carparks
- Parks Assets
- Parks Irrigation
- Path Networks
- Roads
- Waste Bins

SECTION 2: QUAIRADING 2021 - 2031

The Strategic Community Plan provides for a series of statements and priorities from the community related to infrastructure assets:

2 ALIGNMENT WITH STRATEGIC COMMUNITY PLAN

2.1 Vision

The community's vision is as follows:

Our Shire is a place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting.

2.2 Strategic Priorities

The community's strategic priorities in no specific order are:

Community

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

2.2.2 Provide social and cultural activities for all members of the community.

2.2.3 Advocate for the provision of quality health services, health facilities and programs in the Shire.

2.2.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience.

2.2.5 Support emergency services planning, risk mitigation, response and recovery.

Economy

- 2.2.6 Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan).
- 2.2.7 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.
- 2.2.8 Shire engages stakeholders and partners to help capture local economic development initiatives.
- 2.2.9 Encourage local workforce participation.

Built Environment

- 2.2.10 Safe, efficient and well-maintained road and footpath infrastructure.
- 2.2.11 Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles.
- 2.2.12 Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans.

Natural Environment

- 2.2.13 Maintain a high standard of environmental health services.
- 2.2.14 Conservation of our natural environment.
- 2.2.15 Demonstrate sustainable practices of water, energy and waste management.

Governance & Leadership

- 2.2.16 Shire communication is consistent, engaging and responsive.
- 2.2.17 Forward planning and implementation of plans to determine Strategic Plan and service levels.
- 2.2.18 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community.
- 2.2.19 Implement systems and processes that meet legislative and audit obligations.

2.3 Challenges

The challenges identified by the community are:

Community

- 2.3.1 Employment opportunities and diversity.
- 2.3.2 Quality public and private accommodation.
- 2.3.3 Attraction and retention of resident population.
- 2.3.4 Volunteer fatigue.

Economy

- 2.3.5 Low cost, reliable power sources.
- 2.3.6 Telecommunication reliability and coverage.
- 2.3.7 Proximity to regional centres.
- 2.3.8 Ageing water infrastructure.
- 2.3.9 Education opportunities.

Leadership

- 2.3.10 Managing community expectations of Council
- 2.3.11 Councillor and staff succession and renewal
- 2.3.12 Staff attraction and retention
- 2.3.13 Compliance
- 2.3.14 Access to funding to achieve community aspirations
- 2.3.15 Aging workforce

RECOMMENDATION 2

The Asset Management Strategy 2022-2032 will respond to the community's vision and strategic priorities established in the Quairading Strategic Community Plan 2021-2031.

SECTION 3: SHIRE OF QUAIRADINGS INFRASTRUCTURE STATISTICS

3 INFRASTRUCTURE

The Shire's asset register divided the infrastructure assets into the following asset groups:

3.1 Buildings

The Shires building assets include a mixture of administrative, recreational, cultural, housing and public amenities. Table 1 outlines the Building groups:

Table 1: Building assets

Building Group	Value
Buildings – Non-Specialised (Housing)	\$2,299,051.60
Buildings – Specialised	\$12,860,285.16
TOTAL VALUE	\$15,159,336.76

3.2 Shire Infrastructure

The Shires infrastructure consists of roads (sealed & unsealed), bridges & culverts, footpaths, carparks and street furniture. Table 2 outlines the Infrastructure groups:

Table 2: Infrastructure assets

Infrastructure Group	Value
Infrastructure Roads	\$72,107,173.34
Infrastructure Bridge Work	\$9,181,436.14
Infrastructure Footpaths	\$469,137.04
Infrastructure Other	\$4,904,371.01
TOTAL VALUE	\$86,662,117.53

3.3 Land

The shires land holding consists of parcels of freehold land and land held for resale. Table 3 outlines the subcategories:

Table 3: Land Tenure

Land Tenure	Value
Land - Freehold	\$1,295,370.00
Land Held for Resale	\$476,000.00
TOTAL VALUE ⁹	\$1,771,370.00

3.4 Plant & Equipment

The shire maintains a fleet of plant, equipment and light vehicles. Table 4 outlines the Plant and Equipment Group:

Table 4: Plant & Equipment

Plant Description	Value
Plant	\$3,975,162.50
Equipment	\$10,658.93
Light Vehicles	\$381,012.02
TOTAL VALUE ¹¹	\$4,366,833.45

RECOMMENDATION 3

The Shire of Quairading's Executive Manager, Corporate Services, will provide an annual valuation of the Shire's assets. This valuation will be utilised in determining the "Fair Value" of the Shire's assets as per the Australian Accounting Standards.

SECTION 4: LEGISLATION

4 APPLICABLE LEGISLATION

4.1 Local Government Act 1995

All local governments are currently required to produce a plan for the future under s5.56(1) of the Act. Regulations have been made under s5.56(2) of the Act to briefly outline the minimum requirements to achieve this.

4.2 Local Government (Administration) Regulations 1996 (Regulations)

Sections 19C and 19DA of the Regulations require local governments to develop a Strategic Community Plan and a Corporate Business Plan.

The Corporate Business Plan is to develop and integrate matters relating to resources, including asset management.

4.3 Western Australia Local Government Integrated Planning and Reporting Framework

To guide and assist local governments in the development of these plans the Department of Local Government, Sport and Cultural Industries (DLSCI) has developed the Western Australia Local Government Integrated Planning and Reporting Framework.

Diagram 1 represents the Integrated Planning and Reporting Framework.

The purpose of the framework is to ensure that the Council's decisions consider the community's aspirations and deliver the best results possible with the available resources.

RECOMMENDATION 4

The Asset Management Strategy 2022 – 2032 will comply with the respective legislation.

Diagram 1. Shire of Quairading Integrated Planning & Reporting Framework

**NOTE 1**

- S5.56 the Act requires local government to plan for the future
- Reg19C Local Government (Administration) Regulations 1996 requires a Strategic Community Plan to be for at least 10 years. Set out the Vision, Aspirations and Objectives of the community
- Reg19C must be reviewed at least every 4 years
- Reg19C must consider the current and future resources, KPIs and demographic trends and have absolute majority of Council to approve the plan
- S19BA identifies planning for the future: Strategic Community Plan and the Corporate Business Plan

NOTE 2 – Corporate Business Plan

S19DA Local Government Administration Regulations

- Must be at least four years
- Be reflective of the strategic community plan
- Govern the internal business planning
- Sets out internal priorities
- Be reflective of current and future resources, asset management, workforce planning, long-term financial planning
- Be reviewed every year
- Absolute majority of Council to approve the plan
- Identifies the annual priorities over four years

SECTION 5: ASSET MANAGEMENT FRAMEWORK

5 ASSET MANAGEMENT FRAMEWORK

5.1 The Framework

The DLSCI has developed a framework for asset management that all local governments are required to follow. The Shire of Quairading is required to:

- 5.1.1 Develop an Asset Management Policy;
- 5.1.2 Develop an Asset Management Strategy, which includes:
 - 5.1.2.1 Asset Management Plans linked to the Long-Term Financial Plan
 - 5.1.2.2 Defined levels of service and affordability
 - 5.1.2.3 Governance and management arrangements
 - 5.1.2.4 Data and systems to support asset management
 - 5.1.2.5 Improvement of skills and processes
- 5.1.3 Develop a Process for evaluating Asset Management Plans, processes and asset sustainability; and
- 5.1.4 Link asset management to the Annual Report.

5.2 Asset Management Policy

The objective of the Asset Management Policy is to set the broad framework for decision-making by Council in undertaking asset management in a structured, coordinated and organised approach. The context of the policy is as follows:

As Council is the custodian of the Shire's assets, it will ensure:

- All legal obligations of the Council are met;
- Representation of the community as asset owners; and
- Management of assets in a sustainable and equitable manner.

Administration will provide accurate, well-founded technical and professional asset management advice to enable elected members to make informed decisions on behalf of the community they represent.

Asset management in the Shire of Quairading is the utilisation of best practise within available resources, maintaining all assets in a safe and functional condition and replacing them according to adopted strategies and plans.

Asset management involves Council, Administration and the community; from those that plan services, provide services and manage assets to those who use the assets. Council will use integrated

decision-making to consider the built, social, economic and natural impacts of asset provision and maintenance through the asset management lifecycle.

The primary goal of asset management is to provide the required level of service in the most cost-effective way through the creation, acquisition, maintenance, operation, rehabilitation and disposal of assets to provide for present and future generations.

Asset management is a key objective in the Shire's ten year Strategic Community Plan and Corporate Business Plan. The Shire will incorporate the Asset Management Plan into the long-term financial planning and management plans. The Shire's strategic financial planning will ensure that:

- Sufficient funds are allocated as a priority each year for operations, maintenance and refurbishment or replacement of existing assets; and
- The Shire identifies and allocates additional funds for new or upgraded assets.

Long-term financial models will be prepared which identify the whole of life costs for all Shire infrastructure assets. Where appropriate this should include performance modelling of assets based on different funding scenarios.

Investments in new infrastructure creation shall consider whole-of-life costs of the asset assessing benefit/cost ratios, net present values and the environmental and social benefits of investment.

Read the Asset Management Policy in conjunction with the ten year Strategic Community Plan, four year Corporate Business Plan and various strategic documents, including but not limited to:

- Asset Management Strategy;
- Asset Management Plans;
- Forward Financial Plans; and
- Disability Access and Inclusion Plan.

RECOMMENDATION 5

The Asset Management Strategy 2022 – 2032 and individual Asset Management Plans will comply with the Council's Asset Management Policy.

SECTION 6: ASSET MANAGEMENT STRUCTURE

6 THE STRUCTURE

6.1 Guiding Documentation

In developing the asset management systems, the Shire has complied with the following documentation:

- 6.1.1 International Infrastructure Management Manual 2015 edition (IIMM). The IIMM provides the “How to do it” in terms of applying the standards for infrastructure asset management.
- 6.1.2 Australian Infrastructure Financial Management Manual 2015 edition (AIFMM). The AIFMM is all about getting asset and financial professionals, all speaking a common language and taking a common approach. Financial management for long life infrastructure assets is about achieving the right balance between cost, risk and performance of assets in the provision of services required by the community.

6.2 Asset Management Information System

The Shire hosts the Infrastructure Asset Register and Asbestos Register on the Shire’s own servers.

6.3 Data Confidence Levels

In order to prepare detailed infrastructure asset management plans for its major asset classes, the Shire will continually improve the quality of data.

The grades of confidence are included in Table 13 and applied to the current state of asset data in Table 14.

Table 13: Confidence Grade

Confidence Grade	General Meaning
A	Highly reliable. Data based on sound records, investigations, analysis, audits and register maintenance.
B	Reliable. Data based on sound records, investigations, analysis, documented properly but has minor shortcomings (e.g. The data is old, some is missing, some reliant on more auditing).
C	Uncertain. Data based on sound records, investigations, analysis and records which are incomplete or extrapolated from a limited source with known missing data.
D	Very uncertain. Data based on unconfirmed verbal reports or estimates/guesses.

Table 14: Asset Register

Asset Register	Confidence Grade	Justification
Buildings	B	The register captures all the buildings. The structure of the

Asset Register	Confidence Grade	Justification
		components needs refining for future revaluations. Buildings Asset Management Plan to be developed.
Shire Infrastructure	B	When new assets are added or removed data is updated and accurate w (as per the acquisition/disposal process).
Drainage	C	Most data capture is sound however, some areas of drainage infrastructure are incomplete with further inspections required to verify data. Large sections of underground pipe network not video inspected or confirmed leading to “assumed” asset locations. Asset acquisition and disposal process has been implemented. Drainage Asset Management Plan to be developed.
Land	C	Data in relation to the Shire’s land tenure has a stable foundation but we are still investigating legacy issues. Land Asset Management Plan to be developed.
Natural Areas	B	Data is sound. Natural Areas Asset Management Plan to be developed.
Off Street Car Parks	B	Data is sound, acquisition/disposal process in place ensuring data accuracy. Off Street Car Parks Asset Management Plan to be developed.
Park Assets	B	Data is sound.
Park Irrigation	C	Data is sound.
Path Network	A	Data is sound.
Roads	C	Roads Data is currently out of date and being updated. Historical data is lacking. Roads Asset Management Plan to be developed.
Street Lights		Data is sound. Street Light Asset Management Plan to be developed.
Waste Bins	C	Data on municipal bins is sound. No data recorded for residential and commercial bins.

The building of the asset register in the Asset Management Excel database is now complete. The database is now in a maintenance regime of data plus audit and investigation program. The audits and investigations will be determined in each of the individual Asset Management Plans.

6.4 Asset Management Plans

An Asset Management Plan is a written representation of intended asset management programs for the management of infrastructure assets based on service level requirements and the capacity of the Shire to meet those requirements.

The Shire will develop and publish an individual plan for each of the infrastructure asset groups in accordance with Table 15.

Table 15: Asset Group

Asset Group	Asset Management Plan Timetable
Buildings	September 2022
Shire Infrastructure	September 2022
Drainage	December 2022
Land	December 2022
Natural Areas	December 2022
Off Street Car Parks	December 2022
Park Assets	December 2022
Park Irrigation	December 2022
Path Network	September 2022
Roads	September 2022
Street Lights	September 2022
Waste Bins	September 2022

RECOMMENDATION 6

The management of assets in the Shire of Quairading will be in accordance with the direction provided in the Asset Management Strategy 2022 – 2032 and supporting asset management plans.

6.5 Capital Works Program

The Shire has developed and rolling five-year capital works program (5YCWP) for all infrastructure assets. The prioritisation is in Table 16.

Table 16: Asset Register

Asset Group	Prioritisations
Buildings	Organisational needs, safety, level of service and age/condition profile from predictive modelling.
Shire Infrastructure	Safety, level of service and age/condition profile from predictive modelling.
Drainage	System to handle 1 in 100 storm and age/condition profile from predictive modelling.
Land	Organisational needs.
Natural Areas	Environmental management planning, age/condition profile from predictive modelling.
Off Street Car Parks	Safety, level of service and age/condition profile from predictive modelling.
Park Assets	Environmental management planning, age/condition profile from predictive modelling and safety and level of service.

Park Irrigation	Environmental management planning, age/condition profile from predictive modelling.
Path Network	Accessibility, age/condition profile from predictive modelling, closing network gaps, safety and the replacement of all slab paths and level of service.
Roads	Roads to have a condition index of average or higher. Traffic counts and level of service.
Street Lights	Community needs, safety, level of service and age/condition profile from predictive modelling.
Waste Bins	Level of service and age/condition profile from predictive modelling.

RECOMMENDATION 7

The Executive Manager, Works & Services will roll out predictive modelling capabilities during the development of each of the individual Asset Management Plan's. This will commence with the adoption of the Paths Network. This predictive modelling will provide future costings that will be a tool used to perform in the Long-Term Financial Plan.

6.6 Asset Management Definitions

The definitions listed in Table 17 are in accordance with the IIMM.

Table 17: Asset Management Definitions

Glossary	Definition
Asset	An item, thing or entity that has potential or actual value to an organisation and the community (such as plant, machinery, buildings, etc.).
Asset Management	The systematic and coordinated activities and practices of an organisation to deliver sustainable and quality assets through the cost-effective lifecycle management of these assets.
Asset Management Framework	The overarching asset management hierarchy including the Asset Management Policy, Objectives, Strategy and the Asset Management Plan.
Asset Management Information System (AMIS)	A combination of processes, data, software, and hardware applied to provide the essential outputs for effective asset management.
Asset Management Plan	Documented information that specifies the activities, resources and timescales required for an individual asset or a grouping of assets, to achieve the organisation's asset management objectives.
Asset Management Policy	The asset management processes and techniques that an organisation undertakes, as outlined in the Asset Management Policy, such as demand forecasting, developing and monitoring levels of service, risk management.
Asset Management Strategy	ISO 55000 definition: Documented information that specifies how the organisational objectives are to be converted into asset management objectives, the approach for developing Asset Management Plans,, and

Glossary	Definition
	the role of the asset management system in supporting achievement of the asset management objectives.
Asset Management System	A set of interrelated or interacting elements of an organisation (including the Asset Management Policy, asset management objectives, Asset Management Strategy, Asset Management Plans) and the processes to achieve these objectives.
Asset Register	A record of asset information, typically held in a spreadsheet, database or software system, including asset attribute data such as quantity, type and construction cost.
Condition	The physical state of the asset.
Condition Assessment	The inspection, assessment, measurement and interpretation of the resultant data, to indicate the condition of a specific component to determine the need for some preventive or remedial action. Referred to in this document as audit and auditing.
Disposal	Actions necessary to decommission and dispose of assets that are no longer required.
ISO 55000	ISO 55000 is suite of international standards covering management of assets of any kind.
Level of Service	The parameters or combination of parameters that reflect social, political, economic and environmental outcomes that the organisation delivers. Levels of service statements describe the outputs or objectives an organisation or activity intends to deliver to customers.
New Asset	Is an asset that is constructed or obtained to provide a level of service where no other asset previously existed.
Predictive Models	Typically use condition and performance deterioration curves to project the lifecycle costs of each asset for different maintenance or renewal strategies and identify the optimal treatment strategy
Renewal	Works to replace existing assets or facilities with assets or facilities of equivalent capacity or performance capability.
Repair	Action to restore an item to its previous condition after failure or damage.
Replacement	The complete replacement of an asset that has reached the end of its life, so as to provide a similar, or agreed alternative, level of service.
Strategic Plan	A plan containing the long-term goals and strategies of an organisation. Strategic plans have a strong external focus, cover major portions of the organisation and identify major targets, actions and resource allocations relating to the long-term survival, value and growth of the organisation.
Upgrade	Is to replace an existing asset with enhanced capability or function where an option existed for replacement without the enhanced capability or functionality.



Shire of Quairading
Asset Management Plan
September 2022

Endorsed: October 2022
Resolution 105 – 22/23



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Executive summary

The Shire of Quairading is responsible for a large and diverse range of assets.

The effective ongoing management of these assets is critical if the Shire is to achieve a sustainable (financially achievable) outcome in managing its assets.

Before summarising some of the findings associated with analysis work carried out in the preparation of this Asset Management Plan it is considered important to briefly outline some of the main functions of the plan and how it ties in with other processes and plans used in local government.

For asset management to be effective it needs to:

- Take into consideration asset conditions
- Be holistic in its application
- Take into consideration the Shire's financial capabilities
- Consider level of service
- Consider community needs and aspirations
- Be live and subject to ongoing change and improvement
- Be part of an integrated planning and management process

The integrated planning and reporting system, of which this Asset Management Plan forms part, sees community and strategic information being fed into the asset management process from above with this guidance typically documented in a Strategic Community Plan and a Corporate Business Plan. The Asset Management Plan then looks at the requirements for assets then considers how to best manage the assets in a sustainable way. The analysis generally requires some form of modelling of the impact of potential future works. Once works are settled the information is used to generate mid and long term programs. These programs then feed into the Shire's Long Term Financial Plan and other related planning such as workforce and plant replacement plan for further refinement.

This integrated management system, once in place, improves the continuity and efficiency of the annual budget development and flow program delivery and provides information for Council and the administration to monitor and meaningfully report on over a longer time frame.

The Asset Management Plan also provides information and measures for reporting to the State Government.

This September 2022 plan addresses most of the elements outlined above required for it to be effective in initiating program development and providing Councillors with information on which informed decisions can be made regarding Shire assets.

Those involved in the preparation of this plan have endeavoured to put to best use not only available information but also the underutilised capabilities of the Shires existing Asset and Maintenance Management System (RAMM).

The methods and information used in the development of this plan including its limitations are outlined in greater detail in the body of this document.

The plan also outlines how best to continue to develop the process into the future and provides references to transparently documented and technically sound approach used in its preparation that can be further built on.

Overall findings from this first analysis of data used to populate this Asset Management Plan indicate:

- The overall replacement value of the assets captured in the assessment to be \$137 million.
- The average current condition rating of the captured assets is 2.3. This has most assets in better than average condition.
- Assets currently considered poor or very poor have a replacement value of approximately \$10 million. \$6.7 million of this is associated with Road Pavements that are in poor condition.
- There are two areas identified where a backlog of work exists that needs addressing for level of service requirements to be retained. This assumes funding of \$2.6 million per annum is available for asset renewals.
- Total Projected Renewals \$2.6 million per annum compares favourably with the current Annual Depreciation of \$2.59 million - an asset sustainability ratio of 102%.
- Areas identified where a backlog of work exists that needs addressing for level of service requirements to be retained include:

Footpaths

Asphalt footpaths account for approximately 50% of the total footpaths and the majority are in average to poor condition. These will need to be renewed in the early years of the 10-year program at a total cost of \$305,000.

Drainage (Culverts)

Approximately 10% of the pipe culverts are in poor or very poor condition. Most of these culverts are small (300 to 500mm diameter). These will need to be renewed in the early years of the 10-year program at a total cost of \$467,000.

In the footpath areas an option for consideration would be to look at rationalising some of these assets. Without some degree of rationalisation maintaining service levels at anticipated funding will be difficult to achieve.

In the roads area, which is our largest area, grant funding received through the Regional Road Group has traditionally been applied to widening and reconstruction works on our MRWA listed 2030 eligible roads. The modelling and program development carried out on the current data confirmed this to be good approach for the sealed roads on that component of the network. The more discretionary road funding, such as the Roads to Recovery funding and the Shire's own funding, generally appeared adequate to meet most of the renewal needs of the roads.

One area that has not been considered in this plan is the increased size and regularity of extra infrastructure funding being fed through local government for economic stimulus reasons.

One of the larger examples of this is Wheatbelt Secondary Freight Network (WSFN) funding. The first three years of the 10-year renewal program includes a sum of \$4.15 million for reconstruction of the Dangin Mears Road which is primarily WSFN funded. WSFN funding beyond the first 3 years is unknown.

The Shire will actively pursue grants both competitive and non-competitive together with prudent borrowings to spread the cost of major new assets over their life. (Strategic Community Plan)

Why does the Shire provide assets?

Physical infrastructure assets typically exist for the purpose of facilitating service delivery. This includes core services such as governance and administration, transport, waste management, parks and recreation and so on. These services help us to be a liveable Shire that is responsive to community needs and values.

What is Asset Management?

Asset Management, as the name suggests, is the approach or system that we apply to manage our assets. Infrastructure assets can be challenging to manage to ensure that they are provided, operated, maintained and renewed, in a sustainable way within limited available financial resources. Good asset management practices seek to take a long-term planning view that balances service provision against the community's capacity to pay.

Our Asset Management Approach

The approach taken in the presentation of this Asset Management Plan follows that taken in the example documents agreed to be adopted by the NEWROC Councils. Our plan has been expanded to include other asset classes other than just transport which was the emphasis of the example document. We have also used the provided and agreed data summary format in the development of this plan.

Most of us understand that assets deteriorate over time and that they need replacing or renewing once worn out.

The problem in dealing with such a large number and diverse range of assets, as managed by the Shire, is that so many variable factors affect deterioration rates, maintenance and replacement costs, treatment types and level of service expectations.

It is for reason that asset modelling is needed to generate an asset renewal stream. Modelling helps to prioritise work selection and produces information that aids understanding costs and condition impacts of proposed future works. It also allows overall asset conditions to be better understood.

There are a number of modelling approaches available that could be applied. Some of these are quite advanced and use complex algorithms capable of considering many factors simultaneously. However, for our purposes these types of approaches are not considered necessary.

Our Asset Modelling Approach

Because not all the assets are in a single system a spreadsheet model was developed to forecast asset deterioration and trigger renewal streams for each of the asset groups. The data used in the model was extracted from the 2020/21 APV Valuation Reports with some updating to reflect any new or renewed assets in the 2021/22 Financial Year.

The spreadsheet model is in the companion document “Shire of Quairading TAMP Input Data – V1 – as of 23 September 2022”

The model is relatively simple in concept, operating as follows: -

- Each asset is assigned a current condition rating
- The condition rating is based on the simple NAMS 1 to 5 scoring system outlined in Table 4
- For modelling purposes, the condition rating score is modified to go to one decimal place. For example, brand new assets are assigned a score of 0.5 and assets at end of life a score of 5.5. This means an asset deteriorates through a total of 5 condition basis points in its Total Useful Life (TUL)
- The current condition rating is derived from the APV valuation percent life expired (Remaining Useful Life (RUL)/TUL) for all assets except for roads. The condition rating for roads is based on the condition rating in RAMM from the full road visual assessment survey carried out by RMECS (Rod Munns Engineering Consulting Services) in February 2020.
- A straight-line deterioration model is used for all assets equal to 5/TUL per annum. Hence for an asset with TUL = 20 years the annual condition deterioration would be 0.25 condition points per annum.
- A renewal condition trigger is applied for each asset group with the default value being a condition score of 4. This equates to a Poor Condition Rating – Significant Renewal/Upgrade required (refer Table 4)
- Renewals are triggered when the condition score reaches the trigger value and are assigned a value equal to the Asset Replacement Cost
- For pavement renewals (Reconstruction Works) the model also triggers the surface replacement (Resealing) in the same year.
- For the higher value assets – Buildings and Roads – the modelling is at the component level (pavement, surface, roof, floor covering etc). All the other assets are modelled at the Asset Level.
- 10 Year Renewal Programs for each asset group together with an overall summary are contained in the companion document “Shire of Quairading TAMP Input Data – V1 – as of 23 September 2022”
- The model allows for adjustment of the renewal condition trigger. For Shire of Quairading a more conservative trigger of 3.5 was adopted for Bridges and a more aggressive trigger of 4.5 for Surface Water Channels, Resurfacing (Resealing) and Resheeting.
- This process was applied to produce a 10 Year prioritised renewal program (plus current Year 0 - 2022/23).

In the roads area the Road Hierarchy (Class 1 to Class 6) was also taken into consideration in the prioritisation process.

Hierarchy	Description
Class 1	Primary Distributor
Class 2	Regional Distributor
Class 3	Local Distributor
Class 4	Access Road A
Class 5	Access Road B
Class 6	Access Road C

Table 1 Road Hierarchy

The lower priority roads, Class 5, and Class 6 were excluded in developing the Road Reconstruction, Resealing and Resheeting Programs.

The renewal impact of works known to be budgeted for in the current and short-term future were also included in the model (ie. WSNF Funded Dangin Mears Road Reconstruction 2023/24 to 2025/26). This prevents work that we know will be completed shortly showing up in future programming based on its current, but soon to be remedied, condition.

The scope covered in this asset management assessment

This September 2022 Asset Management Plan considers renewal type investments only and does not include business as usual operations and maintenance activities.

In the building area assets were assessed at component level (floor covering, roof etc) to develop the 10-year renewal program.

In the roads area assessment was also at the component level (pavement, surface, subgrade) and again only renewals were considered. Periodic maintenance activities like verge clearing or shoulder reconditioning were not included.

Providing the 10-Year renewal program is funded and duly executed, the existing maintenance regime and funding should be adequate. If there is a funding shortfall in the renewals program, then additional maintenance will be required to keep the assets in a condition to meet required levels of service.

Historically, the Shire has had an underlying gap in asset renewals, particularly for roads. Like many rural Shires, asset renewals have been subject to historic underfunding. While this suppresses rates, it leads to a decline in the serviceability of the assets. It is therefore vital to close this gap, particularly to preserve the serviceability of our local road network for our economy and community (Strategic Community Plan).

What do we have and what are they worth?

The Shire of Quairading Asset Inventory and Valuation are as shown below.

Asset	Value Type	Value Subtype	Count	Length (m)	Area (sq.m.)	Information Source	Date Extracted	
Roads	Hierarchy	Class 1 - Primary Distributor	0	0	0	RAMM	Sep'22	
		Class 2 - Regional Distributor	7	100,595	723,408	RAMM	Sep'22	
		Class 3 - Local Distributor	16	203,571	1,201,659	RAMM	Sep'22	
		Class 4 - Access Road A	80	361,118	1,938,012	RAMM	Sep'22	
		Class 5 - Access Road B	39	172,930	924,059	RAMM	Sep'22	
		Class 6 - Access Road 6	29	71,670	368,527	RAMM	Sep'22	
	Cross Section	Unbuilt			32,670	32,670	RAMM	Sep'22
		Unformed			30,610	138,385	RAMM	Sep'22
		Formed			149,360	964,424	RAMM	Sep'22
		Paved			421,666	2,307,718	RAMM	Sep'22
		Sealed with no kerbing			261,963	1,592,001	RAMM	Sep'22
		Sealed with kerbing one side			1,230	11,013	RAMM	Sep'22
		Sealed with kerbing both sides			12,385	109,453	RAMM	Sep'22
	Surface Material	Asphalt			11,980	103,551	RAMM	Sep'22
		Cement Concrete			340	2,475	RAMM	Sep'22
		Double Chip Seal			49,228	357,486	RAMM	Sep'22
		Single Chip Seal			214,030	1,254,043	RAMM	Sep'22
	Pavement	Gravel			421,666	2,307,718	RAMM	Sep'22
	Kerbs	Kerb Barrier	237	24,490		RAMM	Sep'22	
Drainage	Culverts (large span)	Box Culvert	93	1,726		RAMM	Sep'22	
		Pipe Culvert	852	10,041		RAMM	Sep'22	
	Stormwater	Table Drain	956	1,655,968		RAMM	Sep'22	
Traffic Management	Signs	Sign - 2 Post	97			RAMM	Sep'22	
		Sign - One Post	1,378			RAMM	Sep'22	
Footpaths	Footpaths	Asphalt	24	2,598	5,186	RAMM	Sep'22	
		Brick Paving	15	755	2,091	RAMM	Sep'22	
		Concrete Slabs	1	53	64	RAMM	Sep'22	
		In situ Concrete	32	4,352	6,550	RAMM	Sep'22	
Land	Land	Industrial	2			APV Valuation	Jun'21	
		Residential	43			APV Valuation	Jun'21	
		Rural	4			APV Valuation	Jun'21	
Buildings	Buildings	Administration - 1 Storey	4			APV Valuation	Jun'21	
		Civic - Amenities	5			APV Valuation	Jun'21	
		Civic - Clubs/Community Groups	3			APV Valuation	Jun'21	
		Civic - Town/Community Hall	3			APV Valuation	Jun'21	
		Demountable - Amenities	2			APV Valuation	Jun'21	
		Demountable - Other Transportable	2			APV Valuation	Jun'21	
		Education - Child Care/Kindergarten	1			APV Valuation	Jun'21	
		Health - Support	1			APV Valuation	Jun'21	
		Industrial - Awnings/Canopy	1			APV Valuation	Jun'21	
		Industrial - Pump/Switch	1			APV Valuation	Jun'21	
		Industrial - Workshop	1			APV Valuation	Jun'21	
		Recreation - Aquatic Centre	1			APV Valuation	Jun'21	
		Recreation - Changeroom	1			APV Valuation	Jun'21	
		Recreation - Clubhouse	2			APV Valuation	Jun'21	
		Recreation - Kiosk	1			APV Valuation	Jun'21	
		Recreation - Picnic Shelter/Rotunda	3			APV Valuation	Jun'21	
		Residential - Detached House	11			APV Valuation	Jun'21	
		Residential - Semi Detached/Duplex	4			APV Valuation	Jun'21	
		Shed - Earth Floor	1			APV Valuation	Jun'21	
		Shed - Fully Enclosed	9			APV Valuation	Jun'21	
		Shed - Partly Walled	1			APV Valuation	Jun'21	
		Special - Covered Walkways/Car Port	1			APV Valuation	Jun'21	
		Structures	Bridges	Reinforced Concrete	6			APV Valuation
Steel/Concrete	1					APV Valuation	Jun'21	
Steel/Timber	1					APV Valuation	Jun'21	
Timber	7					APV Valuation	Jun'21	
Other Structures	Airport Assets		2			APV Valuation	Jun'21	
	Excluded		5			APV Valuation	Jun'21	
	Fences		11			APV Valuation	Jun'21	
	Hardstand and Internal Roads		11			APV Valuation	Jun'21	
	Lighting		13			APV Valuation	Jun'21	
	Miscellaneous		13			APV Valuation	Jun'21	
	Park Assets		27			APV Valuation	Jun'21	
	Pool Assets		2			APV Valuation	Jun'21	
	Retain Walls		8			APV Valuation	Jun'21	
	Sporting Equipment		14			APV Valuation	Jun'21	
	Structures		13			APV Valuation	Jun'21	
	Vehicle		1			APV Valuation	Jun'21	
	Water Supply		8			APV Valuation	Jun'21	

Table 2 Infrastructure Inventory

The inventory was extracted from RAMM for Roads, Drainage, Traffic Management (Signs) and Footpaths. Bridges, Land, Buildings and Other Structures were extracted from the APV 2020/21 Valuation (these assets are currently not held in the RAMM database).

Asset Category	Asset Component	Replacement Cost (\$)	Fair Value (\$)	Annual Depreciation (\$)	Asset Consumption Ratio	Valuer / Date
Roads	Pavement	\$41,615,624	\$31,865,104	\$838,302	77%	APV Valuation 2020/21
	Surface	\$10,879,478	\$7,502,462	\$534,731	69%	APV Valuation 2020/21
	Subgrade	\$32,141,845	\$32,141,845	\$0		APV Valuation 2020/21
	Kerb Barrier	\$613,746	\$549,998	\$6,409	90%	APV Valuation 2020/21
Paths	Footpath	\$1,042,400	\$568,449	\$31,570	55%	APV Valuation 2020/21
Drainage	Box Culvert	\$3,115,230	\$1,934,300	\$36,872	62%	APV Valuation 2020/21
	Pipe Culvert	\$4,462,730	\$2,722,052	\$53,357	61%	APV Valuation 2020/21
	Table Drain	\$4,156,402	\$2,555,013	\$450,957	61%	APV Valuation 2020/21
Traffic Management	Sign - 2 Post	\$39,384	\$26,462	\$1,118	67%	APV Valuation 2020/21
	Sign - One Post	\$378,970	\$263,416	\$10,666	70%	APV Valuation 2020/21
Structures	Bridges	\$8,683,000	\$4,681,142	\$65,431	54%	APV Valuation 2020/21
Land	Land	\$1,824,370	\$1,824,370	\$0		APV Valuation 2020/21
Buildings	01 Sub-Structure	\$1,928,210	\$1,497,731	\$14,412	78%	APV Valuation 2020/21
	02 Structure	\$4,838,969	\$3,391,916	\$46,786	70%	APV Valuation 2020/21
	03 Floor Coverings	\$1,062,934	\$773,847	\$45,500	73%	APV Valuation 2020/21
	04 Fit-Out	\$3,112,801	\$2,232,735	\$57,161	72%	APV Valuation 2020/21
	05 Roof	\$4,040,999	\$2,774,354	\$48,182	69%	APV Valuation 2020/21
	61 Serv - Mechanical	\$1,309,408	\$1,026,411	\$46,558	78%	APV Valuation 2020/21
	62 Serv - Fire	\$137,425	\$101,542	\$8,001	74%	APV Valuation 2020/21
	63 Serv - Elect	\$1,711,363	\$1,248,690	\$19,676	73%	APV Valuation 2020/21
	64 Serv - Hydr	\$2,473,482	\$1,873,835	\$27,163	76%	APV Valuation 2020/21
	65 Serv - Security	\$92,518	\$83,153	\$4,677	90%	APV Valuation 2020/21
	66 Serv - Transport	\$0	\$0	\$0		APV Valuation 2020/21
	67 Serv - Site Infra	\$0	\$0	\$0		APV Valuation 2020/21
	Other Structures	Airport Assets	\$562,000	\$362,900	\$20,870	65%
Fences		\$348,340	\$206,922	\$9,001	59%	APV Valuation 2020/21
Hardstand and Internal Roads		\$1,075,500	\$837,423	\$40,112	78%	APV Valuation 2020/21
Lighting		\$430,000	\$333,089	\$11,624	77%	APV Valuation 2020/21
Miscellaneous		\$266,864	\$197,303	\$16,320	74%	APV Valuation 2020/21
Park Assets		\$449,280	\$268,671	\$18,814	60%	APV Valuation 2020/21
Pool Assets		\$1,822,000	\$1,224,580	\$24,151	67%	APV Valuation 2020/21
Retain Walls		\$203,080	\$129,561	\$2,725	64%	APV Valuation 2020/21
Sporting Equipment		\$1,290,900	\$840,766	\$73,468	65%	APV Valuation 2020/21
Structures		\$261,600	\$139,035	\$10,528	53%	APV Valuation 2020/21
Vehicle		\$340,000	\$233,198	\$2,051	69%	APV Valuation 2020/21
Water Supply		\$726,900	\$488,975	\$11,268	67%	APV Valuation 2020/21
Total Valuation		\$137,437,751	\$106,901,250	\$2,588,462	71%	

Table 3 Infrastructure Valuation

The valuations are based on the 2020/21 APV Valuation Reports with updates for new road layer and footpath renewals in 2021/22.

What is their condition?

Condition data is typically used to determine the need and timing of preventative or remedial action to prevent loss of service or economic loss.

To assess the condition of the assets the following condition grading methodology was adopted from the International Infrastructure Management Manual 2015 (IIMM). This condition assessment model is a typical approach for major groups of passive assets (e.g., roads, drainage, buildings, footpaths)

Rank	Description of Condition
1	Excellent Only normal maintenance required
2	Good (Minor Defects Only) Minor maintenance required (5%)
3	Average (Maintenance Required to Return to Accepted Level of Service) Significant maintenance required (10-20%)
4	Poor (Requires Renewal) Significant renewal/upgrade required (20-40%)
5	Very Poor (Asset Unserviceable) Over 50% of asset requires replacement

Table 4 Condition Assessment Model

For Roads and associated assets (Pavement, Surface, Drainage, Footpaths, Surface Water Channels and Signage) there is relatively up to date condition ratings in the RAMM database as a full condition assessment was carried out by RMECS in February 2020. Since then, new road assets - as provided by the Executive Manager of Works and Services - have been updated in RAMM.

For the remaining assets (Buildings, Bridges and Other Structures) the condition rating was derived from the recent (2020/21) APV Valuation Reports based on the asset consumption ratio and % of Total Useful Life expired.

For most assets, the condition rating is assigned at the asset level. For the larger more complex assets – Roads and Buildings – assets are assessed at component level and then aggregated up to achieve an overall condition rating.

The current condition profile of the Shire's infrastructure assets is as shown in the figure and tables below:

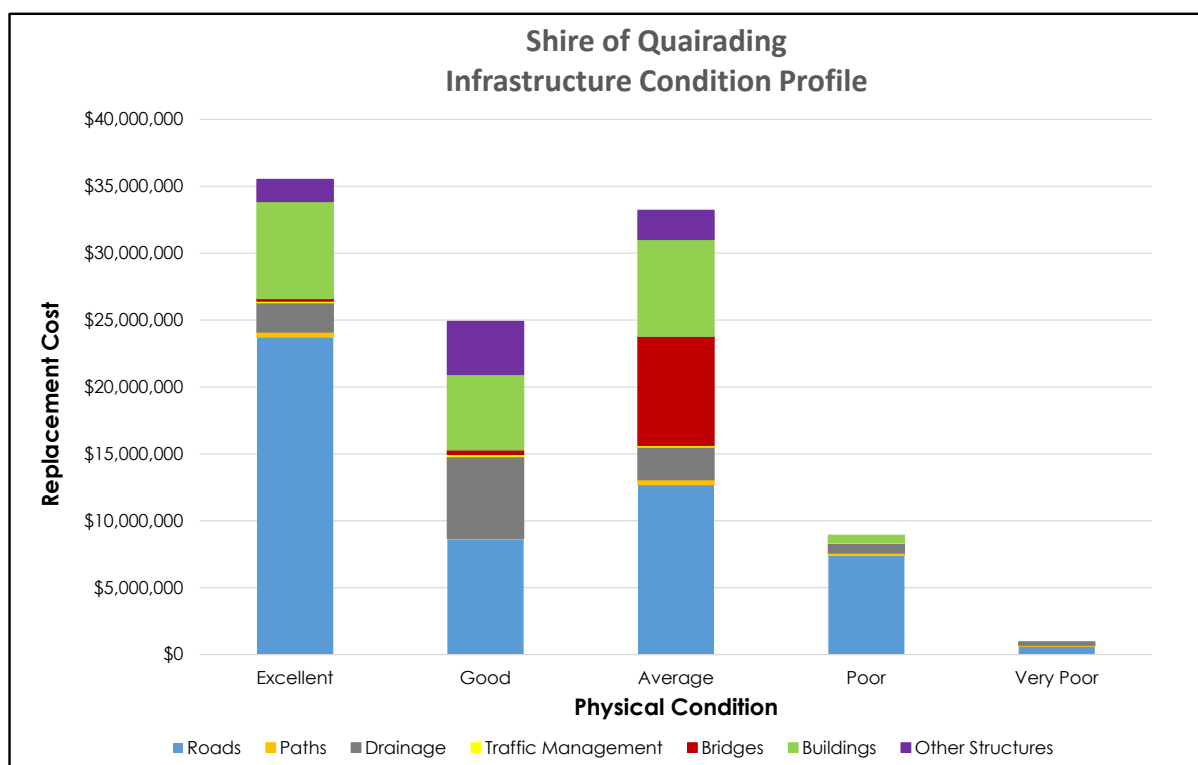


Figure 1 Infrastructure Condition Profile

Asset	Excellent	Good	Average	Poor	Very Poor
Roads	45%	16%	24%	14%	1%
Paths	37%	5%	34%	17%	7%
Drainage	19%	52%	21%	6%	2%
Traffic Management	26%	36%	30%	8%	0%
Bridges	2%	4%	94%	0%	0%
Buildings	35%	27%	35%	3%	0%
Other Structures	21%	51%	28%	0%	0%
TOTAL	34%	24%	32%	9%	1%

Table 5 Infrastructure Condition Profile (%)

Asset	Excellent	Good	Average	Poor	Very Poor
Roads	\$23,724,073	\$8,637,103	\$12,710,424	\$7,407,858	\$629,390
Paths	\$382,880	\$52,320	\$358,550	\$173,650	\$75,000
Drainage	\$2,198,338	\$6,111,268	\$2,438,404	\$738,116	\$248,236
Traffic Management	\$109,574	\$149,546	\$127,255	\$31,979	\$0
Bridges	\$194,000	\$340,000	\$8,149,000	\$0	\$0
Buildings	\$7,259,193	\$5,644,542	\$7,243,864	\$560,510	\$0
Other Structures	\$1,644,844	\$3,961,100	\$2,170,520	\$0	\$0
TOTAL	\$33,868,058	\$20,934,779	\$31,027,496	\$8,912,113	\$952,626

Table 6 Infrastructure Condition Profile (\$)

How confident are we?

The asset assessment and programming conducted in this review is only as good as the base data and rules and assumption applied to that data.

Accordingly it is important when using this information to understand how confident we are in the accuracy of what we are using as this has a direct influence on the accuracy of the results. Understanding where data gaps exist is also important to determine where the Shire best targets data improvements moving forward.

The Shire has assessed its confidence in the asset data using the following grading scale.

Confidence Grade	Accuracy	Confidence Grade General Meaning
Highly Reliable	± 2%	Data based on sound records, procedures, investigations and analysis which is properly documented and recognised as the best method of assessment.
Reliable	± 10%	Data based on sound records, procedures, investigations and analysis which is properly documented but has minor shortcomings; for example the data is old, some documentation is missing and reliance is placed on unconfirmed reports or some extrapolation.
Uncertain	± 25%	Data based on sound records, procedures, investigations and analysis which are incomplete or unsupported, or extrapolation from a limited sample for which grade A or B data is available.
Very Uncertain	± 40%	Data based on unconfirmed verbal reports and/or cursory inspection and analysis.
Unknown	Nil	None or very little data held.

Table 7: Data Confidence Grading

The current confidence in the Shire's asset data is:

Asset Class	Confidence Grade	Justification
Roads	Reliable	Roads Data was fully updated in RAMM February 2020 and new layers added up to the end of the 21/22 FY. Historical data is lacking.
Bridges	Unknown	Some basic data in RAMM but not sure of the Integrity
Land	Uncertain	Data in relation to the Shire's land tenure has a stable foundation but we are still investigating legacy issues
Buildings	Reliable	The register captures all the buildings. The structure of the components needs refining for future revaluations.
Drainage	Uncertain	Drainage Data was fully updated in RAMM February 2020 (Table Drains, Culverts, Kerbing) but other drainage assets (Underground Pipes) not in RAMM are incomplete.
Footpaths	Highly Reliable	Data is sound
Traffic Management (Signs)	Reliable	Signage Data was fully updated in RAMM February 2020 but no updating since then.
Other Structures	Reliable	Data is sound. When new assets are added or removed data is updated and accurate.

Table 8 Asset Data Confidence

Effective Asset Management relies heavily on high quality asset data and information. Regular (annual/tri annual) inspections are essential to keep the data up to date so that informed Asset Management decisions can be made.

The data used to develop this Asset Management Plan varies between reliable and uncertain so there is a moderate level of confidence in the outcomes.

The Shire currently maintains two Asset Management Systems, a spreadsheet-based Asset Register and the RAMM Asset Management Database. This is not ideal as there is potential for overlap and increased workload to maintain the two systems.

It is recommended that the Shire adopt the RAMM Asset Management System as it's sole source of truth. This will require a one-off migration of data and training and upskilling of staff in the use and maintenance of the RAMM System.

DRAFT FOR REVIEW

How is the service performing?

The Shire should check that the service performance delivered by its assets meets the needs of the community. If necessary, adjustment can be made to the quality of service that our assets provide and this in turn can effect overall cost. In general, as the service quality gets higher, so too does cost. The Shire needs to deliver the service at a level that the community is willing and able to pay for.

In the roads area a hierarchy system has recently been developed by the Shire to aid the selection of appropriate levels of service for our roads (refer Table 1). This recognises that infrequently used roads do not need to be maintained to the level of high use roads.

Service Satisfaction

Periodically, the Shire engages with its community to understand their satisfaction with the various services that it provides. The results enable service performance and importance to be assessed. In addition, when other WA local governments perform the same survey, the Shire is able to benchmark its performance.

Community satisfaction information is currently being sought for the Shire so as to commence the process better understanding community expectations and levels of satisfaction. This will then be used to populate a performance table similar to that provided below.

Service Area	Performance Score	Industry Standard	Performance Trend
Roads			
Footpaths			
Land			
Buildings			
Bridges			
Drainage			
Other Structures			
Traffic Management			

Table 9 Service Community Satisfaction

Service Levels

Service levels describe the quality and performance that the Shire aims to provide in its service areas. The Shire is looking to develop service delivery performance measures that can populate a table similar to the example below for footpaths and subsequently be reviewed to establish service level trends.

KPI	Driver	Level of Service	Performance Measure	Target	Current	Data Confidence
Accessibility	SCP & Stakeholders	Transport network is accessible to all users.	Percentage of path segments that meet disability access standards.	100%		
			Percentage of survey respondents that are at least satisfied with their ability to access the Shire's transport network.	80%+		

Table 10 AMP Service Levels

How is the service changing?

Generally, the demand for services changes over time. As a result, the assets that support these services, and the way in which they are managed, may also need to change.

Future considerations

Looking forward, over the life of this Plan, the Shire should consider the following points when looking at demand for services.

- The pride that local people and in particular long-term residents have in their shire and their desire to support and care for each other.
- The importance of agriculture and rural services and the need to think big to attract rural business opportunities.
- A desire for the Shire to employ local residents wherever this is practical.
- The shrinking population and the potential impact this could have on community facilities and services.
- The importance of volunteering and the potential for volunteer burnout with the pool of volunteers shrinking.
- The importance of and potential for local tourism with COVID-19 resulting in a significant increase in visitors to the town.
- The lack of suitable rental accommodation to attract workers to the town.
- The importance of attracting community minded people, targeted skills and boutique business to the town and the region.

Change mitigation

To meet the challenges that will arise from service change, the Shire should consider:

- Reviewing its path network concentrating on connectivity to accommodate an increasing numbers of older users.
- Provision for electric vehicle recharge stations.
- Upgrade its road network to meet the requirements of larger vehicles.
- Look to secure gravel resources for the future.
- Continue to develop its own water security with dams and potentially bores.
- Applying more resources in the maintenance of its gravel road network.
- Implement initiatives that make our town environments more liveable, eg street trees.
- Collection of further asset data and establish ready to implement processes to aid effective claiming of disaster relief funding.

Future major projects

Upcoming and proposed projects that will influence the asset portfolio moving forward:

- Wheatbelt Secondary Freight Network Projects (Dangin Mears Upgrade Project)
- Community Building/Rec Facilities Upgrade

How are the assets managed?

Capital investment into renewal and replacement works, which is the main focus of this Asset Management Plan, is only one aspect of how our assets should be managed.

Reactive works

These works are normally conducted in response to an event or as a result of an asset becoming unserviceable or not meeting service expectations. Repair or replacement works are generally initiated to remedy these situations.

Operation and Maintenance Works

These look to implement works at a preventative level wherever possible. This should be done through regular inspection, and planned maintenance schedules. These schedules are under development and considered an area of focus for continued development of this Asset Management Plan.

Renewal Works

These, as is the case with the works programmed from this latest assessment of our assets, are determined by conditions and projected condition as time moves forward. The treatment, as the name suggest, make the asset treated as new again. In so doing the work contributes to maintaining or improving the overall asset condition.

Upgrade & New Works

The need for new and/or upgraded assets typically takes place to meet service deficiency. Upgrade works typically utilise in some shape or form an existing asset whist new works are conducted on a standalone basis. Upgrade works can often, particularly in the road environment, include a renewal component (ie. Dangin Mears Upgrade Works to WSN Standard)

The aim of staggered work cycles is to prolong the life of assets by seeing that they are maintained well. Good asset management practice sees a reduction in reactive works by intercepting this work with good maintenance and renewal works.

What will be the service cost?

The Shire's assets are a significant ongoing cost commitment to our community.

Our program costs are provided below. The program and costs flowed directly out of the modelling exercise with only minimal manipulation of the outputs.

The model has generated renewal streams for each of the asset categories for the period 2022/23 (Year 0) to 2032/33 (Year 10). These can be found in the companion document "Shire of Quairading TAMP Input Data – V1 – as of 23 September 2022"

There has been no smoothing of the costs so projected works may need timing adjusted to meet the available annual budgets.

The program provided is at a good level of detail to feed the long term financial plan. The long term financial plan can further adjust and refine timings to balance costs even further over the years. The long-term financial plan also looks at our savings reserves, borrowings and external funding may be prudent for planned high expenditure years.

If the overall level of expenditure is too high to be sustained in the Long-Term Financial Plan the Asset Management Plan will need to be adjusted (increased condition triggers) to produce a reduction in program expenditure and potentially a reduction in service levels for a more sustainable outcome.

Figure 2 below is the financial summary of the 10-year renewal program based on renewal treatments being applied when condition of the asset reaches a designated renewal condition trigger, nominally a condition score of 4 (Poor).

The condition triggers were adjusted to achieve a consistent condition rating of between Good and Average (2.4) and to achieve an asset sustainability ratio of approximately 100% (Annual Renewals equal to Annual Depreciation).

Shire of Quairading Asset Renewal Summary (Y0 = 2022/23)

Renewal Condition Trigger	Renewal Program	Weighted Average Condition Year 0	Y0	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Total	Weighted Average Condition Year 10	Renewals Per Annum	Annual Depreciation
3.5	Bridge Renewal	2.8	\$0	\$0	\$744,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$744,000	3.0	\$67,636	\$65,431
4.0	Buildings Renewal	2.1	\$142,620	\$107,262	\$0	\$202,068	\$97,276	\$124,623	\$0	\$113,356	\$328,722	\$515,563	\$226,238	\$1,857,728	2.5	\$168,884	\$318,117
4.0	Culvert Renewal	2.5	\$467,630	\$0	\$0	\$0	\$0	\$0	\$0	\$72,390	\$0	\$0	\$0	\$540,020	2.8	\$49,093	\$90,229
4.0	Footpath Renewal	2.9	\$248,650	\$144,700	\$0	\$0	\$0	\$213,850	\$0	\$27,020	\$0	\$0	\$0	\$634,220	2.0	\$57,656	\$31,570
4.0	Other Structures Renewal	2.3	\$0	\$16,000	\$592,000	\$61,900	\$0	\$534,864	\$187,400	\$33,700	\$192,000	\$1,405,620	\$88,200	\$3,111,684	2.3	\$282,880	\$240,931
4.0	Road Reconstruction*	2.0	\$200,378	\$984,900	\$920,300	\$2,247,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,353,078	1.9	\$395,734	\$245,934
4.5	Road Resealing*	2.5	\$560,860	\$915,397	\$192,590	\$477,330	\$1,512,690	\$1,070,692	\$0	\$12,100	\$881,320	\$1,452,180	\$255,000	\$7,330,159	2.3	\$666,378	\$534,731
4.5	Road Resheeting*	2.7	\$0	\$0	\$1,358,851	\$0	\$0	\$0	\$3,102,155	\$0	\$0	\$0	\$0	\$4,461,006	2.9	\$405,546	\$592,368
4.0	Sign Renewal	2.2	\$0	\$0	\$31,979	\$0	\$38,553	\$0	\$0	\$0	\$88,702	\$0	\$0	\$159,234	2.2	\$14,476	\$11,784
4.5	SWC Renewal	2.7	\$521,482	\$1,089,794	\$0	\$0	\$1,105,408	\$0	\$1,442,478	\$0	\$518,722	\$0	\$1,089,794	\$5,767,678	2.8	\$524,334	\$457,366
	Totals	2.3	\$2,141,619	\$3,258,053	\$3,839,720	\$2,988,798	\$2,753,927	\$1,944,029	\$4,732,033	\$258,566	\$2,009,466	\$3,373,363	\$1,659,232	\$28,958,806	2.4	\$2,632,619	\$2,588,462

*Note: Roads Hierarchy Class 5 and Class 6 have been excluded from the Road Renewal Programs

Rank	Description of Condition
1	Excellent Only normal maintenance required
2	Good (Minor Defects Only) Minor maintenance required (5%)
3	Average (Maintenance Required to Return to Accepted Level of Service) Significant maintenance required (10-20%)
4	Poor (Requires Renewal) Significant renewal/upgrade required (20-40%)
5	Very Poor (Asset Unserviceable) Over 50% of asset requires replacement

Figure 2 10 Year Infrastructure Renewal Program

Is the service sustainable?

The Shire monitors the effectiveness of the AMP through three financial ratios. They measure the past, present and future ability to renew assets when required.

Past - Sustainability Ratio (ASR) - Shire Benchmark > 90%

This ratio indicates whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset base is wearing out. The ratio compares the average actual expenditure on asset renewal to the annual depreciation expense.

Present - Consumption Ratio - Shire Benchmark > 50%

This ratio seeks to highlight the aged condition of a local government's physical assets by comparing their fair value (worth in current state) to their replacement cost (worth in as new state).

Future - Renewal Funding Ratio - Shire Benchmark > 75%

This ratio indicates whether the local government has the financial capacity to fund asset renewal as required, and can continue to provide existing levels of services in future. The ratio compares the available asset renewal expenditure in the Long-Term Financial Plan (under development) to the required asset renewal expenditure in the Asset Management Plans.

Past	Present	Future
Sustainability Ratio	Consumption Ratio	Renewal Funding Ratio
80%	70%	Awaiting LTFP

Table 11 Service Sustainability Ratios

Note: The current figures are heavily influenced by a value dominant road asset dataset (62% of Asset Portfolio)

How will the Shire improve its service management?

Where possible, and appropriate, the Shire is committed to improving its asset management practices. The following actions have been identified by this AMP for future implementation.

Task	Year
Undertake a verification inspection of assets due for renewal in Year 0 (2022/23) and Year 1 (2023/24)	Immediate
Undertake a full visual assessment of Roads and associated infrastructure (last done February 2020)	Mid 2023
Schedule annual updating of RAMM (new assets) and Interim Valuations to keep asset data current.	Ongoing
Expand the use and understanding of the RAMM database within the organisation	2022/23
Consider adopting RAMM as the Shires "single source of truth" Asset Management System for managing the Shires physical assets.	2023
Undertake community consultation to gain greater understanding of service level requirements.	2022/23
Continue to look for further external funding opportunities to cover any gaps in funding for the projected 10 Year renewal program.	Ongoing
Cost the above initiatives and apply available remaining consultant's funds to commence priority activities and submit other remaining costs for suggested approval in future budgets.	2022/23

Table 12 AMP Opportunities for Improvement

Further reading and references

Shire of Quairading – Asset Management Strategy Endorsed 46 - 22_23

Shire of Quairading – Strategic Community Plan

Shire of Quairading – Long Term Financial Plan (Under redevelopment)

Shire of Quairading – Road Hierarchy

Source documentation for information nominated in this September 2022 Asset Management Plan

Shire of Quairading TAMP Input Data - V1 – as of 23 September 2022

This is the NEWROC provided standard format information capturing and summary sheet where most of the tabulated information and provided figures in this report have come from. It also includes the full 2020/21 APV Valuation Dataset and the predictive condition model and renewal programs. The sheet is in excel format and is stamped V1 - 23 September 2022 so that it is identified as the version that ties to this Asset Management Plan.

2020/21 APV Valuation Reports

2021 Road and Open Spaces Infrastructure – Effective Valuation Date 30/6/2021

2021 Land and Building Assets – Effective Valuation Date 30/6/2021

RAMM Database

Roads and associated assets physical attributes and condition ratings.

Shire of Quairading Asset Renewal Summary (Y0 = 2022/23)

Road Use Category (Multiple Items)

Renewal Condition Trigger	Renewal Program	Weighted Average Condition Year 0	Y0	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Total	Weighted Average Condition Year 10	Renewals Per Annum	Annual Depreciation
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	Totals	2.3	\$2,141,619	\$3,258,053	\$3,839,720	\$2,988,798	\$2,753,927	\$1,944,029	\$4,732,033	\$258,566	\$2,009,466	\$3,373,363	\$1,659,232	\$28,958,806	2.4	\$2,632,619	\$2,588,462

*Note: Roads Hierarchy Class 5 and Class 6 have been excluded from the Road Renewal Programs

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4	Poor (Requires Renewal) Significant renewal/upgrade required (20-40%)
5	Very Poor (Asset Unserviceable) Over 50% of asset requires replacement

Asset Sustainability Ratios (Annual Depreciation)

Asset Group	Annual Depreciation (\$)
Bridge	\$65,431
Buildings	\$318,117
Drainage	\$90,229
Footpath	\$31,570
Land	\$0
Other Structures	\$240,931
Road	\$1,373,033
Surface Water Channel	\$457,366
Traffic Management	\$11,784
Grand Total	\$2,588,462

Engineering Valuation Financial Summary (A)

Asset Group	Replacement Cost (\$)	Fair Value (\$)	Annual Depreciation (\$)
Bridge	\$8,683,000	\$4,681,142	\$65,431
Structure	\$8,683,000	\$4,681,142	\$65,431
Buildings	\$20,708,108	\$15,004,214	\$318,117
01 Sub-Structure	\$1,928,210	\$1,497,731	\$14,412
02 Structure	\$4,838,969	\$3,391,916	\$46,786
03 Floor Coverings	\$1,062,934	\$773,847	\$45,500
04 Fit-Out	\$3,112,801	\$2,232,735	\$57,161
05 Roof	\$4,040,999	\$2,774,354	\$48,182
61 Serv - Mechanical	\$1,309,408	\$1,026,411	\$46,558
62 Serv - Fire	\$137,425	\$101,542	\$8,001
63 Serv - Elect	\$1,711,363	\$1,248,690	\$19,676
64 Serv - Hydr	\$2,473,482	\$1,873,835	\$27,163
65 Serv - Security	\$92,518	\$83,153	\$4,677
66 Serv - Transport	\$0	\$0	\$0
67 Serv - Site Infra	\$0	\$0	\$0
Drainage	\$7,577,960	\$4,656,352	\$90,229
Box Culvert	\$3,115,230	\$1,934,300	\$36,872
Pipe Culvert	\$4,462,730	\$2,722,052	\$53,357
Footpath	\$1,042,400	\$568,449	\$31,570
Footpath	\$1,042,400	\$568,449	\$31,570
Land	\$1,824,370	\$1,824,370	\$0
Land	\$1,824,370	\$1,824,370	\$0
Road	\$84,636,947	\$71,509,412	\$1,373,033
Pavement	\$41,615,624	\$31,865,104	\$838,302
Surface	\$10,879,478	\$7,502,462	\$534,731
Subgrade	\$32,141,845	\$32,141,845	\$0
Surface Water Channel	\$4,770,148	\$3,105,011	\$457,366
Kerb Barrier	\$613,746	\$549,998	\$6,409
Table Drain	\$4,156,402	\$2,555,013	\$450,957
Traffic Management	\$418,354	\$289,878	\$11,784
Sign - 2 Post	\$39,384	\$26,462	\$1,118
Sign - One Post	\$378,970	\$263,416	\$10,666
Grand Total	\$129,661,287	\$101,638,827	\$2,347,530

Asset Sustainability Ratios (Annual Depreciation)

Component	(Multiple Items)	
Asset Group	Fair Value (\$)	Replacement Cost (\$)
Bridges	\$4,681,142	\$8,683,000
Buildings	\$15,004,214	\$20,708,108
Drainage	\$4,656,352	\$7,577,960
Footpaths	\$568,449	\$1,042,400
Other Structures	\$5,262,423	\$7,776,464
Roads	\$39,367,567	\$52,495,102
Surface Water Channels	\$3,105,011	\$4,770,148
Traffic Management (signs)	\$289,878	\$418,354
Grand Total	\$72,935,035	\$103,471,536

Engineering Valuation Financial Summary (B)

Asset Group	Replacement Cost (\$)	Fair Value (\$)	Annual Depreciation (\$)
Other Structures	\$7,776,464	\$5,262,423	\$240,931
Airport Assets	\$562,000	\$362,900	\$20,870
Fences	\$348,340	\$206,922	\$9,001
Hardstand and Internal Rc	\$1,075,500	\$837,423	\$40,112
Lighting	\$430,000	\$333,089	\$11,624
Miscellaneous	\$266,864	\$197,303	\$16,320
Park Assets	\$449,280	\$268,671	\$18,814
Pool Assets	\$1,822,000	\$1,224,580	\$24,151
Retain Walls	\$203,080	\$129,561	\$2,725
Sporting Equipment	\$1,290,900	\$840,766	\$73,468
Structures	\$261,600	\$139,035	\$10,528
Vehicle	\$340,000	\$233,198	\$2,051
Water Supply	\$726,900	\$488,975	\$11,268
Excluded	\$0	\$0	\$0
Grand Total	\$7,776,464	\$5,262,423	\$240,931

14.2 Works & Services Update October 2022

Meeting Date:	27 October 2022
Responsible Officer:	Sarah Caporn, Executive Manager of Works & Services
Reporting Officer:	Sarah Caporn, Executive Manager of Works & Services
Attachments:	(i) 2022/23 Works Schedule – October 2022 Update
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 106 - 22/23

MOVED Cr Stacey SECONDED Cr Hayes

That Council:

1. Note the October 2022 Works & Services Update
2. Note the current commitments for Works & Services team during the 2022/23 financial year.

CARRIED 7/0

IN BRIEF

The Works Depot have had another busy month with many of the road repairs that were outstanding last month having now been completed. Please see attachment (i) for a full update.

We have been busy in the yard removing the old dog pound (no longer suitable under the new Animal Welfare legislation), building new dog enclosures, listing some redundant units for sale and progressing orders and staffing for the Waste Refuse Site.

Operationally we have been exploring GPS trackers for the Shire's vehicle fleet, decals for the doors as well as many improvements to both our WHS resources and procedures highlighted in our preparations for the WHS audit in early December.

Our new Caravan Park Manager, Josh Thompson, has arrived from South Australia and will commence his duties on Sunday 23rd October as we've got a busy weekend of accommodation bookings.

MATTER FOR CONSIDERATION

For Council to note the high number of tasks already committed to the Works team for the 2022/23 financial year.

That the funded roadworks remains the priority for the Construction team.

Any additional tasks from Council will result in delays in delivery to those already allocated to the Works department.

BACKGROUND

The Shire's Works team have strong visibility within the community. Four EMWS in the last 12 months has taken a toll on the team morale and productivity. New management has seen both of these areas improve for the group in the last six weeks. The Construction team are looking forward to commencing the major roadworks for the year.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The results of the Infrastructure & Maintenance Survey will assist with the planning of future projects and assist in the development of the 2023/24 annual budget.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 3.1 Build Environment:** Safe, efficient and well maintained road and footpath infrastructure
- 3.2 Build Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels

CONSULTATION

Limited as the Works priority areas are set by Council in their adopted Annual Budget.

RISK ASSESSMENT

Option 1	
Financial	Moderate <i>The Works budget is a substantial investment into our town and the Shire's assets. It needs to be properly allocated and have transparency for the community members and ratepayers.</i>
Health	N/A
Reputation	High <i>The Works team has strong visibility within the community and are committed to making sure the Shire is a safe and beautiful place to live and work.</i>
Operations	High <i>A well-functioning Works team ensures that Council's priority tasks are completed in a timely and value for money method.</i>
Natural Environment	N/A

	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

Please find an update on the 2022/23 Works Programme as Attachment (i).

WORKS PROGRAMME UPDATE

PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
Works Management: Asset Management Plan & Road Hierarchy	September 2022	Complete – presented to October OCM for adoption and implementation
Truck Covers for gravel carting	September 2022	Complete – Covers has been ordered for use during upcoming major construction period. Should be delivered within the next two weeks (early Nov). The Shire has also bought 2 x ute covers for Gardens team to trial this design for wider roll out throughout the Works team.
Update signage to current information – Air Strip, Mt Stirling Reserve and Swimming Pool	October 2022	80% complete – Signs have all been designed by Jen Green and ordering is underway. Installation will occur by Works team as soon as they arrive in Shire.
Final Completion: Old School Site (plaques and signage); Infant Health Centre (plinth and plaques); Caravan Park sewer pump (move to a silent alarm)	Before end October 2022	<u>Old School Site</u> : Signage design is underway – text has been approved by Mr Kickett’s descendants (granddaughters Margaret and Marie). Seating has been ordered and is in production. <u>Infant Health</u> : Brass plaques are ordered with Jo Hayes completing her blurb on the building shortly <u>Caravan Park</u> : New caretaker has commenced. Sewer pump still proving problematic so we’ll be looking at alternative options for activation of the pumps (moving from an electronic probe to more mechanical ball floats)
Seal repairs (half road) on corner of Mawson-Doodenanning Rd & Billacabella Rd – drainage issues with water pooling on corner	September – October 2022	Scheduled for completion by the Construction team by end of October.
Customer service request system – incoming process, allocation & resolution reporting	November 2022	50% complete - Use of the Snap, Send Solve phone app has been well taken up by the community. EMWS is exploring their Enterprise package which provides the ability to collate snaps, allocate tasks to individual staff members and amalgamate snaps into higher level reporting.
Waste Facility: New office & amenities modular building;	October – November 2022	50% complete - Quotes has been finalized and an order is underway. Plan is to move the office to the south side of the driveway to allow for greater visibility and being

PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
feral animal control programme		on the side of the driver as they come into the tip site. Local trades are quoting on connections to water, sewer and power at the site. Site preparation needs consideration.
Footpath Improvements: LRCI Phase 1 - McLennan St (south of Stacey St); Cubbine St (Murphy St to QDHS ELC Entry) and Curb Ramp at Town Hall	Before end December 2022	20% complete - Awaiting response from Federal Govt on our submission to vary Phase 1 to include the footpaths. Last followed up 18/10.
WHS Review by LGIS	DUE EARLY DECEMBER 2022	60% complete - Significant body of work has been and continues to be undertaken by Nikayla Ovens, our WHS Officer. PPE and signage orders improved. WHS Committee has been reinstated and will meet monthly with a standing agenda item included for Council.
Training Matrix progress	September – December 2022	75% complete - Works staff have now undertaken training in Traffic Management, Project Management, Plant Operators (Grader). Booking have been made for Installation of traffic counters, Chainsaw operation and HC truck licenses. Quotes pending for Loader qualifications and Fire Warden training.
Toapin Weir: Improved BBQ and firepit facilities, remove wire fence and install bollards, improved safety signage	November – December 2022	5% complete - Initial project planning has begun. Work will be scheduled by the Supervisor of Parks & Gardens when they've caught up on weed control around town.
Kwirradig Koort Community Park (installation)	September 2022 – January 2023	75% complete - Play equipment installers are booked for mid-November. Works staff are scheduled for final trim earthworks next week (24/10) ready to begin trenching utilities. Planting design and ordering is the next procurement to finalise.
The Groves: Access road and fencing	January – February 2023	Not yet commenced - Still awaiting outcome of funding application. CESM recruitment underway with interview conducted for Simon's replacement.
Major Roadworks: Quairading-Corrigin Rd	October 2022 – February 2023	Not yet commenced - Major construction now scheduled to commence on 3 January due to greater availability of contractors then and the heavy operational programme patching broken roads prior to harvest.
Linemarking at Arthur Kelly Village (carparking)	February 2023	Not yet commenced.
Gravel Resheeting: Old Beverley Road West; Badjaling North Rd	Outside construction timeframes	30% complete - Some resheeting work has been done but not yet completed due to water logging of OBR West. Badjaling North Road has been repaired but not yet resheeted.

PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
	(October 2022 to March 2023)	
Directional shades on Oval lighting	March - April 2023	Not yet commenced but EMSW has made contact with a potential supplier.
Regular operational programme including Gravel Road Maintenance Grading, pothole repairs, digging graves and gardens in the Cemetery, pruning and gardens in Main Street, CRC, Medical Center, Daycare Centre, Caravan Park and Sportsground management	Ongoing to June 2023	<p>Ongoing. Two supervisor roles are improving the scheduling of staff and their work tasks.</p> <p>Patching has been completed on Pantapin North Road, Kevill Road, Peacock Road, Badjaling North Road (near Tammin boundary) and Wishart Road.</p> <p>Extensive repairs have been carried out on Dulbelling North Road, Danging North Road and Punch Road floodway.</p> <p>Gardens – Slashing has been completed at the airstrip and in the Danging town site (request submitted to Arc for South side of York-Merredin Road) continuing through Quairading town site.</p> <p>Irrigation testing underway at the oval.</p>
Road Maintenance – Cemetery Road (Permit to Take Threatened Flora (for <i>Jacksonia Quairading</i>) required)	May-June 2023	EMSW has been in contact with DCBA regarding reinstatement of the lapsed clearing permit. Awaiting outcome from DCBA.
Balkuling School repairs	TBC – Adam May	Not yet commenced.
Repairs to Golf Club ceiling, cemetery gazebo, poly sheeting at Waste Refuse Site – Large Shed	External contractors (Adam May)	Completed.
Town Hall / Shire Admin carpark (LRCI funded)	PLANNING & DEVELOPMENT	Not yet commenced - Initial designs have been sourced and currently under review.
Refurbishment of BMX / Bike Track	*** TBC	Not yet commenced - Works staff have discussed initial scope. Plans to commence this after major construction – April 2023.
Verge mulching / vegetation trimming: Quairading – Cunderdin Road (town edge to Shire boundary)		Cancelled - EMWS has discovered this underspend was under the Wheatbelt Secondary Freight Network and funding can only be spent on SLKs within initial agreement (SLK 13.04 to 14.12). This means there is limited opportunity to utilise the underspend but there is potential for those funds to be re-allocated to Quairading by WFSN to the

PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
		culvert repair on Dangin Mears Road which we've recently applied to complete.

ITEM 15 MATTERS FOR CONSIDERATION – WORK, HEALTH & SAFETY

15.1 Staff & Councillor Gym & Pool Memberships

Meeting Date:	27 th October 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Jen Green (Grants & Projects Officer)
Attachments:	Nil
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVER NIL

That Council: -

1. Approve the provision of individual memberships to the Quairading Gym and the Quairading Swimming pool free of charge for all current and future staff members and Councillors.
2. Approve the amendment of Council's Schedule of Fees and Charges to provide for a 100% discount on the Annual Community Gym Membership Fee and Swimming Pool Season Ticket for Shire staff members and Councillors.

MOTION LAPSED

ALTERNATE RECOMMENDATION 1

MOVED Cr Cheang SECONDED Cr Hippisley

That Council: -

1. Approve the provision of at 25% discount for individual memberships to the Quairading gym and the Quairading swimming pool for all current and future staff members and Councillors.
2. Approve the amendment of Council's Schedule of Fees and Charges to provide for a 25% discount on the Annual Community Gym Membership Fee and Swimming Pool Season Ticket for Shire staff members and Councillors.

LOST 2/5

ALTERNATE RECOMMENDATION 2

RESOLUTION: 107 - 22/23

MOVED Cr Hayes SECONDED Cr Stacey

That Council approve the Shire offering a 25% discount to all current and future staff for a season pass to the pool and an annual membership to the gym.

ALTERNATE RECOMMENDATION 3**RESOLUTION: 108 - 22/23****MOVED Cr Hayes SECONDED Cr Haythornthwaite**

That Council approve the amendment of Council's schedule of fees and charges to provide a 25% discount on the annual Community Gym Membership Fee and Swimming Pool season ticket for current and future Shire staff members.

CARRIED 7/0**IN BRIEF**

The Technical Services Officer extended an invite to all Shire staff to contribute to the annual Work Health & Safety (WHS) audit to suggest opportunities to improve WHS practices in the workplace.

One suggestion presented at the October WHS meeting was to offer Gym and Swimming Pool memberships to current and future staff members as a cost-effective solution to encourage physical and mental well-being.

MATTER FOR CONSIDERATION

Introduction of providing annual Gym and Swimming Pool memberships free of charge to current and future employees and Councillors of the Shire to support staff and Councillor mental and physically wellbeing.

BACKGROUND

The Shire Work Health & Safety (WHS) Audit is due in December, 2022. The Technical Services Officer is currently compiling the report including a list of potential improvements to WHS practices within the workplace.

It is in the interest of any organisation to have a fit and physically healthy workforce. More and more organisations are putting a focus on, and investing in promoting physical activity and exercise as part of the working week.

Employees, whether they are working from home or from an office space are spending more and more time at work driving sedentary behaviours. Ensuring employees have enough physical activity every day and are physically fit can have a wide variety of benefits to both the individual and the bottom-line, from increased productivity to reduced stress and anxiety.

Our sedentary lifestyle is becoming a public health issue and has also been linked to many chronic health conditions, including obesity, anxiety, diabetes and heart disease. The World Health Organization found that physical inactivity constitutes the fourth leading cause of death globally, related to over 3.2 million deaths every year around the world.

Employers have a great opportunity to play an active role in incorporating and promoting physical activity opportunities for all employees while in the workplace. Physically active employees tend to have stronger immune systems, are more focussed and productive, have a more positive attitude and can cope better with stressful situations.

Providing membership to the Shire of Quairading Gym and pool facilities will have positive effect on staff retention. Gym and pool memberships are a financial burden, especially in the current climate where cost of living is at its highest. Employee satisfaction is key in keeping a low staff turnover and reducing the cost of replacing and training new staff – resources that could otherwise be focussed elsewhere. Employee 'perks' are becoming a critical strategy for organisations to attract, engage and retain talent.

Both facilities are Shire owned and operated. Current prices for both facilities are detailed below:

FACILITY	ANNUAL MEMBERSHIP FEE	ADDITIONAL FEES	NOTE
QUAIRADING GYM	\$150.91 (ex GST) (Individual membership)	\$20 (ex GST) for replacement of lost or damaged swipe cards. This fee is proposed to be the responsibility of the employee.	An individual membership is recommended due to Terms and Conditions of Gym membership stating that children under 14 years of age are not permitted.
QUAIRADING SWIMMING POOL	\$107.50 (ex GST) (Adult membership)	Nil.	An adult membership is recommended to allow staff to attend the pool for leisurely swimming to encourage physical and mental health & wellbeing.

Staff and Councillors wishing to utilise the Gym facilities will still be required to pay the required deposit for the swipe card enter as the card is the responsibility of the staff member. The deposit is refundable when the card is returned.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Work Health & Safety Policy

FINANCIAL IMPLICATIONS

While offering free of charge memberships technically represents a loss in revenue, Council is providing a discount to employees who potentially wouldn't have joined either facility otherwise. Both Gym and Swimming Pool facilities are Shire owned and operated. A minimal amount of staff would currently have memberships to both facilities, so overall income loss would be low.

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

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.2 Community:** Provide social and cultural activities for all members of the community
- 1.3 Community:** Advocate for the provision of quality health services, health facilities and programs in the Shire
- 2.4 Economy:** Encourage local workforce participation

CONSULTATION

Discussion at the October WHS Meeting.

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>Ensuring that the Fees and Charges are updated and notice is provided in accordance with the Local Government Act 1995. Financial risk will be minimal given the loss of revenue is immaterial and will not impact the Shire's financial position.</i></p>
Health	<p>Low</p> <p><i>Providing staff with the opportunity for physical well-being decreases health risks.</i></p>
Reputation	<p>Low</p> <p><i>Council will be seen as offering incentives to employees to increase staff retention.</i></p>
Operations	<p>Low</p> <p><i>Increasing physical activity can lead to less sick days and time off work for employees, which will have a positive benefit to all operations</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

Nil.

DISCUSSION AFFECTING COUNCIL DECISION

Arguments against the original recommendation:

- The financial burden for staff is the same for anyone in the community.
- Councillors represent the community and it wouldn't be right to take financial benefits/"perks".
- Emergency Service volunteers get a discount for a gym membership, Council could match that rather than a 100% discount.
- Based on the rate base, it is not a good use of money.
- There is no evidence to say that it will retain staff.

Arguments for the original recommendation:

- If there are incentives to be on Council, it may encourage younger/new people to become a Councillor.
- It was noted that at the Extraordinary Election, no one nominated and there have been comments made to Councillors that the community thinks what they do is great, but they do not want to be on Council.
- It will encourage a healthier workforce.

ITEM 16 URGENT COUNCILLORS' BUSINESS

Cr Hayes acknowledged that the Quairading Farmers Co-op won the Avon Valley Toyota Business with 11+ Employees and 2022 Bruce Rock Engineering Business of the Year at the Wheatbelt Business Awards 2022.

RESOLUTION: 109 - 22/23**MOVED Cr Haythornthwaite SECONDED Cr Hippisley**

That Council accept urgent Councillors business.

CARRIED 7/0

RESOLUTION: 110 - 22/23**MOVED Cr Stacey SECONDED Cr Hayes**

That Council endorse the area for fire breaks be extended from 400 hectares to 800 hectares.

CARRIED 7/0

RESOLUTION: 111 - 22/23**MOVED Cr Stacey SECONDED Cr Cowcill**

That Council approve the use of the Whatsapp application be used as the means of communication between FCO's.

CARRIED 7/0

RESOLUTION: 112 - 22/23**MOVED Cr Hippisley SECONDED Cr Haythornthwaite**

That Council endorse the "Pool for School" idea subject to the Executive Management Team approval of a detailed model put forward by the school.

CARRIED 7/0

ITEM 17 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

No matters for consideration.


ITEM 18 NEXT MEETING DATE

The next Ordinary meeting of Council is scheduled to take place on Thursday 24 November 2022, commencing at 2.00pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 19 CLOSURE

There being no further business, the Chairperson closed the meeting at 4.48 pm.

I certify the minutes of the Ordinary meeting of Council held on 27 October 2022 were confirmed 24 November 2022 as recorded on Resolution No. 114-22/23

Confirmed.......... 24/11/2022