

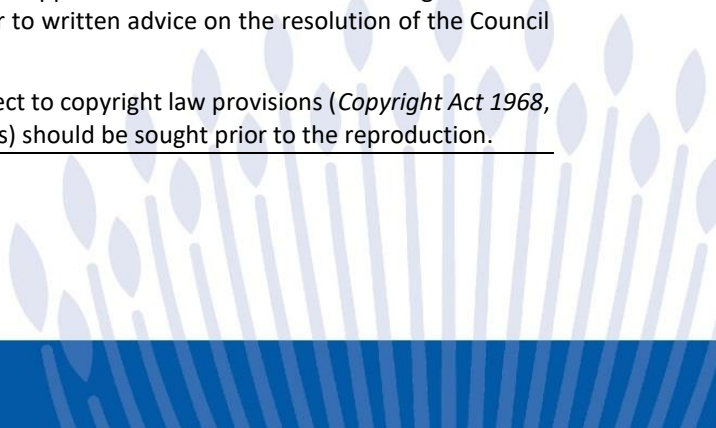
Ordinary Council Meeting

Minutes | 25th July 2024

Disclaimer

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

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SHIRE OF QUAIRADING

The Ordinary Council Meeting Minutes of Meeting held on 25th July 2024 commencing at 2.00pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

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

Cr Haythornthwaite informed Crs that former Councillor Peter Smith had been invited to afternoon tea and would be attending at 3.30pm for an official farewell from Council.

Cr Haythornthwaite further announced that the School Principal, Mr Michal Oliver, would also be joining Councillors for afternoon tea to introduce himself.

Cr Haythornthwaite welcomed Ms Jen Green officially in her role as Executive Manager for Economic Development.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr JN Haythornthwaite	Shire President
Cr TJ Stacey	Deputy Shire President
Cr BR Cowcill	
Cr JC Hayes	
Cr JR Hippisley	

Council Officers

Ms NJ Ness	Chief Executive Officer
Ms T Brown	Executive Manager, Corporate Services
Ms SE Caporn	Executive Manager, Works & Services
Ms J Green	Executive Manager, Economic Development
Ms M Haeusler	Executive Officer

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Cr RC Faltyn

ITEM 3 PUBLIC QUESTIONS

No matters for consideration

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

No matters for consideration

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave - Cr Hayes

Responsible Officer	Natalie Ness, Chief Executive Officer
Reporting Officer	Marion Haeusler, Executive Officer
Attachments	Nil
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

UPDATE IN BRIEF

A written application for Leave of Absence has been received from Cr Hayes for the Ordinary Meeting of Council scheduled for the 29th August 2024. Council, in accordance with Section 2.25 of the *Local Government Act 1995* may by resolution grant Leave of Absence to an Elected Member

RESOLUTION: OCM 001-24/25

Moved: Cr JR Hippisley
Seconded: Cr BR Cowcill

That Council grant Leave of Absence to Cr JC Hayes in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meeting of Council scheduled for the 29th August 2024.

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

ITEM 6 DECLARATIONS OF INTEREST

Nil

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING**7.1 Confirmation of Minutes: Ordinary Council Meeting – 27 June 2024****RESOLUTION: OCM 002-24/25**

Moved: Cr TJ Stacey

Seconded: Cr JC Hayes

That the Minutes of the Ordinary Council Meeting held on the 27 June 2024 be confirmed as a true and accurate record.

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

BUSINESS ARISING

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

8.1 Local Emergency Management Committee Meeting – 17 July 2024

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 003-24/25

Moved: Cr BR Cowcill

Seconded: Cr TJ Stacey

That Council receive the minutes of the Local Emergency Management Committee for its meeting on 17 July 2024.

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

The minutes for the Local Emergency Management Committee Meeting were provided to Council under separate cover. The minutes can be found on Council’s website: www.quairading.wa.gov.au.

COMMENTS

Cr Stacey pointed out on page 58 of the LEMC Committee Meeting minutes from the 17th of July 2024, in the LEMC exercise scenario, the order of contacts in case of an evacuation incident. He had queried the fact that the Deputy Shire President appeared on the contact list, but not the Shire President and thought the reasoning useful information for other Councillors to have.

The CEO explained that in the case of an emergency situation involving evacuation and evacuation centre opening, the Shire President would in all likelihood be occupied receiving regular briefings on the situation, talking to the media and liaising with the EMED or Communications Officer on Shire communication about the incident. The Shire President would most likely not be available to assist in the opening and managing of the evacuation centre.

That being said, the contact list had been identified at the meeting as needing to be reviewed and the CEO was organising this review with the CESM.

8.2 Reconciliation Action Plan Advisory Committee Meeting – 12 June 2024**Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Marion Haeusler, Executive Officer**Attachments****Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 004-24/25

Moved: Cr TJ Stacey

Seconded: Cr JC Hayes

That Council receive the minutes of the Reconciliation Action Plan Advisory Committee for its meeting on 12 June 2024.

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, JC Hayes and JR Hippisley**AGAINST:** Nil**CARRIED 5/0**


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

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

No matters for consideration

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING

No matters for consideration

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT**11.1 Monthly Financial Statements - June 2024****Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Tricia Brown, Executive Manager, Corporate Services**Attachments** 1. Attachment (i) Monthly Financial Report - June 2024 [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 005-24/25

Moved: Cr JC Hayes

Seconded: Cr BR Cowcill

That Council receive the monthly Financial Statements for the periods ending:

- 30 June 2024 - Attachment (i)

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, JC Hayes and JR Hippisley**AGAINST:** Nil**CARRIED 5/0****IN BRIEF**

- Monthly financial statements for the period ending 30 June 2024 attached
- Depreciation has been calculated for the months of July 2023 to June 2024.
- Admin Allocations have been run for the months of July 2023 to June 2024.

MATTER FOR CONSIDERATION

To receive the monthly financial report and statements.

BACKGROUND

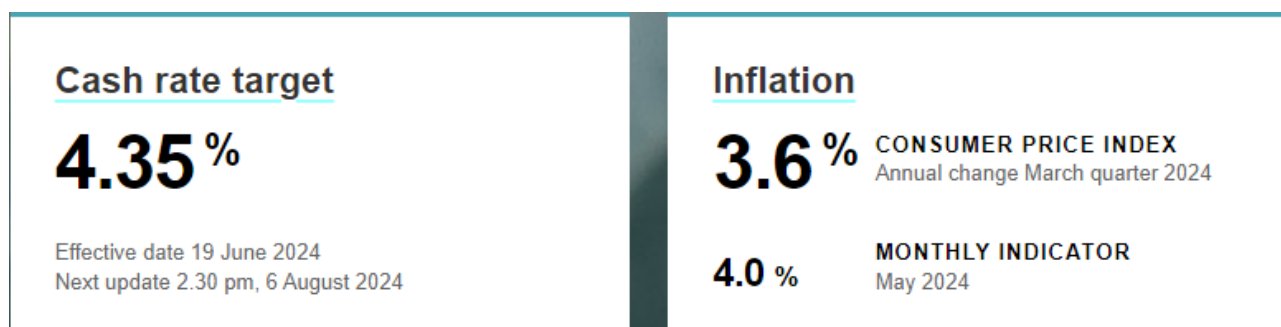
The Statement of Financial Activity, a similar report to the Rate Setting Statement, is required to be produced monthly in accordance with the Local Government (Financial Management) Regulation 1996. This financial report is unique to local government drawing information from other reports to include 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 war, 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 monthly CPI indicator rose 4.0% in the 12 months to May 2024.

	Mar 23 to Mar 24 % change	Apr 23 to Apr 24 % change	May 23 to May 24 % change
All groups monthly CPI	3.5	3.6	4.0

To curb the high inflation the Reserve Bank of Australia (RBA) have, in the last financial year, announced consecutive increases in the cash rate. As per the media release statement by the RBA 18th June 2024 the cash rate will remain unchanged at 4.35 %. The current RBA Inflation rate has increased slightly to 3.6% as per the May month indicator.



In framing the 2024/2025, the Shire will need to consider the economic environment and sustainability of its services into the future.

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 2023/24 budget determines the variance analysis for significant amounts of \$10,000 and 10% for the financial year.

STATUTORY ENVIRONMENT

Australian Accounting Standards

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

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

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

POLICY IMPLICATIONS

Significant Accounting Policies

FINANCIAL IMPLICATIONS

Council adopted the 2023/24 Budget at the OCM 31 August 2023. The Council has subsequently adopted budget changes as per the Budget Review at the OCM 28 March 2024.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

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

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

RISK ASSESSMENT

	Option 1
Financial	<i>Low 23-24 Budget Adopted by Council and subsequent changes as per the March 2024 Budget Review adopted by Council</i>
Health	Low
Reputation	Low
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 model template has been updated to include profit and loss statements for the Caravan Park.

The current aged creditors balance as of 30 June 2024 is \$813,504.80. This is made up of several large invoices for works carried out on the Shire Hall Carpark and for the recently acquired UD Truck which are current. With end of year approaching staff have been asked to follow up on all outstanding invoices and PO's so that all expenditure for the 2023/2024 financial year can be accounted for prior to 30th June 2024.

The current aged debtors balance as of 30 June 2024 is \$110,897.28 with the majority of the balance being 2 large Invoices, 1 for Advanteeing and 1 for Main Roads. The balance is made up of various smaller amounts.



SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
 (Containing the Statement of Financial Activity)
 For the Period Ended 30 June 2024

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

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**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2024**

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire for the 2023/24 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					
Grants, Subsidies and Contributions					
Grants, Subsidies and Contributions	598%	410,716	410,716	2,455,184	2,044,468
Capital Grants, Subsidies and Contributions	83%	2,298,037	2,298,037	1,898,794	(399,243)
	161%	2,708,753	2,708,753	4,353,977	1,645,224
Rates Levied	100%	2,642,443	2,642,443	2,640,665	(1,779)

Financial Position		Prior Year 30 June 2023	Current Year 30 June 2024
Adjusted Net Current Assets	106%	\$ 2,315,049	\$ 2,463,628
Cash and Equivalent - Unrestricted	110%	\$ 2,662,456	\$ 2,928,103
Cash and Equivalent - Restricted	100%	\$ 4,093,439	\$ 4,110,087
Receivables - Rates	113%	\$ 247,385	\$ 279,385
Receivables - Other	74%	\$ 370,688	\$ 273,701
Payables	111%	\$ 1,222,052	\$ 1,352,114

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

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

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2024**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 June 2024
Prepared by: Tricia Brown (EMCS)
Reviewed by: Natalie Ness (CEO)

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

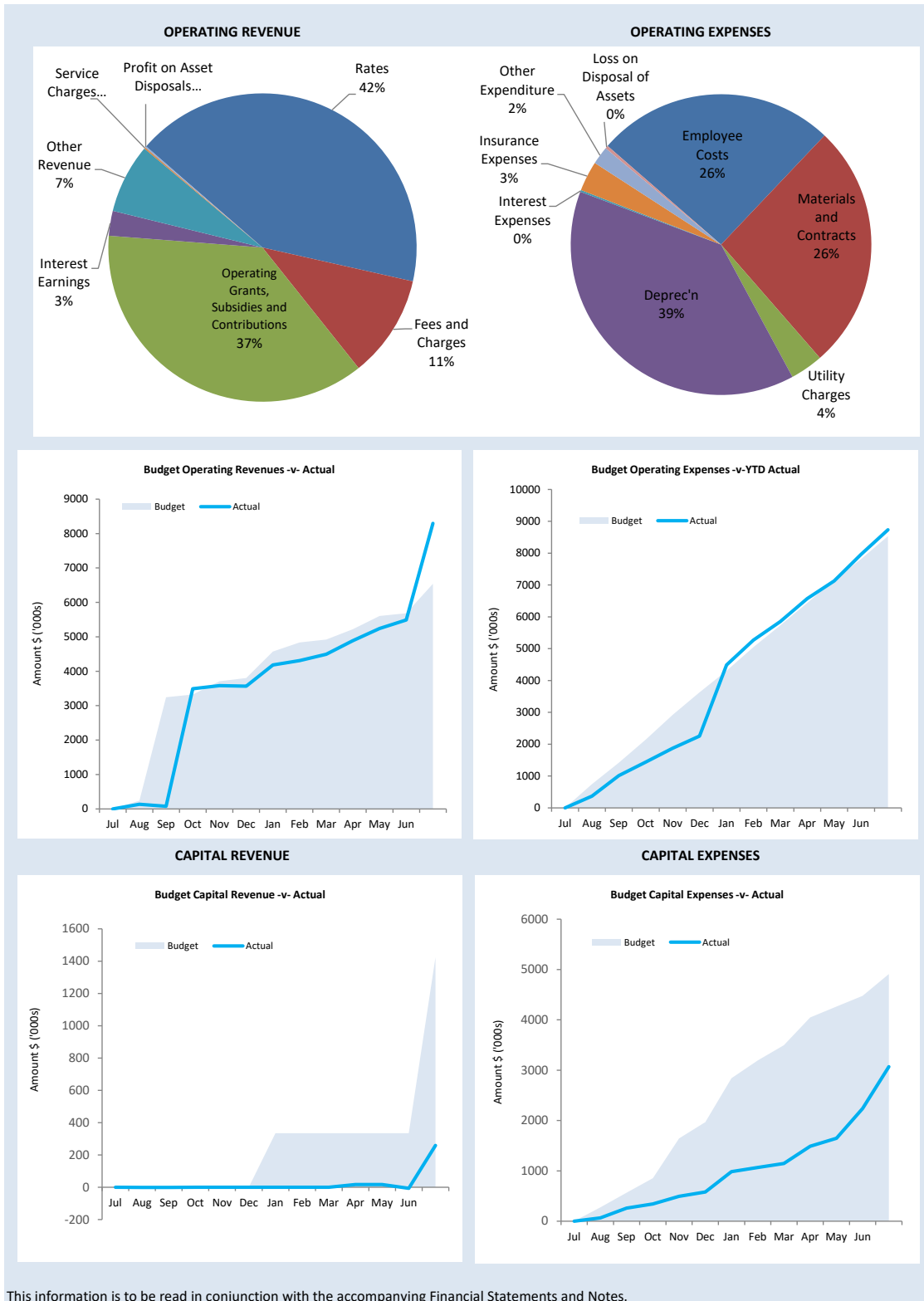
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

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

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2024**

SUMMARY GRAPHS



**SHIRE OF QUAIRADING
KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 2024**

STATUTORY REPORTING PROGRAMS

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

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

SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM
FOR THE PERIOD ENDED 30 JUNE 2024

BY PROGRAM

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. \$
	\$	\$	\$	\$	\$	%		\$
OPERATING ACTIVITIES								
Revenue from operating activities								
Governance	500	500	500	300	(200)	(40%)	▼	
General Purpose Funding - Rates	6 2,642,443	2,642,443	2,642,443	2,640,665	(1,779)	(0%)	▼	
General Purpose Funding - Other	225,455	225,455	225,455	2,321,423	2,095,968	930%	▲	\$
Law, Order and Public Safety	311,062	311,062	311,062	254,903	(56,159)	(18%)	▼	\$
Health	500	500	500	772	272	54%	▲	
Education and Welfare	65,380	65,380	65,380	82,150	16,770	26%	▲	\$
Housing	146,657	146,657	146,657	169,662	23,005	16%	▲	\$
Community Amenities	208,201	208,201	208,201	204,945	(3,256)	(2%)	▼	
Recreation and Culture	27,255	25,255	25,255	57,888	32,634	129%	▲	\$
Transport	234,207	234,207	234,207	237,058	2,851	1%	▲	
Economic Services	351,384	351,384	351,384	323,951	(27,433)	(8%)	▼	
Other Property and Services	33,576	31,576	31,576	105,192	73,616	233%	▲	\$
	4,246,619	4,242,619	4,242,619	6,398,909				
Expenditure from operating activities								
Governance	(733,282)	(704,282)	(704,282)	(693,836)	10,446	1%	▲	
General Purpose Funding	(123,625)	(120,884)	(120,884)	(140,483)	(19,599)	(16%)	▼	\$
Law, Order and Public Safety	(665,259)	(666,024)	(666,024)	(517,782)	148,242	22%	▲	\$
Health	(488,216)	(466,193)	(466,193)	(421,775)	44,418	10%	▲	
Education and Welfare	(290,574)	(290,574)	(290,574)	(257,906)	32,668	11%	▲	\$
Housing	(200,279)	(200,279)	(200,279)	(233,613)	(33,334)	(17%)	▼	\$
Community Amenities	(633,700)	(623,700)	(623,700)	(685,831)	(62,131)	(10%)	▼	
Recreation and Culture	(1,177,485)	(1,193,008)	(1,193,008)	(1,200,148)	(7,141)	(1%)	▼	
Transport	(2,876,369)	(3,124,607)	(3,124,607)	(3,435,026)	(310,419)	(10%)	▼	
Economic Services	(1,054,670)	(1,051,317)	(1,051,317)	(821,667)	229,651	22%	▲	\$
Other Property and Services	(45,874)	(93,420)	(93,420)	(325,344)	(231,924)	(248%)	▼	\$
	(8,289,331)	(8,534,287)	(8,534,287)	(8,733,410)				
Operating activities excluded from budget								
Add back Depreciation	3,152,353	3,152,353	3,152,353	3,370,694	218,341	7%	▲	
Adjust (Profit)/Loss on Asset Disposal	7 32,777	32,777	32,777	18,273	(14,504)	(44%)	▼	\$
Movement in Leave Reserve (Added Back)	3,557	3,557	3,557	5,781	2,224	63%	▲	
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			
	3,188,687	3,188,687	3,188,687	3,394,748				
Amount attributable to operating activities	(854,025)	(1,102,981)	(1,102,981)	1,060,247				
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	13 2,298,037	2,298,037	2,298,037	1,898,794	(399,243)	(17%)	▼	\$
Proceeds from Disposal of Assets	7 335,000	335,000	335,000	139,000	(196,000)	(59%)	▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	0	0	0	0	0			
	2,633,037	2,633,037	2,633,037	2,037,794				
Outflows from investing activities								
Land Held for Resale	8 0	0	0	0	0			
Land and Buildings	8 (645,045)	(287,045)	(287,045)	(124,789)	162,256	57%	▲	\$
Plant and Equipment	8 (1,030,405)	(1,012,405)	(1,012,405)	(366,714)	645,691	64%	▲	\$
Furniture and Equipment	8 (35,000)	(35,000)	(35,000)	(35,442)	(442)	(1%)	▼	
Infrastructure Assets - Roads	8 (1,839,526)	(1,697,268)	(1,697,268)	(1,510,274)	186,993	11%	▲	\$
Infrastructure Assets - Drainage	8 0	0	0	0	0			
Infrastructure Assets - Footpaths	8 0	0	0	0	0			
Infrastructure Assets - Other	8 (1,217,948)	(1,178,889)	(1,178,889)	(813,938)	364,951	31%	▲	\$
Infrastructure Assets - Bridges	8 0	0	0	0	0			
Payments for financial assets at amortised cost - self supporting loans	0	0	0	0	0			
	(4,767,924)	(4,210,607)	(4,210,607)	(2,851,157)				
Amount attributable to investing activities	(2,134,887)	(1,577,570)	(1,577,570)	(813,364)				
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new borrowings	9 0	0	0	0	0			
Transfer from Reserves	10 1,088,825	1,088,825	1,088,825	121,500	(967,325)	(89%)	▼	\$
Transfer from Restricted Cash - Other	0	0	0	0	0			
	1,088,825	1,088,825	1,088,825	121,500				
Outflows from financing activities								
Repayment of borrowings	9 (64,364)	(64,364)	(64,364)	(58,695)	5,669	9%	▲	
Payments for principal portion of lease liabilities	9 (31,797)	(31,797)	(31,797)	(21,211)	10,586	33%	▲	\$
Transfer to Restricted Cash - Other	0	0	0	0	0			
Transfer to Reserves	10 (220,000)	(603,000)	(603,000)	(138,148)	464,852	77%	▲	\$
	(316,161)	(699,161)	(699,161)	(218,054)				
Amount attributable to financing activities	772,664	389,664	389,664	(96,554)				
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year								
Amount attributable to operating activities	1 (854,025)	(1,102,981)	(1,102,981)	1,060,247	2,163,228	(196%)	▲	
Amount attributable to investing activities	(2,134,887)	(1,577,570)	(1,577,570)	(813,364)	764,206	(48%)	▲	
Amount attributable to financing activities	772,664	389,664	389,664	(96,554)	(486,218)	(125%)	▼	
Surplus or deficit at the end of the financial year	1 30,189	24,168	24,168	2,463,628	2,439,460	10094%	▲	

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 2023/24 year is \$10,000 and 10%.

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

SHIRE OF QUAIRADING

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 JUNE 2024

NATURE 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 capital grants.

CAPITAL 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 REVENUE

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

Depreciation expense raised on all classes of assets.

FINANCE COSTS

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

OTHER EXPENDITURE

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

SHIRE OF QUAIRADING

STATEMENT OF FINANCIAL ACTIVITY BY NATURE & TYPE
FOR THE PERIOD ENDED 30 JUNE 2024

BY NATURE

Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	\$	%		\$
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates	6	2,642,443	2,642,443	2,642,443	2,640,665	(1,779)	(0%)	▼
Grants, Subsidies and Contributions	12	412,716	410,716	410,716	2,455,184	2,044,468	498%	▲ \$
Fees and Charges		616,835	614,835	614,835	674,682	59,847	10%	▲
Service Charges		0	0	0	0	0		
Interest Revenue		118,855	118,855	118,855	163,454	44,599	38%	▲ \$
Other Revenue		413,189	413,189	413,189	455,777	42,588	10%	▲ \$
Profit on Disposal of Assets	7	42,582	42,582	42,582	9,000	(33,582)	(79%)	▼ \$
Gain FV Valuation of Assets		0	0	0	0	0		
		4,246,619	4,242,619	4,242,619	6,398,760			
Expenditure from operating activities								
Employee Costs		(2,269,697)	(2,254,251)	(2,254,251)	(2,243,834)	10,417	0%	▲
Materials and Contracts		(2,175,621)	(2,446,407)	(2,446,407)	(2,314,585)	131,822	5%	▲
Utility Charges		(268,450)	(257,300)	(257,300)	(308,977)	(51,677)	(20%)	▼ \$
Depreciation		(3,152,353)	(3,152,353)	(3,152,353)	(3,370,694)	(218,341)	(7%)	▼
Finance Costs		(13,248)	(13,248)	(13,248)	(16,733)	(3,485)	(26%)	▼
Insurance Expenses		(199,849)	(200,614)	(200,614)	(281,893)	(81,279)	(41%)	▼ \$
Other Expenditure		(134,755)	(134,755)	(134,755)	(169,393)	(34,638)	(26%)	▼ \$
Loss on Disposal of Assets	7	(75,359)	(75,359)	(75,359)	(27,273)	48,086	64%	▲ \$
Loss FV Valuation of Assets		0	0	0	0	0		
		(8,289,331)	(8,534,287)	(8,534,287)	(8,733,381)			
Operating activities excluded from budget								
Add back Depreciation		3,152,353	3,152,353	3,152,353	3,370,694	218,341	7%	▲
Adjust (Profit)/Loss on Asset Disposal	7	32,777	32,777	32,777	18,273	(14,504)	(44%)	▼ \$
Movement in Leave Reserve (Added Back)		3,557	3,557	3,557	5,781	2,224	63%	▲
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		
		3,188,687	3,188,687	3,188,687	3,394,748			
Amount attributable to operating activities		(854,025)	(1,102,981)	(1,102,981)	1,060,127			
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	13	2,298,037	2,298,037	2,298,037	1,898,794	(399,243)	(17%)	▼ \$
Proceeds from Disposal of Assets	7	335,000	335,000	335,000	139,000	(196,000)	(59%)	▼ \$
Proceeds from financial assets at amortised cost - self supporting loans	9	0	0	0	0	0		
		2,633,037	2,633,037	2,633,037	2,037,794			
Outflows from investing activities								
Land Held for Resale	8	0	0	0	0	0		
Land and Buildings	8	(645,045)	(287,045)	(287,045)	(124,789)	162,256	57%	▲ \$
Plant and Equipment	8	(1,030,405)	(1,012,405)	(1,012,405)	(366,714)	645,691	64%	▲ \$
Furniture and Equipment	8	(35,000)	(35,000)	(35,000)	(35,442)	(442)	(1%)	▼
Infrastructure Assets - Roads	8	(1,839,526)	(1,697,268)	(1,697,268)	(1,510,274)	186,993	11%	▲ \$
Infrastructure Assets - Drainage	8	0	0	0	0	0		
Infrastructure Assets - Footpaths	8	0	0	0	0	0		
Infrastructure Assets - Other	8	(1,217,948)	(1,178,889)	(1,178,889)	(813,938)	364,951	31%	▲ \$
Infrastructure Assets - Bridges	8	0	0	0	0	0		
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0		
		(4,767,924)	(4,210,607)	(4,210,607)	(2,851,157)			
Amount attributable to investing activities		(2,134,887)	(1,577,570)	(1,577,570)	(813,364)			
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new borrowings		0	0	0	0	0		
Transfer from Reserves	10	1,088,825	1,088,825	1,088,825	121,500	(967,325)	(89%)	▼ \$
Transfer from Restricted Cash - Other		0	0	0	0	0		
		1,088,825	1,088,825	1,088,825	121,500			
Outflows from financing activities								
Repayment of borrowings	9	(64,364)	(64,364)	(64,364)	(58,695)	5,669	9%	▲
Payments for principal portion of lease liabilities	9	(31,797)	(31,797)	(31,797)	(21,211)	10,586	33%	▲ \$
Transfer to Restricted Cash - Other		0	0	0	0	0		
Transfer to Reserves	10	(220,000)	(603,000)	(603,000)	(138,148)	464,852	77%	▲ \$
		(316,161)	(699,161)	(699,161)	(218,054)			
Amount attributable to financing activities		772,664	389,664	389,664	(96,554)			
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1	2,246,437	2,315,054	2,315,054	2,315,054	0	0%	
Amount attributable to operating activities		(854,025)	(1,102,981)	(1,102,981)	1,060,127	2,163,107	(196%)	
Amount attributable to investing activities		(2,134,887)	(1,577,570)	(1,577,570)	(813,364)	764,206	(48%)	
Amount attributable to financing activities		772,664	389,664	389,664	(96,554)	(486,218)	(125%)	
Surplus or deficit at the end of the financial year	1	30,189	24,168	24,168	2,463,628	2,439,459	10094%	

▲ ▼ 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 2023/24 year is \$10,000 and 10%.

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

**SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 JUNE 2024**

	30-Jun-23	30-Jun-24
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	6,755,895	7,038,190
Trade and other receivables	618,078	553,086
Other financial assets	0	0
Inventories	416,668	414,514
Contract assets	837,395	837,395
Other assets	29,766	4,713
TOTAL CURRENT ASSETS	8,657,802	8,847,898
NON-CURRENT ASSETS		
Trade and other receivables	35,506	35,506
Other financial assets	81,490	81,490
Inventories	345,420	345,420
Property, plant and equipment	23,720,277	23,362,831
Infrastructure	100,165,344	99,866,563
Right-of-use assets	23,588	3,006
TOTAL NON-CURRENT ASSETS	124,371,625	123,694,816
TOTAL ASSETS	133,029,427	132,542,714
CURRENT LIABILITIES		
Trade and other payables	1,318,548	1,404,868
Other liabilities	511,526	455,861
Lease liabilities	20,898	(313)
Employee related provisions	184,697	184,697
TOTAL CURRENT LIABILITIES	2,101,775	2,052,525
NON-CURRENT LIABILITIES		
Lease liabilities	0	0
Borrowings	277,618	277,618
Employee related provisions	27,895	27,895
TOTAL NON-CURRENT LIABILITIES	305,513	305,513
TOTAL LIABILITIES	2,407,288	2,358,038
NET ASSETS	130,622,139	130,184,676
EQUITY		
Retained surplus	42,886,393	42,432,281
Reserve accounts	4,093,439	4,110,087
Revaluation surplus	83,642,307	83,642,307
TOTAL EQUITY	130,622,139	130,184,676

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

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2024

NOTE 1

ADJUSTED NET CURRENT ASSETS

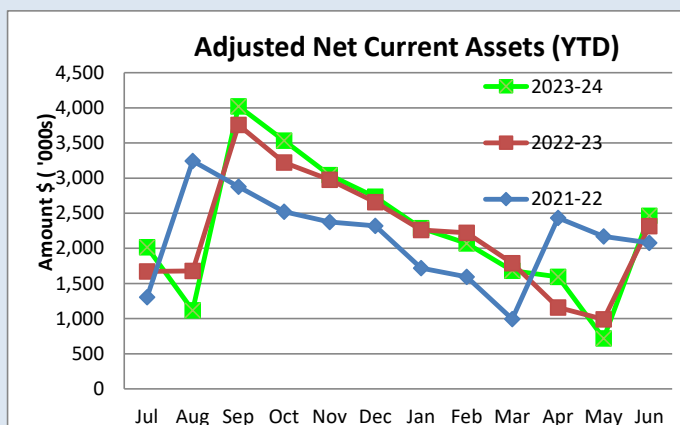
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 30/06/2023	Year to Date Actual 30/06/2024
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,662,456	2,662,456	2,928,103
Cash Restricted - Reserves	2	4,093,439	4,093,439	4,110,087
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	0	247,385	247,385	279,385
Receivables - Other	3	370,693	370,688	273,701
Other Financial Assets	3	0	0	0
Other Assets Other Than Inventories	4	867,161	867,161	842,108
Inventories	4	10,828	10,828	8,674
		8,251,962	8,251,957	8,442,058
Less: Current Liabilities				
Payables	5	(1,222,052)	(1,222,052)	(1,352,114)
Contract Liabilities	11	(511,526)	(511,526)	(455,861)
Bonds & Deposits	14	(96,496)	(96,496)	(52,754)
Loan Liability	9	(66,106)	(66,106)	(7,411)
Lease Liability	9	(20,898)	(20,898)	313
Provisions	11	(184,697)	(184,697)	(184,697)
		(2,101,775)	(2,101,775)	(2,052,525)
Less: Cash Reserves	10	(4,093,439)	(4,093,439)	(4,110,087)
Add Back: Component of Leave Liability not Required to be funded		171,302	171,302	177,084
Add Back: Loan Liability		66,106	66,106	7,411
Add Back: Lease Liability		20,898	20,898	(313)
Less : Loan Receivable - clubs/institutions		0	0	0
Net Current Funding Position		2,315,054	2,315,049	2,463,628

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)
\$2.46 M
Last Year YTD
Surplus(Deficit)
\$2.32 M

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 JUNE 2024

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

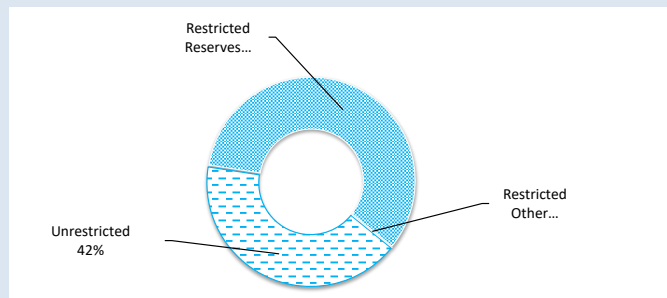
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	0			0	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	2,278,961			2,278,961	Westpac		Ongoing
Municipal Investment Cash at Bank	0			0	Westpac	Nil	Ongoing
Medical Practice Cash at Bank	(20)			(20)	Westpac		Ongoing
Reserve Cash at Bank		385,235		385,235	Westpac	1.55%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
Term Deposits							
Municipal - Term Deposit Investment 1	322,086			322,086	Westpac	5.06%	30/06/2024
Municipal - Term Deposit Investment 2	325,776			325,776	Westpac	5.06%	30/06/2024
Reserve - Term Deposit Investment 1		1,013,834		1,013,834	Westpac	5.03%	2/07/2024
Reserve - Term Deposit Investment 2		659,504		659,504	Westpac	5.03%	2/07/2024
Reserve - Term Deposit Investment 3		1,093,417		1,093,417	Westpac	5.03%	2/07/2024
Reserve - Term Deposit Investment 4		958,097		958,097	Westpac	5.03%	2/07/2024
		0		0			
		0		0			
Investments							
Total	2,928,103	4,110,087	0	7,038,190			

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	Restricted
\$7.04 M	\$4.11 M

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 JUNE 2024

OPERATING ACTIVITIES
 NOTE 3
 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2023	30 Jun 24
	\$	\$
Opening Arrears Previous Years	206,403	282,891
Levied this year	2,612,016	2,762,616
Less Collections to date	(2,535,528)	(2,730,617)
Equals Current Outstanding	282,891	314,891
	282,891	314,891
% Collected	89.96%	89.66%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	5,510	91,740	2,491	11,157	110,897
Percentage	5%	83%	2%	10%	
Balance per Trial Balance					87,572
Sundry Debtors					186,129
Receivables - Other					
Total Receivables General Outstanding					273,701

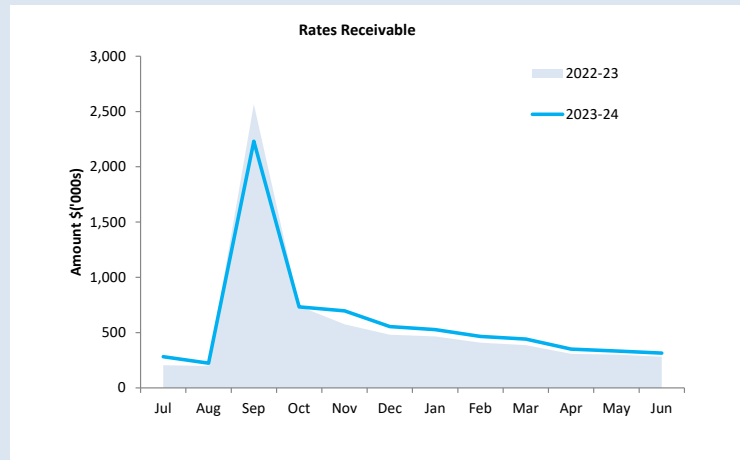
Amounts shown above include GST (where applicable)

KEY INFORMATION

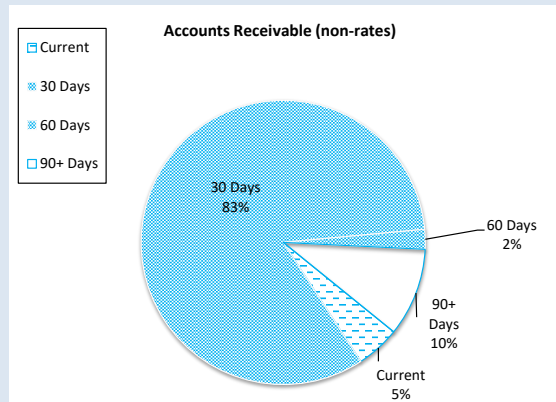
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
90%	\$314,891



Debtors Due
\$273,701
Over 30 Days
95%
Over 90 Days
10%

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 JUNE 2024

OPERATING ACTIVITIES
 NOTE 4
 OTHER CURRENT ASSETS

Other Current Assets	Opening Balance 1 Jul 2023	Asset Increase	Asset Reduction	Closing Balance 30 Jun 2024
	\$	\$	\$	\$
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	10,828	0	(2,154)	8,674
Accrued income and prepayments				
Accrued income and prepayments	29,766	0	(25,053)	4,713
Contract assets				
Contract assets	837,395	0	0	837,395
Total Other Current assets				1,256,622
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

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

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

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

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

CONTRACT ASSETS

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

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 JUNE 2024

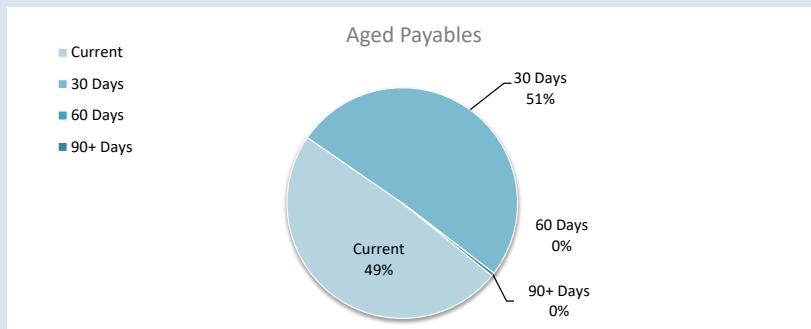
OPERATING ACTIVITIES
 NOTE 5
 Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	396,800	413,201	0	3,504	813,505
Percentage	48.8%	50.8%	0%	0.4%	
Balance per Trial Balance					
Sundry creditors - General					1,121,614
Other creditors					(76,245)
Accruals/Income in Advance					1,170
ATO liabilities					243,596
Other accruals/payables					61,978
Total Payables General Outstanding					1,352,114

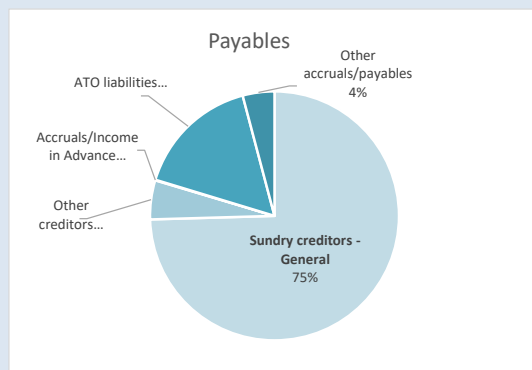
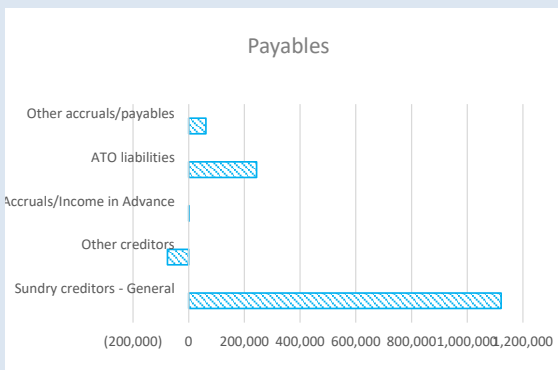
Amounts shown above include GST (where applicable)

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
\$1,352,114
Over 30 Days
51%
Over 90 Days
0.4%



SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2024

OPERATING ACTIVITIES

NOTE 6

RATE REVENUE

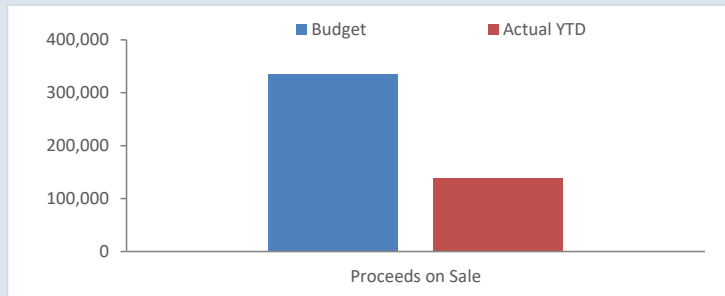
RATE TYPE	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross rental valuations											
GRV - Residential	0.153020	316	2,567,764	392,919	0	0	392,919	392,919	0	0	392,919
GRV - Industrial	0.153020	22	280,765	42,963	0	0	42,963	42,963	0	0	42,963
GRV - Commercial	0.153020	11	248,376	38,006	0	0	38,006	38,007	0	0	38,007
Unimproved valuations											
UV - Rural	0.008259	359	249,782,000	2,062,950	0	0	2,062,950	2,062,950	(1,778)	0	2,061,172
Non Rateable		228	294,438	0	0	0	0	0	0	0	0
Sub-Totals		936	253,173,343	2,536,838	0	0	2,536,838	2,536,838	(1,778)	0	2,535,060
Minimum Payment											
\$											
Gross rental valuations											
GRV - Residential	720	61	62,032	43,920	0	0	43,920	43,920	0	0	43,920
GRV - Industrial	720	7	9,115	5,040	0	0	5,040	5,040	0	0	5,040
GRV - Commercial	720	0	0	0	0	0	0	0	0	0	0
Unimproved valuations											
UV - Rural	720	53	2,200,062	38,160	0	0	38,160	38,160	0	0	38,160
Sub-Totals		121	2,271,209	87,120	0	0	87,120	87,120	0	0	87,120
		1,057	255,444,552	2,623,958	0	0	2,623,958	2,623,958	(1,778)	0	2,622,180
Amount from General Rates											
Ex-Gratia Rates	Tonnage	1	398,070	18,485	0	0	18,485	0	0	0	18,485
Write off							0				0
Specified Area Rates							0				0
Total Rates							2,642,443				2,640,665

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book				Net Book			
		Value	Proceeds	Profit	(Loss)	Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
1Q3919	Ammann Ars130 Single Drum Roller	96,536	45,000		(51,536)	0	0		
2Q551	2018 Isuzu D-Max 4X4 Sx Crew Cab	17,160	13,500		(3,660)	15,000	16,000	1,000	
2Q465	Holden Colorado 4X4 Crew Cab	16,764	13,500		(3,264)	15,000	23,000	8,000	
Q5122	2012 Ud Nissan Truck	67,720	110,000	42,280		0	0		
2Q661	Mitsubishi Triton Glx Cc Man	14,906	13,000		(1,906)	0	0		
6Q190	Isuzu Dmax 4X4 Ute	29,698	30,000	302		0	0		
P272	2013 Ud Nissan Cw26 380 Truck	124,993	110,000		(14,993)	127,273	100,000		(27,273)
		367,777	335,000	42,582	(75,359)	157,273	139,000	9,000	(27,273)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$335,000	\$139,000	41%

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2024

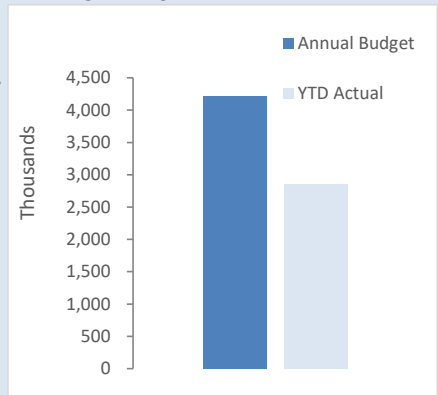
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

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	645,045	287,045	287,045	124,789	(162,256)
Plant and Equipment	1,030,405	1,012,405	1,012,405	366,714	(645,691)
Furniture and Equipment	35,000	35,000	35,000	35,442	442
Infrastructure Assets - Roads	1,839,526	1,697,268	1,697,268	1,510,274	(186,993)
Infrastructure Assets - Footpaths	0	0	0	0	0
Infrastructure Assets - Other	1,217,948	1,178,889	1,178,889	813,938	(364,951)
Capital Expenditure Totals	4,767,924	4,210,607	4,210,607	2,851,157	(1,359,449)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,298,037	2,298,037	2,298,037	1,898,794	(399,243)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	335,000	335,000	335,000	139,000	(196,000)
Council contribution - Cash Backed Reserves					
Various Reserves	1,088,825	1,088,825	1,063,825	121,500	(967,325)
Council contribution - operations	1,046,062	488,745	513,745	691,864	203,119
Capital Funding Total	4,767,924	4,210,607	4,210,607	2,851,157	(1,359,449)

SIGNIFICANT ACCOUNTING POLICIES

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

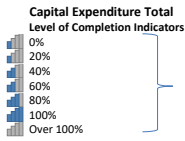
KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.21 M	\$2.85 M	68%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.3 M	\$1.9 M	83%

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

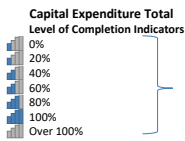


Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Balance		Adopted		Amended		Total YTD	Variance (Under)/Over
		Account Number	Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget		
					\$	\$	\$	\$	\$
	Health								
0.00	Arthur Kelly Village - Common Area - Building (Capital)	4070712	514	BC7702	(10,000)	(10,000)	(10,000)	0	10,000
	Total - Health				(10,000)	(10,000)	(10,000)	0	10,000
	Education & Welfare								
0.48	Arthur Kelly Village - Common Area - Building (Capital)	4080612	514	BC8600	(51,750)	(41,750)	(41,750)	(19,963)	21,787
0.16	Daycare Centre - Building (Capital)	4080312	514	BC8301	(11,000)	(21,000)	(21,000)	(3,284)	17,716
0.25	Frail Aged Lodge (Parker House) - Building (Capital)	4080612	514	BC8610	(33,400)	(33,400)	(33,400)	(8,203)	25,197
	Total - Education & Welfare				(96,150)	(96,150)	(96,150)	(31,450)	64,700
	Housing								
1.00	1 (Lot 325) Edwards Way - Building (Capital)	4090114	514	BC9114	(350,000)	0	0	(563)	(563)
0.42	Doctor's Residence - Building (Capital)	4090212	512	BC9211	(10,000)	(10,000)	(10,000)	(4,232)	5,768
0.19	7 Edwards Way - Police House - Building (Capital)	4090214	514	BC9208	(8,000)	(8,000)	(8,000)	(1,500)	6,500
	Total - Housing				(368,000)	(18,000)	(18,000)	(6,294)	11,706
	Community Amenities								
1.29	Recycling Centre - Building (Capital)	4100112	512	BC10102	(10,650)	(10,650)	(10,650)	(13,776)	(3,126)
	Total - Community Amenities				(10,650)	(10,650)	(10,650)	(13,776)	(3,126)
	Recreation And Culture								
0.06	Swimming Pool Plant Room - Building (Capital)	4110212	512	BC11205	(50,000)	(50,000)	(50,000)	(3,000)	47,000
1.37	Museum Upgrade	4110612	512	BC11601	(15,000)	(7,000)	(7,000)	(9,619)	(2,619)
0.25	Balkuling School	4110712	512	BC11703	(25,000)	(25,000)	(25,000)	(6,299)	18,701
	Total - Recreation And Culture				(90,000)	(82,000)	(82,000)	(18,918)	63,082
	Economic Services								
1.00	Caravan Park Toilets & Ablutions - Building (Capital)	4130212	512	BC13244	(20,245)	(20,245)	(20,245)	(20,242)	3
	Total - Economic Services				(20,245)	(20,245)	(20,245)	(20,242)	3
	Other Property & Services								
0.67	Administration Building - Building (Capital)	4140212	512	BC14201	(50,000)	(50,000)	(50,000)	(33,590)	16,410
0.67	Total - Other Property & Services				(50,000)	(50,000)	(50,000)	(33,590)	16,410
0.43	Total - Buildings				(645,045)	(287,045)	(287,045)	(124,270)	162,775
	Plant & Equipment								
	Transport								
0.00	Works Supervisors Vehicle	4120330	530	PE12301	(70,000)	(70,000)	(70,000)	0	70,000
0.98	UD Auto Truck	4120330	530	PE12303	(292,702)	(292,702)	(292,702)	(286,086)	6,616
1.04	Sportsground Mower	4120330	530	PE12308	(20,000)	(20,000)	(20,000)	(20,805)	(805)
1.00	Haydraulic Tip Trailer	4120330	530	PE12310	(10,000)	0	0	0	0
0.00	Smooth Drum Vibe Roller 14.3T	4120330	530	PE12311	(190,000)	(190,000)	(190,000)	0	190,000
0.72	Mazda BT50 Ute	4120330	530	PE12312	(70,000)	(70,000)	(70,000)	(50,611)	19,389
0.00	Mazda BT50 Ute	4120330	530	PE12313	(70,000)	(70,000)	(70,000)	0	70,000
1.00	Bobcat Attachment - Trencher	4120330	530	PE12314	(8,000)	0	0	0	0
1.32	Bobcat Attachment - Angle Road Broom	4120330	530	PE12315	(7,000)	(7,000)	(7,000)	(9,213)	(2,213)
0.00	6 Wheel Tip Truck	4120330	530	PE12317	(292,702)	(292,702)	(292,702)	0	292,702
	Total - Transport				(1,030,405)	(1,012,405)	(1,012,405)	(366,714)	645,691
0.36	Total - Plant & Equipment				(1,030,405)	(1,012,405)	(1,012,405)	(366,714)	645,691
	Furniture & Equipment								
	Other Health								
1.00	Strengthening Medicare Grant Funded Expenditure	4070720	520	OH7701	(25,000)	(25,000)	(25,000)	(25,000)	0
	Total - Other Health				(25,000)	(25,000)	(25,000)	(25,000)	0
	Other Property & Services								
1.04	Administration Office Furniture Upgrade	4140220	520	FE14201	(10,000)	(10,000)	(10,000)	(10,442)	(442)
	Total - Other Property & Services				(10,000)	(10,000)	(10,000)	(10,442)	(442)
1.01	Total - Furniture & Equipment				(35,000)	(35,000)	(35,000)	(35,442)	(442)
	Infrastructure - Roads								
1.00	Groves Road Access (Capital)	4120142	540	RC998	0	0	0	(4,644)	(4,644)
1.14	Old Beverley West Road (R2R)	4120146	540	R2R007	(108,163)	(108,163)	(108,163)	(123,817)	(15,654)
1.00	Balkuling North Road (R2R)	4120146	540	R2R017	0	0	0	(7,665)	(7,665)
1.02	Stockpool Road (R2R)	4120146	540	R2R106	(128,253)	(128,253)	(128,253)	(130,675)	(2,422)
0.99	Badjaling North Road (R2R)	4120145	540	R2R014	(139,734)	(139,734)	(139,734)	(138,346)	1,388
1.00	RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.92 - 9.3	4120149	540	RRG166	(37,959)	0	0	0	0
1.00	RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.92 - 5.92	4120149	540	RRG166A	(62,780)	(21,733)	(21,733)	(21,733)	0
0.92	RRG - Quairading - Corrigin Road (Capital) 23/24 SLK 20.47 - 23.02	4120149	540	RRG166B	(690,086)	(690,086)	(690,086)	(634,751)	55,335
0.88	Dangin - Mears Road - WFSN Expenditure	4120162	540	WSF010	(359,398)	(359,398)	(359,398)	(317,500)	41,899

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS



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

% of
Completion

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

	Assets	Balance Sheet		Job Number	Adopted			Amended		Variance (Under)/Over
		Account Number	Category		Annual Budget	Annual Budget	YTD Budget	Total YTD		
					\$	\$	\$	\$	\$	
0.52	Dangin - Mears Road - WSNF Development Expenditure	4120162	540	WSF010D	(132,600)	(132,600)	(132,600)	(69,610)	62,990	
0.00	Drainage Construction General (Budgeting Only)	4120165	540	DC000	(85,675)	(85,675)	(85,675)	0	85,675	
1.00	Drainage Construction General (Budgeting Only)	4120165	540	DC123	0	0	0	(27,240)	(27,240)	
1.00	Minchin Road - Drainage Capital	4120166	540	DC063	(31,626)	0	0	0	0	
1.08	Punch Road - Drainage Capital	4120166	540	DC143	(31,626)	(31,626)	(31,626)	(34,293)	(2,667)	
1.00	Squiers Road - Drainage Capital	4120166	540	DC176	(31,626)	0	0	0	0	
	Total - Transport				(1,839,526)	(1,697,268)	(1,697,268)	(1,510,274)	186,993	
0.89	Total - Infrastructure - Roads				(1,839,526)	(1,697,268)	(1,697,268)	(1,510,274)	186,993	
	Infrastructure - Other									
	Law, Order & Public Safety									
1.12	Caroling Water Tank - Fire Water	4050790	590	EM5701	(16,877)	(16,877)	(16,877)	(18,876)	(1,999)	
	Total - Law, Order & Public Safety				(16,877)	(16,877)	(16,877)	(18,876)	(1,999)	
	Community Amenities									
0.97	Cemetery Upgrade (Capital)	4100790	590	OC10703	(28,613)	(18,000)	(18,000)	(17,503)	497	
0.94	Electric Car Charging Station (Capital)	4100790	590	OC10704	(16,145)	(16,145)	(16,145)	(15,249)	896	
	Total - Community Amenities				(44,758)	(34,145)	(34,145)	(32,751)	1,394	
	Recreation And Culture									
1.01	Construction Hall Carpark LRCI Funded Expenditure	4110190	590	OC11101	(359,693)	(359,693)	(359,693)	(363,470)	(3,777)	
0.12	Greater Sports Ground (GSG) - Netball/Basketball Courts (Capital)	4110390	590	OC11335	(393,347)	(393,347)	(393,347)	(46,741)	346,606	
1.02	Community Park - LRCI Funded Expenditure	4110390	590	LRC11322	(320,273)	(306,827)	(306,827)	(312,147)	(5,319)	
0.94	New Park Kwirradang Koort	4110390	590	PC11323	(30,000)	(5,000)	(5,000)	(4,720)	281	
0.85	OTH CUL - Infrastructure Other (Capital)	4110790	590		(30,000)	(20,000)	(20,000)	(17,052)	2,948	
	Total - Recreation And Culture				(1,133,313)	(1,084,867)	(1,084,867)	(744,129)	340,738	
	Total - Transport				0	0	0	0	0	
	Economic Services									
0.42	Standpipe Controller 1	4130890	590	OC13801	(23,000)	(43,000)	(43,000)	(18,182)	24,818	
	Total - Economic Services				(23,000)	(43,000)	(43,000)	(18,182)	24,818	
0.69	Total - Infrastructure - Other				(1,217,948)	(1,178,889)	(1,178,889)	(813,938)	364,951	
0.68	Grand Total				(4,767,924)	(4,210,607)	(4,210,607)	(2,850,639)	1,359,967	
	Summary by Balance Sheet Category									
	Land Held For Resale (Current)		340		0	0	0	0	0	
	Land Held For Resale (Non Current)		507		0	0	0	0	0	
	Land - Freehold		508		0	0	0	0	0	
	Buildings - Specialised		512		(180,895)	(172,895)	(172,895)	(90,758)	82,137	
	Buildings - Non Specialised		514		(464,150)	(114,150)	(114,150)	(33,512)	80,638	
	Furniture & Equipment		520		(35,000)	(35,000)	(35,000)	(35,442)	(442)	
	Plant & Equipment		530		(1,030,405)	(1,012,405)	(1,012,405)	(366,714)	645,691	
	Infrastructure - Roads		540		(1,839,526)	(1,697,268)	(1,697,268)	(1,510,274)	186,993	
	Infrastructure - Bridges		555		0	0	0	0	0	
	Infrastructure - Footpaths & Cycleways		560		0	0	0	0	0	
	Infrastructure - Other		590		(1,217,948)	(1,178,889)	(1,178,889)	(813,938)	364,951	
					0	0	0	0	0	
					0	0	0	0	0	
					0	0	0	0	0	
					(4,767,924)	(4,210,607)	(4,210,607)	(2,850,639)	1,359,967	

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

FINANCING ACTIVITIES
NOTE 9
LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2023	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	243,727	0	0	0	51,339	49,813	49,813	192,389	193,914	193,914	15,748	10,647	10,647
Loan 119 - Park Cottages	99,996	0	0	0	7,356	14,551	14,551	92,640	85,445	85,445	913	2,431	2,431
	343,723	0	0	0	58,695	64,364	64,364	285,029	279,359	279,359	16,660	13,078	13,078
Total	343,723	0	0	0	58,695	64,364	64,364	285,029	279,359	279,359	16,660.22	13,082	13,082
Current loan borrowings	66,106							7,411					
Non-current loan borrowings	277,618							277,618					
	343,723							285,029					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

Particulars/Purpose	01 Jul 2023	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	17,555	0	0	0	21,211	17,555	17,555	-3,656	(0)	-0	72	72	72
Economic Services													
Lease 4 - Skeleton Weed Vehicle	0	0	0	0	0	10,513	10,513	0	(10,513)	(10,513)	0	0	0
Other Property & Services													
Lease 3 - Canon Photocopier	3,343	0	0	0	0	3,729	3,729	3,343	(386)	(386)	0	93	93
	20,898	0	0	0	21,211	31,797	31,797	-313	(10,899)	(10,899)	72	165	165
Total	20,898	0	0	0	21,211	31,797	31,797	-313	(10,899)	(10,899)	72	165	165
Current financing borrowings	20,898							(313)					
Non-current financing borrowings	0							0					
	20,898							-313					

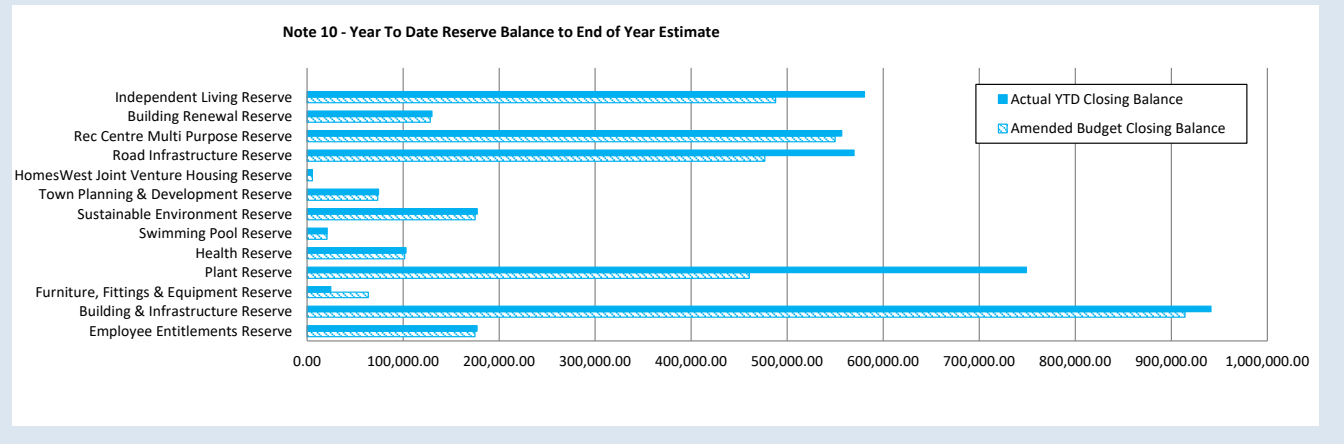
SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 JUNE 2024

OPERATING ACTIVITIES
 NOTE 10
 CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlements Reserve	171,302.47	3,557.00	5,781.22	0.00	0.00	0.00	0.00	174,859.47	177,083.69
Building & Infrastructure Reserve	925,026.17	19,208.00	31,218.38	375,000.00	0.00	(405,000.00)	(15,000.00)	914,234.17	941,244.55
Furniture, Fittings & Equipment Reserve	72,253.91	1,500.00	2,438.47	0.00	0.00	(10,000.00)	(50,000.00)	63,753.91	24,692.38
Plant Reserve	779,333.32	16,183.00	26,301.45	143,000.00	0.00	(478,000.00)	(56,500.00)	460,516.32	749,134.77
Health Reserve	99,575.71	2,068.00	3,360.54	0.00	0.00	0.00	0.00	101,643.71	102,936.25
Swimming Pool Reserve	20,278.30	421.00	684.36	0.00	0.00	0.00	0.00	20,699.30	20,962.66
Sustainable Environment Reserve	171,412.45	3,559.00	5,784.94	0.00	0.00	0.00	0.00	174,971.45	177,197.39
Town Planning & Development Reserve	72,049.46	1,496.00	2,431.57	0.00	0.00	0.00	0.00	73,545.46	74,481.03
HomesWest Joint Venture Housing Reserve	5,424.94	113.00	183.09	0.00	0.00	0.00	0.00	5,537.94	5,608.03
Road Infrastructure Reserve	550,928.92	11,440.00	18,593.11	0.00	0.00	(85,675.00)	0.00	476,693.92	569,522.03
Rec Centre Multi Purpose Reserve	538,610.54	11,184.00	18,177.38	0.00	0.00	0.00	0.00	549,794.54	556,787.92
Building Renewal Reserve	125,738.79	2,611.00	4,243.51	0.00	0.00	0.00	0.00	128,349.79	129,982.30
Independent Living Reserve	561,503.90	11,660.00	18,950.00	0.00	0.00	(85,150.00)	0.00	488,013.90	580,453.90
	4,093,438.88	85,000.00	138,148.02	518,000.00	0.00	(1,063,825.00)	(121,500.00)	3,632,613.88	4,110,086.90

KEY INFORMATION



SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2023	Liability Increase	Liability Reduction	Closing Balance 30 Jun 2024
		\$	\$	\$	\$
Other Liabilities					
- Contract Liabilities	12	37,618	116,793	(85,459)	68,952
- Capital Grant/Contribution Liabilities	13	473,908	1,381,918	(1,468,917)	386,909
Total Other liabilities		511,526	1,498,711	(1,554,375)	455,861
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
Total current unspent grants, contributions and reimbursements		511,526	1,498,711	(1,554,375)	455,861
Employee Related Provisions					
Annual leave		129,164	0	0	129,164
Long service leave		34,533	0	0	34,533
Annual leave oncosts		16,821	0	0	16,821
Long service leave oncosts		4,180	0	0	4,180
Total Provisions		184,697	0	0	184,697
Total Other Current Liabilities					640,559
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 JUNE 2024**

NOTE 12

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Grant, Subsidies and Contributions Liability					Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Jun 2024	Current Liability 30 Jun 2024	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
General purpose funding									
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	63,036	63,036	63,036	1,412,861
Grants Commission - Roads (WALGGC)	0	0	0	0	0	35,204	35,204	35,204	712,655
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	51,810	51,810	51,810	51,810
Mitigation Activity Fund Grant Program - Round 1	33,292	33,293	(66,585)	0	0	66,585	66,585	66,585	66,585
Mitigation Activity Fund Grant Program - Round 2	0	67,500	0	67,500	67,500	0	0	0	0
Bushfire Volunteers Grant Program	0	0	0	0	0	0	0	0	0
Education and welfare									
Youth Week Grant	1,257	0	0	1,257	1,257	0	0	0	0
Children's Week Grant	0	1,000	(1,000)	0	0	0	0	0	1,000
Recreation and culture									
Grant - Toddler Learn to Swim	0	0	0	0	0	2,000	0	0	0
NADC National Australia Day Grant	1,352	15,000	(16,352)	0	0	0	0	0	16,352
NAIDOC Week Grant	1,239	0	(1,239)	0	0	1,350	1,350	1,350	1,239
Volunteering WA Grant	477	0	(282)	195	195	0	0	0	282
Transport									
Direct Grant (MRWA)	0	0	0	0	0	171,105	171,105	171,105	174,575
	37,618	116,793	(85,459)	68,952	68,952	406,090	404,090	404,090	2,452,360
Contributions									
Education and welfare									
Quairading Rotary Annual Contribution	0	0	0	0	0	250	250	250	0
Recreation and culture									
Rainmakers Contribution to El Toro (error)	0	0	0	0	0	500	500	500	0
Contribution towards Re-Sheeting of Ram Shed	0	0	0	0	0	0	0	0	1,000
Other property and services									
Admin staff contributions to vehicle running costs	0	0	0	0	0	5,876	5,876	5,876	1,824
	0	0	0	0	0	6,626	6,626	6,626	2,824

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TOTALS	37,618	116,793	(85,459)	68,952	68,952	412,716	410,716	410,716	2,455,184
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**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024**

NOTE 13

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital Grants, Subsidies and Contributions Liability					Capital Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Jun 2024	Current Liability 30 Jun 2024	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety									
South Caroling Water Tank	0	4,219	(4,219)	0	0	8,439	8,439	8,439	4,219
Health									
Strengthening Medicare Grant	0	25,000	(25,000)	0	0	25,000	25,000	25,000	25,000
Community amenities									
Electric Car Charging Station (Capital)	0	0	0	0	0	6,926	6,926	6,926	0
Recreation and culture									
LRCI Grant Phase 3 - Construction Hall Carpark	0	0	0	0	0	359,693	359,693	359,693	0
LRCI Grant Phase 4 - Greater Sports Ground - Multi Use Courts	0	0	0	0	0	393,347	393,347	393,347	0
Lotterywest Grant - Community Park	178,597	255,079	(306,877)	126,798	126,798	0	0	0	306,877
LRCIP Grant Phase 3 - Community Park	0	0	0	0	0	0	0	0	(0)
CBH grant - Multi Use Courts Resurfacing	0	7,500	0	7,500	7,500	0	0	0	0
Transport									
R2R Grant - Old Beverley West Road (R2R)	0	108,163	(108,163)	0	0	108,163	108,163	108,163	108,163
R2R Grant - Badjaling North Road (R2R)	0	120,114	(120,114)	0	0	120,114	120,114	120,114	120,114
R2R Grant - Stockpool Road (R2R)	0	128,253	(128,253)	0	0	128,253	128,253	128,253	128,253
R2R Grant - Pantapin South Road (R2R)	0	0	0	0	0	0	0	0	62,968
R2R Grant - Quairading Corrigin Road (R2R)	0	0	0	0	0	0	0	0	293,562
RRG Grant - Quairading - Corrigin Road 21/22	0	74,639	0	74,639	74,639	74,639	74,639	74,639	0
RRG Grant - Quairading - Corrigin Road 22/23	0	79,891	(21,733)	58,159	58,159	79,891	79,891	79,891	21,733
RRG Grant - Quairading - Corrigin Road 23/24	0	368,022	(368,022)	0	0	460,028	460,028	460,028	368,022
LRCIP Grant Phase 3 - Mclennan St Footpath (Stacey St - Southern Terminus) **Budget adjustment	0	0	0	0	0	0	0	0	0
LRCIP Grant Phase 3 - Cubbine Rd Footpath (Murphy St - QDHS ELC) **Budget adjustment	0	0	0	0	0	0	0	0	0
WSFN Grant - Stage 4 - Quairading-Cunderdin (Includes Stage 3)	111,545	0	0	111,545	111,545	0	0	0	0
WSFN Grant - Dangin - Mears Road	183,767	112,030	(316,926)	(21,129)	(21,129)	336,558	336,558	336,558	316,926
WSFN Grant - Dangin - Mears Development Funds	0	99,008	(69,610)	29,398	29,398	123,760	123,760	123,760	69,610
	473,908	1,381,918	(1,468,917)	386,909	386,909	2,224,810	2,224,810	2,224,810	1,825,447
Capital Contributions									
Community amenities									
Recreation and culture									
Rural Youth Contribution - Community Park	0	0	0	0	0	73,227	73,227	73,227	73,227
	0	0	0	0	0	73,227	73,227	73,227	73,227
Total capital grants, subsidies and contributions	473,908	1,381,918	(1,468,917)	386,909	386,909	2,298,037	2,298,037	2,298,037	1,898,674

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024**

**NOTE 14
BONDS & DEPOSITS AND TRUST FUNDS**

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

Trust funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2023	Amount Received	Amount Paid	Closing Balance 30 Jun 2024
		\$	\$	\$
Restricted Cash - Bonds and Deposits				
Building Services Levy (BSL)	1,087.98	2,956.45	0.00	4,044.43
Construction Training Fund (CTF)	491.75	96.78	0.00	588.53
Councillor Nomination Fee	0.00	0.00	0.00	0.00
Key, Hall & Equipment Bonds	5,166.00	15,359.36	(16,066.81)	4,458.55
Unclaimed Monies	1,152.50	0.00	0.00	1,152.50
Department of Transport Licensing	3,014.31	430,914.55	(438,713.05)	(4,784.19)
TransWA	0.00	0.00	0.00	0.00
Other Bonds & Deposits/Cuneata Rise	83,064.17	31,500.00	(74,676.87)	39,887.30
Caravan Park Cabin Bonds	0.00	0.00	0.00	0.00
Community Bus Bonds	291.30	400.00	(150.00)	541.30
Rental Bonds	2,228.00	6,326.00	(1,588.00)	6,966.00
Animal Trap Bonds	0.00	0.00	0.00	0.00
Sub-Total	96,496.01	487,553.14	(531,194.73)	52,854.42
Trust Funds				
Nil	0.00	0.00	0.00	0.00
Sub-Total	0.00	0.00	0.00	0.00
	96,496.01	487,553.14	(531,194.73)	52,854.42

KEY INFORMATION

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

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

The material variance adopted by Council for the 2023/24 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						
General Purpose Funding - Other	2,095,968	930%	▲	S	Timing	24/25 FY funds received in advance - June payment
Law, Order and Public Safety	(56,159)	(18%)	▼	S	Timing	Negative variance a combination of CESM/BRMP reimbursement not being received and positive Mitigation Activity Fund Grant being received earlier than budgeted.
Education and Welfare	16,770	26%	▲	S	Timing	
Housing	23,005	16%	▲	S	Timing	
Recreation and Culture	32,634	129%	▲	S	Timing	
Transport	2,851	1%	▲		Timing	Outstanding grants paid
Other Property and Services	73,616	233%	▲	S	Permanent	
Expenditure from operating activities						
General Purpose Funding	(19,599)	(16%)	▼	S	Timing	
Law, Order and Public Safety	148,242	22%	▲	S	Timing	
Education and Welfare	32,668	11%	▲	S	Timing	
Housing	(33,334)	(17%)	▼	S	Timing	Staff housing and other housing building maintenance and building operation costs are below budgeted amount. Other housing (non-staff) building maintenance and building operation costs are below budgeted amount.
Economic Services	229,651	22%	▲	S	Timing	
Other Property and Services	(231,924)	(248%)	▼	S	Timing	Negative variance due to Other Property and Services tracking higher than budgeted.
INVESTING ACTIVITIES						
Capital Grants, Subsidies and Contributions	(399,243)	(17%)	▼	S	Timing	
Proceeds from Disposal of Assets	(196,000)	(59%)	▼	S		Not all budgeted assets were purchased
Land and Buildings	162,256	57%	▲	S	Timing	Projects not yet completed, see capital Works Note 8.
Plant and Equipment	645,691		▲	S	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Roads	186,993	11%	▲	S	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Other	364,951	31%	▲	S	Timing	Projects not yet completed, see capital Works Note 8.

SHIRE OF QUAIRADING - ANNUAL BUDGET REVIEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 JUNE 2024

NOTE 16
 BUDGET AMENDMENTS

GL Code	IE 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)		30,190		30,190
			<i>Opening surplus adjustment (Adjusted 2022/23 Closing Balance)</i>		(Not yet endorsed) To be presented at budget review		68,617		98,807
2050530	2600		ESL BFB - Insurance Expenses		Operating			(765)	98,042
2070765	2000		OTH HEALTH - Maintenance/Operations MUN		Operating		174,315		272,357
2070765	2001		OTH HEALTH - Maintenance/Operations MUN		Operating		18,165		290,522
2070765	2003		OTH HEALTH - Maintenance/Operations MUN		Operating		7,954		298,476
2070765	2100		OTH HEALTH - Maintenance/Operations MUN		Operating		13,965		312,442
2070765	2101		OTH HEALTH - Maintenance/Operations MUN		Operating		11,633		324,074
2070765	2104		OTH HEALTH - Maintenance/Operations MUN		Operating		3,555		327,629
2070765	2200		OTH HEALTH - Maintenance/Operations MUN		Operating		1,000		328,629
2070765	2201		OTH HEALTH - Maintenance/Operations MUN		Operating		150		328,779
2050765	2100		OTH HEALTH - Maintenance/Operations MUN		Operating			(200,000)	128,779
2050765	2100		OTH HEALTH - Maintenance/Operations MUN		Operating			(16,000)	112,779
2070799	9900		OTH HEALTH - Administration Allocated		Operating		7,285		120,064
2110250	2100	W11205	Swimming Pool Additional fees - Toddler Learn to Swim		Operating		3,500		123,564
311210	3100		SWIM AREAS - Grants		Operating			(2,000)	121,564
2100665	2101		PLAN - Maintenance/Operations		Operating		10,000		131,564
2110365	2101	W11301	REC - Parks & Gardens Maintenance/Operations		Operating		30,000		161,564
2110365	2000	W11328	REC - Parks & Gardens Maintenance/Operations		Operating			(10,000)	151,564
2110365	9300	W11328	REC - Parks & Gardens Maintenance/Operations		Operating			(9,000)	142,564
2110365	2101	W11328	REC - Parks & Gardens Maintenance/Operations		Operating			(2,000)	140,564
2110367	2100	W11315	Borefield		Operating			(9,500)	131,064
2110367	2101	W11315	Borefield		Operating			(10,000)	121,064
2110367	2000	BO11308	Old School Building		Operating			(2,762)	118,302
2110388	9300	BO11308	Old School Building		Operating			(2,558)	115,744
2110365	2100	W11323	Kwirradung Koort - New Park		Operating			(7,500)	108,244
2100365	2101	W11323	Kwirradung Koort - New Park		Operating		7,500		115,744
2120665	2000	W12601	AERO - Airstrip & Grounds Maintenance		Operating			(2,488)	113,256
2120665	3130	W12601	AERO - Airstrip & Grounds Maintenance		Operating			(1,857)	111,399
2130240	2101	W13206	Sikh Memorial Concrete Plinth		Operating		2,500		113,899
2130240	2100	W13206	Sikh Memorial Concrete Plinth		Operating		550		114,449
2130240	2000	W13222	Nookaminnie Nature Reserve		Operating			-3500	110,949
2130240	9300	W13222	Nookaminnie Nature Reserve		Operating			-3500	107,449
2130865	2202	W13801	Standpipes		Operating		10,000		117,449
3140120	3430	FI1000	Private Works Portable Toilet Hire		Operating			(2,000)	115,449
2140411	2101		POC - External Parts & Repairs		Operating		63,050		178,499

GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$	\$
2140411	2100		POC - External Parts & Repairs		Operating			(63,050)	115,449
4080312	2100	BC8301	FAMILIES - Building Spec DayCare Centre Building Capital		Capital			(10,000)	105,449
4080612	2100	BC8600	AGED OTHER - Buildings Specialised Capital		Capital		10,000		115,449
4090114	2100	BC9114	1 (Lot 325) Edwards Way - Building (Capital)		Capital		350,000		465,449
4090281	4400		OTH HOUSE - Transfers to Reserves		Capital			(350,000)	115,449
4100790	2100	OC10703	COMM AMEN - Infra Other - Cemetery Upgrade		Operating		10,613		126,062
4110390	2000	LRC11322	REC - Infrastructure Other (Capital)		Capital		20,196		146,258
4110390	2100	LRC11322	REC - Infrastructure Other (Capital)		Capital		159,063		305,321
4110390	2101	LRC11322	REC - Infrastructure Other (Capital)		Capital			(183,824)	121,497
4110390	9300	LRC11322	REC - Infrastructure Other (Capital)		Capital		19,063		140,560
4110390	9300	LRC11322	REC - Infrastructure Other (Capital)		Capital			(1,053)	139,508
4110390	2101	PC11323	REC - Infrastructure Other (Capital)		Capital		25,000		164,508
4110381	4400		REC - Transfers to Reserves		Capital			(25,000)	139,508
4110612	2100	BC11601	HERITAGE - Building Spec (Capital)		Capital		3,000		142,508
4110612	2101	BC11601	HERITAGE - Building Spec (Capital)		Capital		5,000		147,508
4110790	2101		OTH CUL - Infrastructure Other (Capital)		Capital		10,000		157,508
4120166	2000	DC063	ROADC - Draining Outside BUA (Capital) Minchin Road		Capital		4,520		162,028
4120166	2100	DC063	ROADC - Draining Outside BUA (Capital) Minchin Road		Capital		15,780		177,808
4120166	9300	DC063	ROADC - Draining Outside BUA (Capital) Minchin Road		Capital		5,262		183,070
4120166	9400	DC063	ROADC - Draining Outside BUA (Capital) Minchin Road		Capital		6,064		189,134
4120166	2000	DC176	ROADC - Draining Outside BUA (Capital) Squires Road		Capital		4,520		193,654
4120166	2100	DC176	ROADC - Draining Outside BUA (Capital) Squires Road		Capital		15,780		209,434
4120166	9300	DC176	ROADC - Draining Outside BUA (Capital) Squires Road		Capital		5,262		214,696
4120166	9400	DC176	ROADC - Draining Outside BUA (Capital) Squires Road		Capital		6,064		220,760
4120330	2101	PE12310	PLANT - Plant & Equipment (Capital)		Capital		10,000		230,760
2120211	2000	RM000	ROADM - Road Maintenance		Operating			(75,373)	155,387
2120211	2101	RM000	ROADM - Road Maintenance		Operating			(76,663)	78,724
2120211	9300	RM000	ROADM - Road Maintenance		Operating			(77,006)	1,718
2120211	9400	RM000	ROADM - Road Maintenance		Operating			(35,352)	(33,634)
4120330	2101	PE12314	PLANT - Plant & Equipment (Capital)		Capital		8,000		(25,634)
4120381	4400		PLANT - Transfers to Reserves		Capital			(8,000)	(33,634)
4130890	2101	OC13801	OTH ECON - Infrastructure Other (Capital)		Capital			(20,000)	(53,634)
2040204	2100		OTH GOV - Training & Development		Operating		5,000		(48,634)
2040104	2100		MEMBERS - Training & Development		Operating		4,000		(44,634)
2030141	2100		RATES - Subscriptions & Memberships		Operating		2,741		(41,893)
2040116	2100		MEMBERS - Election Expenses		Operating		6,000		(35,893)
2040116	2101		MEMBERS - Election Expenses		Operating		1,500		(34,393)
2040152	2101		MEMBERS - Consultants		Operating		10,000		(24,393)
2110365	2000	W11301	REC - Parks (Bark Park)		Operating		9,288		(15,105)
2110365	9300		REC - Parks (Bark Park)		Operating		10,812		(4,293)
2130240	2100	W13224	TOUR - PUBLIC Relations & Area Promotion		Operating		5,000		707
2130289	2100	BM13201	TOUR - Building Maintenance		Operating		7,000		7,707
2130889	2100	BM13811	OTH ECON - Building Maintenance		Operating			(8,000)	(293)

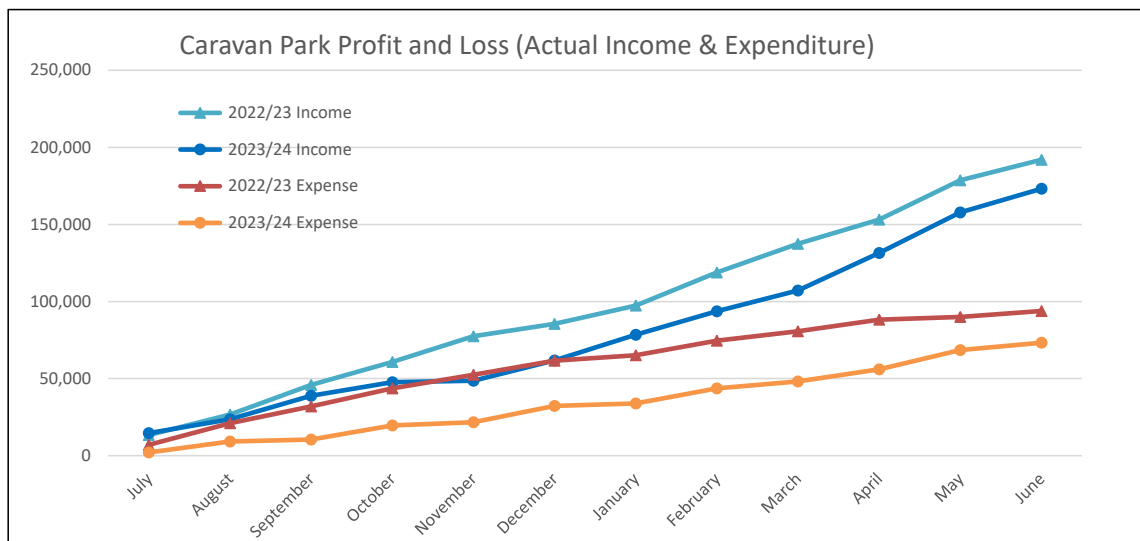
GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$	\$
2040285	2100		OTH GOV - Legal Expenses		Operating		2,500		2,207
2120231	2100	SWEEP	ROADM - Street Sweeping/Cleaning		Operating		34,000		36,207
2120231	2000	SWEEP	ROADM - Street Sweeping/Cleaning		Operating			(6,000)	30,207
2120231	9300	SWEEP	ROADM - Street Sweeping/Cleaning		Operating			(7,500)	22,707
4120149	2100	RRG166	RRG - Quairading -Corrigin Road		Capital		37,959		60,666
4120149	2100	RRG166A	RRG - Quairading -Corrigin Road		Capital		41,048		101,714
21403040	2100		PWO _ Training & Development		Operating			(14,000)	87,714
21403040	2000		PWO _ Training & Development		Operating			(5,712)	82,002
21403040	9300		PWO _ Training & Development		Operating			(13,000)	69,002
2140411	2100		POC - External Parts & Repairs		Operating			(30,000)	39,002
2140400	2000		POC Internal Plant Repairs - Wages		Operating		6,150		45,152
2140411	9300		POC Internal Plant Repairs - O/Heads		Operating		9,016		54,168
2110366	2100	W11332	Ovals & Grounds		Operating			(30,000)	24,168
						0	1,349,130	(1,324,962)	24,168

KEY INFORMATION

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 JUNE 2024

NOTE 17
 CARAVAN PARK

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	YTD Budget (Amended)	YTD Var %	Annual Budget (Original)	Annual Budget (Amended)	Annual (Amd) Var %
INCOME							
Caravan Park Charges	714	\$ 49,656.50	\$ 60,000.00	83%	\$ 60,000.00	\$ 60,000.00	83%
Cabin and Unit Charges	704	\$ 123,201.12	\$ 130,000.00	95%	\$ 130,000.00	\$ 130,000.00	95%
Fees, Charges & Reimbursements		\$ 280.48	\$ -	0%	\$ -	\$ -	0%
TOTAL INCOME	1418	\$ 173,138.10	\$ 190,000.00	91%	\$ 190,000.00	\$ 190,000.00	91%
EXPENDITURE							
Caravan Park							
Salaries & Wages		\$ 6,704.82	\$ 46,900.00	14%	\$ 46,900.00	\$ 46,900.00	14%
Materials & Contracts		\$ 16,126.06	\$ 11,640.00	139%	\$ 11,640.00	\$ 11,640.00	139%
Utilities & Insurance		\$ 15,187.36	\$ 13,700.00	111%	\$ 13,700.00	\$ 13,700.00	111%
Caravan Park Total		\$ 38,018.24	\$ 72,240.00	53%	\$ 72,240.00	\$ 72,240.00	53%
Cabins (3x 2 bedroom Cabins)							
Salaries & Wages		\$ 2,390.18	\$ 24,120.00	10%	\$ 24,120.00	\$ 24,120.00	10%
Materials & Contracts		\$ 46.05	\$ 2,532.00	2%	\$ 2,532.00	\$ 2,532.00	2%
Utilities & Insurance		\$ 12,706.82	\$ 10,764.00	118%	\$ 10,764.00	\$ 10,764.00	118%
Cabins Total		\$ 15,143.05	\$ 37,416.00	40%	\$ 37,416.00	\$ 37,416.00	40%
Caretaker Reception							
Salaries & Wages		\$ 4,960.23	\$ 3,484.00	142%	\$ 3,484.00	\$ 3,484.00	142%
Materials & Contracts		\$ 743.00	\$ 892.00	83%	\$ 892.00	\$ 892.00	83%
Utilities & Insurance		\$ 10,697.91	\$ 6,672.00	160%	\$ 6,672.00	\$ 6,672.00	160%
Caretaker Reception Total		\$ 16,401.14	\$ 11,048.00	148%	\$ 11,048.00	\$ 11,048.00	148%
Units (4x 1 bedroom units)							
Salaries & Wages		\$ 1,411.88	\$ 8,710.00	16%	\$ 8,710.00	\$ 8,710.00	16%
Materials & Contracts		\$ 32.40	\$ 844.00	4%	\$ 844.00	\$ 844.00	4%
Utilities & Insurance		\$ 2,260.52	\$ 1,111.00	203%	\$ 1,111.00	\$ 1,111.00	203%
Units Total		\$ 3,704.80	\$ 10,665.00	35%	\$ 10,665.00	\$ 10,665.00	35%
TOTAL EXPENDITURE		\$ 73,267.23	\$ 131,369.00	56%	\$ 131,369.00	\$ 131,369.00	56%
Closing Funding Surplus(Deficit)		\$ 99,870.87	\$ 58,631.00	170%		\$ 58,631.00	170%






11.2 Accounts for Payment - June 2024

Responsible Officer Tricia Brown, Executive Manager, Corporate Services

Reporting Officer Cynthia Lowe, Senior Finance Officer

Attachments

1. 11.1 (i) List of Accounts June 2024 [↓](#) 
2. 11.1 (ii) Transport Takings June 2024 [↓](#) 
3. 11.1 (iii) Credit Card - June 2024 [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 006-24/25

Moved: Cr TJ Stacey

Seconded: Cr JR Hippisley

That Council note the following:

1. That schedule of accounts for June 2024 covering municipal vouchers 24019 to 24022 and EFT14009 to EFT14151 totalling \$672,206.68 be received (Attachment i);
2. That police licensing payments for the month of June 2024 totalling \$37,084.55 be received (Attachment ii); and
3. That fund transfers to the corporate credit card for June 2024 totalling \$1,821.71 be received (Attachment iii); and
4. That net payroll payments for the month of June 2024 totalled \$116,010.96; and
5. That the lease payments for the month of June 2024 totalled \$2,451.16 for the CESM vehicle lease.

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

IN BRIEF

Payments are as per attachments (i), (ii) and (iii)

MATTER FOR CONSIDERATION

Note the accounts paid during June 2024

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

POLICY IMPLICATIONS

Corporate Credit Card Policy

Purchasing Policy

Delegation 1.1.13: Payments from the municipal or trust funds

FINANCIAL IMPLICATIONS

Payment from Council’s municipal fund. Expenditure as per delegated authority and included in the 2023/2024 budget.

Payments made for the 2023/24 year in the payments List have been included in Council’s budget in accordance with section 6.8 of the Local Government Act 1995.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

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

RISK ASSESSMENT

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

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

COMMENT

The payment listing for June 2024 are included in **Attachment (i)**

Voucher 24020 - Incorrectly printed the wrong page on the voucher – Voucher has been retained with the correct one.

11.1 (i) List Of Accounts -June 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT14009	10/06/2024	QUAIRADING TYRE & BATTERY SUPPLIES	SIDETIPPER: 295/80R22.5 GITI GSR 237, 11R22.5 ARIVO ARA1 AP, FIT TRUCK TYRE, ROTATE TYRES	3274.50	
EFT14010	10/06/2024	TELSTRA	TELSTRA ACC#3147560738 WAP INTERNET USAGE AND SUPPLY FOR APRIL & MAY 2024 TELSTRA ACC#3147560795 CESM SAT TABLET SUPPLY AND USAGE FOR THE PERIOD 04/6/24 - 03/7/24, TELSTRA ACCOUNT #3147560712 - SUPPLY AND USAGE FOR MAY 2024, ADMIN, DEPOT, CESM, CPARK, WASTE CENTRE - MAY 202 TELSTRA ACC#9415480000 SUPPLY AND USAGE CHARGES FOR 20/5/24 - 20/6/24 - SHIRE ADMIN, QMP, LANDCARE, P/LICENSING, POOL, DEPOT, CRC	1856.29	PARTIAL
EFT14011	10/06/2024	CDA AIR CONDITIONING & REFRIGERATION	CHECK OPERATION OF RVC DUCTED - UNIT UNDERSIZED AND CAN ONLY OPERATE A COUPLE OF ZONES AT A TIME - INCL TRAVEL FOR 8 DALL STREET	200.05	
EFT14012	10/06/2024	BOB WADDELL & ASSOCIATES PTY LTD	2023/2024 RATES MANAGEMENT: RATES QUERIES, ADJUSTMENTS & GENERAL, DEBT RECOVERY. 2023/2024 RATES MANAGEMENT: RATES QUERIES, ADJUSTMENTS & GENERAL, BIN LIST SERVICE	1196.25	
EFT14013	10/06/2024	SYNERGY	SYNERGY ACC#431870690 SUPPLY AND USAGE FOR THE PERIOD 3/4/24 - 10/5/24 - 3112 UNITS USED - 50B SUBURBAN RD	138.11	FULLY
EFT14014	10/06/2024	BENTNAIL BUILDING & MAINTENANCE	EXCAVATOR HIRE -3 X FUNERAL	660.00	
EFT14015	10/06/2024	COMMERCIAL LOCKSMITHS	CARBINE 45mm BRAS PADLOCK-CLS EMB EVVA EPS CARBINE/ABUS PADLOCK CYLINDER - COMMUNITY BUILDING	284.90	
EFT14016	10/06/2024	G J JONES PLUMBING	TOP YARD TANKS - REPAIR CONNECTION FROM TANK TO STANDPIPE	757.81	
EFT14017	10/06/2024	WA LOCAL GOVERNMENT ASSOCIATION	WALGA 1 DAY COURSE - REPORT WRITING FOR INFORMED DECISION MAKING - EO - 26/03/24	1276.00	
EFT14018	10/06/2024	QUEST INNALOO	ACCOMMODATION AND PARKING DEPARTMENT OF TRANSPORT TRAINING -CSO	905.00	
EFT14019	10/06/2024	Nutrien Ag Solutions	NFBG NPK GARDEN 25/KG / W11328, NFBG SUPAGREEN 20L / W11332, TOWN ROSES, OVAL & GROUNDS NURTIEN TURF FERTALISER 25KG FOR CARAVAN PARK	647.90	
EFT14020	10/06/2024	FARMARAMA PTY LTD	PARKER HOUSE CLOTHING LINE	570.00	
EFT14021	10/06/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC DEBT RECOVERY MARCH TO MAY	11743.54	FULLY
EFT14022	10/06/2024	RESONLINE PTY LTD	ROOM MANAGER (CARAVAN PARK BOOKING SYSTEM) MONTHLY FEE - APRIL, 2024	242.00	
EFT14023	10/06/2024	AFGRI EQUIPMENT AUSTRALIA	MULCHING HEAD - REPLACEMENT HYDRAULIC HOSE ASSAY, HIGH PRESSURE AND FITTINGS, QUOTE 102453 - P154	1669.53	
EFT14024	10/06/2024	MARZOCCHI CONTRACTING	FULL VACATE CLEAN, 31 DALL STREET	1684.65	
EFT14025	10/06/2024	Crisp Wireless	ADMIN, DEPOT, 28 REID ST, 10 HARRIS ST, YOUTH CENTRE, MED CENTRE & DR HOUSE MONTHLY INTERNET CONNECTION - MAY 2024	853.90	
EFT14026	10/06/2024	HAMISH HAMILTON	REIMBURSEMENT OF RENTAL DEDUCTION OVERPAYMENT 27.04.24 - 19.05.24 (23 DAYS)	328.57	
EFT14027	10/06/2024	ELDERS QUAIRADING	NOURISH HAND AND BODY WASH, DISPOSABLE GLOVES, INSECT/FLY KILLER, DISINFECTANT, TOILET BRUSH, SELLEYS WASH UP WIZZ SCOURER, GLOVE DISPOSABLE GLOVE MED REVIVE 20L, 8KG OMO, TORK HAND TOWEL CARTON, TOILET BRUSH SET (KK)	1334.10	
EFT14028	10/06/2024	PERTH GEOTECHNICS PTY LTD	GEOTECHNICAL INVESTIGATION WITH REPORTING - QUAIRADING SKATE PARK	2200.00	
EFT14029	10/06/2024	GREENWOOD OPERATIONS PTY LTD	RESET POWER TO BUILDING - QCRC DISCONNECT BORE PUMP REPLACE ABLUTION BLOCK LIGHTING TIMER (KK) CHECK GENERATOR ALARM - QMP REPAIR HEAL STREET LIGHTS DISCONNECT AND REMOVE TOWN CLOCK FOR REPAIRS REPAIR HWS THERMOSTAT - 28 REID STREET CHECK LIGHTING BOLLARDS AND REPLACE FAULTY LAMPS, REPLACE MICROWAVE OVEN CORD - CPARK TRACE CABLE FOR FLOOD LIGHT, DISCONNECT IN SWITCHBOARD - ADMIN	5965.40	
EFT14030	10/06/2024	SULLIVAN LOGISTICS PTY LTD T/A	ROAD FREIGHT FOR IBC -100CLT, BADJALING STH RD.	899.30	
EFT14031	23/04/2024	BEVERLEY MEDICAL PRACTICE	PRE EMPLOYMENT MEDICAL EXAMINATION DEPOT	120.00	
EFT14032	10/06/2024	GREAT SOUTHERN FUEL SUPPLIES	DIESEL - S002 - DEPOT	10160.80	
EFT14033	10/06/2024	WATERLOGIC AUSTRALIA PTY LTD	WATER BUBBLERS - REPLACEMENT FILTER CARTRIDGES - Q SWIMMING POOL	833.95	
EFT14034	10/06/2024	PATTONS PANEL & PAINT	REPAIRS TO Q0 - EXCESS - CLAIM M00070706	1000.00	
EFT14035	10/06/2024	GEVEKO MARKINGS AUSTRALIA PTY LTD	CRC-PREFORM ELECTRIC VEHICLE BAY K & PREFORM 300mm x 1m WHITE (STOP) x 4 PREFORM 300mm x 600mm WHITE (GIVE WAY) x 4 PREFORM ARROW AS STRAIGHT WHITE x 4	2824.47	
EFT14036	11/06/2024	HELEN LYNES	REFUND OF BUILDING & KEY BOND - WILKES FUNERAL	875.00	FULLY
EFT14037	12/06/2024	QUAIRADING MEDICAL PRACTICE (GREAT CARE HEALTH)	QUAIRADING MEDICAL PRACTICE SUBSIDY - PART PAYMENT OF 1ST INSTALMENT (2ND 50%) AS PER AGREEMENT DATED 25.01.2024	100000.00	

11.1 (i) List Of Accounts -June 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT14038	14/06/2024	TELSTRA	TELSTRA ACCOUNT #4866080200 SUPPLY AND USAGE FOR THE PERIOD 28/05/2024 - 28/06/2024 - SHIRE BUILDING	34.95	
EFT14039	14/06/2024	BOB WADDELL & ASSOCIATES PTY LTD	9HRS ASSISTANCE PROVIDED FOR RATES SERVICES - AMPAC LEGAL FEES 1HRS ASSISTANCE PROVIDED BY TARA (W/E 26.05.24): RATES SERVICES. 1.25 HRS ASSISTANCE PROVIDED FOR PURCHASE ORDER QUERY & APRIL MONTHLY FINANCIAL STATEMENTS 1.25 HRS ASSISTANCE PROVIDED FOR AUDIT QUERIES	2062.50	
EFT14040	14/06/2024	SYNERGY	SYNERGY ACCT#558474190 SUPPLY AND USAGE FOR THE PERIOD 08/03/2024 - 08/05/2024 ARTHUR KELLY & PARKER HOUSE - LOT 132 JENNABERRING RD, QUAIRADING, WA SYNERGY ACCT#187804760 SUPPLY AND USAGE FOR THE PERIOD 08/03/2024 - 09/05/2024 - RECYCLING CENTRE - LOUDEN ST, QUAIRADING, WA SYNERGY ACCT#298130670 SUPPLY AND USAGE FOR THE PERIOD 09/03/2024 - 10/05/2024 - WORKS DEPOT SYNERGY ACCT#544185110 SUPPLY AND USAGE FOR THE PERIOD 09/03/2024 - 10/05/2024 - RAILWAY STATION SYNERGY ACCT#137709150 SUPPLY AND USAGE FOR THE PERIOD 09/03/2024 - 10/05/2024 - MEDICAL CENTRE SYNERGY ACCT#222214330 SUPPLY AND USAGE FOR THE PERIOD 08/03/2024 - 08/05/2024 - 3 MURPHY ST SYNERGY ACCT#885514750 GILLET STREET SUPPLY PERIOD 08/03/24 - 09/05/24 SYNERGY ACCT#703840590 SUPPLY AND USAGE FOR THE PERIOD 08/03/2024 - 08/05/2024 - TOWN HALL SYNERGY ACCT#831204500 SUPPLY AND USAGE FOR THE PERIOD 08/03/2024 - 08/05/2024 - 7A HEAL ST	17788.08	PARTIAL
			SYNERGY ACCT#936409630 SUPPLY AND USAGE FOR THE PERIOD 08/03/2024 - 08/05/2024 - OTHER BORES SYNERGY ACCT#704417150 SUPPLY AND USAGE FOR THE PERIOD 08/03/2024 - 08/05/2024 - AIRSTRIP & GROUNDS SYNERGY ACCT#422437350 SUPPLY AND USAGE FOR THE PERIOD 09/03/2024 - 10/05/2024 - 50A SUBURBAN ROAD SYNERGY ACCT#422743450 SUPPLY AND USAGE FOR THE PERIOD 09/03/2024 - 09/05/2024 - 31 DALL ST SYNERGY ACCT#389453150 SUPPLY AND USAGE FOR THE PERIOD 09/03/2024 - 09/05/2024 - 8 DALL ST SYNERGY ACCT#377207980 SUPPLY AND USAGE FOR THE PERIOD 09/03/2024 - 10/05/2024 - 19 POWELL CRES SYNERGY ACCT#195168700 SUPPLY AND USAGE FOR THE PERIOD 09/03/2024 - 10/05/2024 - 28 REID ST SYNERGY ACCT#893699340 SUPPLY AND USAGE FOR THE PERIOD 09/03/2024 - 09/05/2024 - ADMINISTRATION BUILDING SYNERGY ACCT#857387870 SUPPLY AND USAGE FOR THE PERIOD 25/03/2024 - 24/04/2024 - ROADM - STREET LIGHTING TENNIS CLUB SUB-METRE, 190 MCLENNAN SUB-METRE, OVAL & GROUNDS, OVAL & GROUNDS, SYNERGY ACCT#689509470 SUPPLY AND USAGE FOR THE PERIOD 09/03/2024 - 10/05/2024 SYNERGY ACCT#149617730 SUPPLY AND USAGE FOR THE PERIOD 08/03/2024 - 09/05/2024 RECYCLING CENTRE		PARTIAL
EFT14041	14/06/2024	SULLIVAN LOGISTICS PTY LTD T/A	ROAD FREIGHT FOR AKV CARPORT	969.58	
EFT14042	14/06/2024	PETER ROBERT YORK	RAILWAY STATION BUILDING 1-SEAL OFF CHIMNEY ON ONE SIDE OF DOUBLE FIREPLACE 2- SEAL WHERE CHIMNEY PASSES THROUGH CEILING 3- RE POINT FRETTING LIME MORTAR 4- MAKE GOOD CHIMNEY BREST TO AS NEAR AS POSSIBLE ORIGINAL CONDITION REPLACING FLURO TUBES AND STARTERS IN RAILWAY STATION.	1275.00	
EFT14043	14/06/2024	CONTRACT AQUATIC SERVICES	MONTHLY CONTRACT FEE - AS PER SIGNED ANNUAL CONTRACT 2023-2024 - MARCH	14300.00	
EFT14044	14/06/2024	REDFISH TECHNOLOGIES PTY LTD -	MONITOR FOR CRC	338.53	
EFT14045	14/06/2024	ACT INDUSTRIAL	4M3 SKIP BINS WITH FORK POCKETS - RECYCLE CENTRE	8725.20	
EFT14046	14/06/2024	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2023/24 ESL QUARTER 3 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES PF WA ACT 1998 PART 6A - EMERGENCY SERVICES LEVY - SECTION 36ZJ AND OPTION B AGREEMENT ARRANGEMENTS	24295.03	FULLY
EFT14047	14/06/2024	AVON CONCRETE	ADDITIONAL WORKS REGARDING IMPROVEMENTS TO FLOODWAY, ROCK TO HEADWALLS - PUNCH ROAD	9477.60	
EFT14048	14/06/2024	COMBINED PEST CONTROL	BRIDGE 4145 - TERMITE SPOT TREATMENT & BRIDGE 4149 - FOLLOW- UP INSPECTION, TERMITE SPOT TREATMENT	1232.00	
EFT14049	14/06/2024	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OF APRIL 2024 - DATES SERVICED 29/04/24, 30/04/2024	836.00	
EFT14050	14/06/2024	MOORE AUSTRALIA (WA) PTY LTD	2024 BUDGET WORKSHOP EMCS & BUDGET TEMPLATE	1320.00	
EFT14051	14/06/2024	AVON VALLEY TOYOTA	FULL SERVICE OF COMMUNITY CAR	365.13	FULLY
EFT14052	14/06/2024	FLAVOUR TOWN CATERING	FLAVOUR TOWN CATERING ACCT#169579 CATERING FOR CULTURAL AWARENESS TRAINING - ALL STAFF - MIXED SWEET PLATTER, MIXED WRAP PLATTER, MULLIGATAWNY SOUP, PUMPKIN SOUP, MIXED FRUIT PLATTER - 14/05/2024 - 10 JENNABERRING RD	375.00	
EFT14053	14/06/2024	BUNNINGS GROUP LIMITED	MATERIALS TO REDUCE PUBLIC ACCESS AROUND SITE - 1 x SNAP HOOK CARABINER TASKMASTER 6MM D SHAPE ALUM, 3 x SNAP HOOK CARABINER TASKMASTER 6MM ALUM, 2 x CHAIN PLASTIC PINNACLE 8MMX25M YELLOW	208.12	

11.1 (i) List Of Accounts -June 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT14054	14/06/2024	REWARD HOSPITALITY	NATURAL EVOLUTION VEGETABLE SOAP IN SACHET 15GM (500), PLUSH HAND TOWEL WHITE, PLUSH BATH MAT WHITE, PLUSH BATH TOWEL WHITE - CPARK	306.35	
EFT14055	14/06/2024	GREENWAY TURF SOLUTIONS	TURF MARKING PAINT FOR OVAL - 3 x BLACK	304.43	
EFT14056	14/06/2024	ZONE 50 ENGINEERING SURVEYS PTY	SURVEY OF OLD BEVERLEY ROAD WEST, ALL LABOUR, MATERIALS & CONSUMABLES, ACCOMODATION & MEALS.	15156.22	FULLY
EFT14057	14/06/2024	CRITICAL	DELL POWER EDGE SERVER, WINDOWS SERVER 2022, CLIENT ACCESS LICENSE, SENTENIAL ONE CONTROL ANNUAL SUBSCRIPTION, PROJECT FEE (MIGRATE TO NEW SERVER, CREATE NEW VM'S FOR BP, RE-JOIN WORKSTATIONS TO NEW SERVER & BP, NETWORK RECONFIGURATION).	7937.60	FULLY
EFT14058	14/06/2024	NORTHAM DISTRICT GLASS SERVICE	19 POWELL - INSTALL REPLACEMENT SHOWERSCREEN (PIVOT & FIXED PANEL)	1950.00	
EFT14059	21/06/2024	CHRISTINE JOAN ANDERSON	C.ANDERSON FUNERAL REFUND OF KEY & BUILDING BOND - LESSER HALL - 13/7/24	625.00	FULLY
EFT14060	21/06/2024	QUAIRADING FARMERS CO-OP	CO-OP PURCHASES FOR APRIL - ADMIN, DEPOT, YOUTH, CARAVAN PARK, COUNCIL	725.53	
EFT14061	21/06/2024	TEAM GLOBAL EXPRESS (PREVIOUSLY	SIGNS FOR SHIRE - REPLACING STOCK OF CURVE APPROACHING, INTERSECTION, BUS STOP, FLOODWAY WARNINGS	1026.97	
EFT14062	21/06/2024	BOB WADDELL & ASSOCIATES PTY LTD	2023/2024 RATES MANAGEMENT: 8.25HRS ASSISTANCE PROVIDED BY TARA (W/E 31.05.24): RATES QUERY, EMAIL LANDGATE, PROPERTY DETAILS UPDATED & PROPERTY TRANSFERS REVIEW.	1361.25	
EFT14063	21/06/2024	WESTRAC PTY LTD	ELC COOLANT 18L x 6, HYDO ADV 10 20L x 3 - DEPOT	1374.52	
EFT14064	21/06/2024	TRUCK CENTRE (WA) PTY LTD	FULL SERVICE, REPLACEMENT OF PARTS - P5122	8126.02	
EFT14065	21/06/2024	SUNNY INDUSTRIAL BRUSHWARE	TENNANT MAIN BROOM S30 45' CORE 8 x 2 ROW HELIX POLY REFILL. SIDE BROOM 15' OD FILL .045' POLY REFILL 355/385 TENNANT MAIN BROOM 45' CORE 8 x 2 ROW HELIX POLY NEW 355/385/6500/6550/8400/8410 TENNANT SIDE BROOM M30 15' POLY NEW REFILLABLE	1527.90	
EFT14066	21/06/2024	GREAT SOUTHERN FUEL SUPPLIES	DIESEL ULSD 10PPM - DEPOT	13272.60	
EFT14067	21/06/2024	AVON CONCRETE	INSTALL HEADWALLS ON R2R007 OLD BEVERLEY WEST ROAD	46156.00	FULLY
EFT14068	21/06/2024	FLEET FITNESS	GYM MAINTENANCE SERVICE - 6 MONTHLY	616.00	
EFT14069	21/06/2024	ALLWEST PLANT HIRE	EWP BOOM HIRE - NETBALL COURT LIGHT REPAIRS	6634.10	
EFT14070	21/06/2024	RESONLINE PTY LTD	ROOM MANAGER (CARAVAN PARK BOOKING SYSTEM) MONTHLY FEE - MAY 2024	242.00	
EFT14071	21/06/2024	TAYLOR SMART LAWYERS & NOTARIES	SPECIAL CONDITIONS FOR CUNEATA RISE LAND SALE	587.40	
EFT14072	21/06/2024	ALTUS PLANNING - EFTSURE VERIFIED	TOWN PLANNING SERVICES FOR APRIL 2024	2502.50	
EFT14073	21/06/2024	CARABINER ARCHITECTS PTY LTD	CONCEPT DESIGN FOR RECREATION FACILITY	18466.25	FULLY
EFT14074	21/06/2024	HALL BROS CONTRACTING (STEPHEN SMITH HALL)	BRACK DRUM (AP0876TC) BRAKE SHOE KIT (4515H Q) - CAT HIGHWAY TRUCK.	2777.20	
EFT14075	21/06/2024	UNDERGROUND POWER DEVELOPMENT PTY LTD	UDP9241-02, LOT (NO.1) & LOT 75 (NO.15) WINMAR ROAD - 2 (2 INDUSTRIAL LOTS) ELECTRICAL DESIGN FEE WHICH INCLUDES DESIGN, DOCUMENTATION, LIASON WITH WESTERN POWER, ADMINISTRATION AND PRINTING. (DISCOUNTED)	4675.00	
EFT14076	21/06/2024	JANET HALL	EILEEN HALL FUNERAL - 04.06.2024 REFUND OF BUILDING AND KEY BOND - TOWN HALL	875.00	FULLY
EFT14077	21/06/2024	SPECIALISED TREE SERVICE	TREE LOPPING SREVICE DONE AROUND TOWN	3240.00	
EFT14078	28/06/2024	JTAGZ PTY LTD	SHIRE OF QUAIRADING ANIMAL REGISTRATION TAGS - LIFETIME (150TAGS) , OCT 27 (100 TAGS) & OCT 28 EXP (100 TAGS) INC POSTAGE & CUSTOMIZATION	358.60	
EFT14079	28/06/2024	QUAIRADING GOLF CLUB	QUAIRADING GOLD COURSE COMMUNITY GRANT FOR 23/24, (ROUND 2) - FUNDS TO SUPPORT WITH BAR AREA UPGRADE, INCLUDING STORAGE & INSTALATION OF A DISHWASHER	2999.99	
EFT14080	28/06/2024	AVON WASTE	GENERAL WASTE AND RECYCLING SERVICES FOR MAY 2024	9622.69	PARTIAL
EFT14081	28/06/2024	QUAIRADING FARMERS CO-OP	QUAIRADING FARMERS CO-OP 23/24 BUSINESS GRANTS - FUNDS USED TO BUILD A DISABLED TOILET AT THE CO-OP BUILDING	5000.00	
EFT14082	28/06/2024	TELSTRA	TELSTRA ACCOUNT #3147560712 MOBILE ACCOUNTS SUPPLY & USAGE 16/05/24 - 15/06/24 FOR DEPOT, ADMIN, C/PARK, CESM, WASTE FACILITY	477.88	
EFT14083	28/06/2024	AUSTRALIAN TAXATION OFFICE	FEBRUARY 2024 BAS RETURN	19970.00	
EFT14084	28/06/2024	TEAM GLOBAL EXPRESS (PREVIOUSLY T/A TOLL TRANSPORT PTY LTD)	CARAVAN PARK - FREIGHT, REWARD HOSPITALITY, MEDICAL CENTRE FREIGHT	119.25	
EFT14085	28/06/2024	SHIRE OF MERREDIN	CENTRAL WHEATBELT VISITOR CENTRE - MEMBERSHIP PROSPECTUS 2023/24	205.00	
EFT14086	28/06/2024	COUNTRY COPIERS NORTHAM	COUNTRY COPIERS ACCT - BLACK METRE READING, COLOUR METER READING, COLOUR LARGE METER READING FOR PERIOD 07/05/2024 - 04/06/2024	145.29	
EFT14087	28/06/2024	SOUTH CAROLING SOCIAL CLUB	SOUTH CAROLING SOCIAL CLUB COMMUNITY GRANT FOR 23/24 - FUNDS TO HELP SUPPORT SOUTH CAROLING HALL 100YR REUNION	5000.00	

11.1 (i) List Of Accounts -June 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT14088	28/06/2024	BURGESS RAWSON	ACCOUNT #9007855416 SUPPLY & USAGE FOR THE PERIOD 16/4/24 - 10/06/24 - 366KL USED - COMMUNITY RESOURCE CENTRE ACCOUNT #9010881981 - RATES FOR THE PERIOD 01/05/24 - 30/06/24, SYNERGY ACCOUNT #9010881981 USAGE FOR THE PERIOD 16/04/24 - 10/06/24 - 59KL USED FOR KWIRRADING KOURT (PARKER STREET) ACCOUNT #9007855432 SUPPLY FOR THE PERIOD 01/05/24 - 30/06/24, SYNERGY ACCOUNT #9007855432 USAGE FOR THE PERIOD 16/4/24 - 10/6/24 - 101KL USED FOR HEAL STREET LOT RLY RES ACCOUNT #9018402607 WATER USAGE FOR THE PERIOD 16/4/24 - 10/6/24, ACCOUNT #9018402607 WATER RATES - 155KL FOR 1 QUAIRADING-YORK RD, QUAIRADING - 16/04/24 - 10/06/24	2526.96	
EFT14089	28/06/2024	COMMUNITY RESOURCE CENTRE - QUAIRADING	QUAIRADING COMMUNITY RESOURCES CENTRE, COMMUNITY GRANTS FOR 23/24 - FUNDS FOR STORY TIME SERVICES: PHOTOCOPY - COLOUR: A4 9/4/24 - GYM (CHLOE), SERVICES: PHOTOCOPY B&W: A4 9/4/24 - GYM (CHLOE), SERVICES: LAMINATING: A4 9/4/24 GYM (CHLOE), SERVICES: PHOTOCOPY - COLOUR A4 10/04/24 CHARLIE COLBUNG, SERVICES: PHOTOCOPY - COLOUR A4 15/04/24 CHARLIE COLBUNG, SERVICES: PHOTOCOPY - B&W: A4 16/4/24 TI (WASTE CENTRE), SERVICES: LAMINATING: A4 16/4/24 TI (WASTE CENTRE), SERVICES: PHOTOCOPY - COLOUR: A4 29/4/24 CHARLIE COLBUNG - MURAL, PUBLICATIONS: BANKSIA BULLETIN SALES MAY EDITION, SERVICES: PHOTOCOPY B&W: A4 SHIRE EMPLOYEES APRIL COPYING, SERVICES: PHOTOCOPY - COLOUR: A4	1599.52	
EFT14090	28/06/2024	SUNNY SIGN COMPANY PTY LTD	GIFT FOR DEPARTING COUNCILLORS SMITH AND CHEANG	144.10	
EFT14091	28/06/2024	QUAIRADING MEDICAL PRACTICE (GREAT CARE HEALTH)	2 X PRE-EMPLOYMENT MEDICAL - DEPOT	301.40	
EFT14092	28/06/2024	QUAIRADING DISTRICT BOWLING CLUB	QUAIRADING BOWLING CLUB COMMUNITY GRANT FOR 23/24 - FUNDS TO HELP SUPPORT THE PURCHASE OF OFFICE CHAIRS	5000.00	
EFT14093	28/06/2024	WATER CORPORATION	SUBDIVISION OF LOTS 1,75 WINMAR ROAD, QUAIRADING - STAGE 2 (LIGHT INDUSTRIAL AREA) AGREEMENT: 2429153 WATERCORP ACCOUNT #9007856128 SUPPLY & USAGE FOR THE PERIOD 17/04/24 - 11/06/24 - 330KL USED - STANDPIPES (JUNCTION RD) WATERCORP ACCOUNT #9007856136 SUPPLY AND USAGE FOR PERIOD 17/04/24 - 11/06/24 25KL USED - SHIRE ADMIN WATERCORP ACCOUNT #9007856179 SUPPLY AND USAGE FOR PERIOD 17/04/24 - 11/06/24 22KL USED - MACLEAY PARK WATERCORP ACCOUNT #9007856224 SUPPLY AND USAGE FOR PERIOD 17/04/24 - 11/06/24 478KL USED - ARTHUR KELLY VILLAGE WATERCORP ACCOUNT #9007858158 SUPPLY AND USAGE FOR PERIOD 17/04/24 - 11/06/24 478KL USED - 19 GILLETT STREET WATERCORP ACCOUNT #9007858908 SUPPLY AND USAGE FOR PERIOD 17/04/24 - 11/06/24 1KL USED - YOUTH CENTRE	22940.38	
EFT14094	28/06/2024	A W DUNCAN CARPENTRY SERVICES	SUPPLY ONE CUSTUM MADE CABINET AT THE MUSEUM, 1800mm HIGH x 1000mm WIDE x 600mm DEEP WITH GLASS DOORS AND 3 SHELVES, ADJUSTABLE. THE DISPLAY CABINET TO BE CONSTRUCTED USING TASMANIAN OAK TIMBER AND SAFTY GLASS.	3582.15	
EFT14095	28/06/2024	BOB WADDELL & ASSOCIATES PTY LTD	2023/2024 RATES MANAGEMENT: ASSISTANCE PROVIDED BY TARA WITH PROVIDING RATES SERVICES (W/E 16/06/24), PENSIONER REMINDER LETTERS, REVIEW OF ANNUAL CLAIMS/PENSIONER STATUS, EMAILED LANDGATE RE-PENDING INTERIMS 2ND FINAL NOTICES. RATES SERVICES (W/E 23/06/24). DETAILS INCLUDE REVERSE LEGAL FEES, PENSIONER CHECKS, DOWNLOADING PENDING INTERIM, REVIEW PENSIONER RECORDS/CLAIMS ASSISTANCE FOR SOQ WITH MAY MONTHLY FINANCIAL STATEMENTS	2062.50	
EFT14096	28/06/2024	SYNERGY	SYNERGY ACCOUNT #137839080 SUPPLY & USAGE FOR PERIOD 08/05/24 - 11/06/24 - 1507 UNITS USED - COMMUNITY RESOURCE CENTRE SYNERGY ACCOUNT #417050770 SUPPLY & USAGE FOR PERIOD 05/04/24 - 05/06/24 - 487 UNITS USED - KWIRRADING KOORT SYNERGY ACCOUNT #343155630 SUPPLY & USAGE FOR THE PERIOD 03/04/24 - 27/05/24 - TOAPIN WEIR - LOT 17433 TOAPIN RD	918.80	
EFT14097	28/06/2024	SULLIVAN LOGISTICS PTY LTD T/A KALEXPRESS AND QUALITY TRANSPORT	PACKING & FREIGHT FOR 15L DRUM	127.15	
EFT14098	28/06/2024	BENTNAIL BUILDING & MAINTENANCE	ARTHUR KELLY VILLAGE - SITE PREP AND ERECT CARPORT (INCLUDES LABOUR, CEMENT & DINGO HIRE) 2 X EXCAVATOR HIRE -FUNERAL	4822.49	
EFT14099	28/06/2024	PORTER CONSULTING ENGINEERS	FINALISING CONNECTION TO QUAIRADING LIA STAGE 2	1501.50	
EFT14100	28/06/2024	COMMERCIAL LOCKSMITHS	LOCKSMITH SERVICE AND REPAIR - DEPOT CYLINDERS, GARDENS PADLOCKS AND KEYS FOR STAFF	1371.70	
EFT14101	28/06/2024	G J JONES PLUMBING	REPAIR DAMAGE TO HALL DRAINS AS A RESULT OF CARPARK CONSTRUCTION - LRCI HALL CONSTRUCTION CARPARK. CLEAR BLOCKAGE TO DRAIN AT 74 MCLENNAN ST, MECHANICAL DRAIN CLEANER/HR	661.76	PARTIAL
EFT14102	28/06/2024	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROL SERVICES - BADIJALING NORTH ROAD (R2R)	14726.36	FULLY
EFT14103	28/06/2024	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2023/2024 ESL QUARTER 4 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES OF WA ACT 1998 PART 6A - EMERGENCY SERVICES LEVY - SECTION 36ZJ AND OPTION B AGREEMENT ARRANGEMENTS	8098.34	FULLY

11.1 (i) List Of Accounts -June 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT14104	28/06/2024	GREAT SOUTHERN FUEL SUPPLIES	DIESEL / DEPOT	16691.50	
EFT14105	28/06/2024	WCS CONCRETE PTY LTD	300mm HEADWALLS - 2 X 300MM SINGLE PIPE HEADWALLS, 2 X 300MM SINGLE PIPE LOWBACK HEADWALLS - BADJALING NORTH RD (R2R)	1575.20	FULLY
EFT14106	28/06/2024	WA LOCAL GOVERNMENT ASSOCIATION	HEALTH AND SAFETY REPRESENTATIVES (5 DAY) TRAINING COURSE - SUPERVISOR PARKS & GARDENS	836.00	
EFT14107	28/06/2024	COMBINED PEST CONTROL	GILLETT ST UNIT - COCKROACH SEVICE INTERIOR AND EXTERIOR DOMESTIC	352.00	
EFT14108	28/06/2024	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES INCLUDING TRAVEL FOR 16/05/2024 RANGER SERVICES INCLUDING TRAVEL FOR 21/05/2024 RANGER SERVICES INCLUDING TRAVEL FOR 30/05/2024 RANGER SERVICES INCLUDING TRAVEL FOR 06/06/2024 RANGER SERVICES INCLUDING TRAVEL FOR 12/6/24 RANGER SERVICES INCLUDING TRAVEL FOR 18/6/24	2220.62	
EFT14109	28/06/2024	BROWNLEY'S PLUMBING & GAS	BACKFLOW TESTING FOR FULL METERS INCLUDING OUTLYING STANDPIPES AND OTHER SHIRE VENUES	1100.00	
EFT14110	28/06/2024	DIGGA WEST & EARTHPARTS WA - EFTSURE VERIFIED	BIGFOOT TRENCHER, PLUS FRAME TO SUIT STANDARD INDUSTRY STYLE 1/2 HYDRAULIC HOSE (2.1m LONG) & 1/2" HYDRAULIC COUPLERS"	6369.00	
EFT14111	28/06/2024	FLAVOUR TOWN CATERING	CATERING FOR CENTRAL COUNTRY ZONE MEETING	1400.00	
EFT14112	28/06/2024	MALCOLM THOMPSON PUMPS - EFTSURE VERIFIED	50% DEPOSIT FOR VISIT TO INSPECT PUMPS & REMOVE TO QUOTE TO REPAIR OR REPLACE (W11315) BOREFIELDS SUPPLY NEW PUMP AND MOTOR FOR BOREFIELDS	4801.52	
EFT14113	28/06/2024	NORTHAM AUTOS PTY LTD	BT-50 DUAL CAB UTE 3LT DIESEL AUTO INC OF TRADE IN #Q5551	32671.60	
EFT14114	28/06/2024	ALLIED PUMPS COMMERCIAL - EFTSURE VERIFIED	AS PER QUOTE 78851.01 TO UPGRADE CONTROLS WITHIN SEPTIC SYSTEM OF QUAIRADING CARAVAN PARK SUBMERSIBLE SWERAGE GRINDER PUMP, FLEXIBLE RUBBER CONTROL CABLE, BLUE SHEATH, SPLICING KIT INC RESIN, TOP GUIDE RAIL RETAINER TO SUIT PIRANAH, AUTOCOUPINGS, ENCLOSURE ADAPTABLE BOX PVC GREY	30395.93	
EFT14115	28/06/2024	OFFICEWORKS	CSO-RAPIDLINE BIGMAN EXEC HDLB BK FOR SHIRE ADMIN OFFICE VARIOUS STATIONERY - ADMIN (KEYBOARD & MOUSE, EXTENSION LEAD), TONER FOR CARAVAN PARK., VARIOUS STATIONERY - CARAVAN PARK (INK CARTRIDGE) INCL POSTAGE	655.30	
EFT14116	28/06/2024	Nutrien Ag Solutions	HI-PR075 ROTOR PRESS REGULATOR - Q DAYCARE	66.00	
EFT14117	28/06/2024	R.E.S.T. A WHILE COFFEE	40 COFFEE FOR RECONCILIATION WEEK	220.00	
EFT14118	28/06/2024	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES FOR MAY 2024 ADMIN POSTAGE AND STATIONERY - MAY 2024	2496.88	
EFT14119	28/06/2024	150 SQUARE PTY LTD	DESKTOP REVIEW OF STRATEGIC COMMUNITY PLAN	550.00	
EFT14120	28/06/2024	AVON VALLEY AG	PULVERIZE 75-D HERBICIDE 30 X 20L - LAG WINTER SPRAY PROGRAMME	5793.15	FULLY
EFT14121	28/06/2024	AFGRI EQUIPMENT AUSTRALIA TRADING AS AFGRI	DIAGNOSIS OF ENGINE ISSUE - 2017 JOHN DEERE TRACTOR SUZI-COIL SET - P450 - 2015 CATERPILLAR CT630D HIGHWAY TRUCK CRIMP JIC FEMALE, -06 RYCO DIEHARD T2D FRAS, QRC FLAT FACE FEMAL, MALE FLAT FACE QRC, CRIMP HYDRAULIC HOSE	3773.85	
EFT14122	28/06/2024	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	FUEL ACCOUNT - POQ, F/ULP - CARAVAN PARK, F/ULP - DEPOT, F/ULP - PO, F/ULP - P582, F/ULP - PQ5480	1408.57	
EFT14123	28/06/2024	BUNNINGS GROUP LIMITED	VACUUM WET DRY CORDED RYOBI x 2 VACUUM ACCESSORY OZITO 20 LT DUST BAG 5PK & KEY SAFE MASTERLOCK WALL MOUNT PUSH BUTTON x 3 KEY SAFE MASTERLOCK LIGHT UP WALL MOUNTED STAINLESS STEEL WIRE; PADLOCK/BOLT SINGLE EYE PINNACLE x2, BLADE RECIP SAW, KIT	1017.33	
EFT14124	28/06/2024	COMPLETE OFFICE SUPPLIES PTY LIMITED	VARIOUS STATIONERY - ADMIN (NOTBOOKS, LABELS, CLIPBOARDS, LAMINATING SHEETS, COPY PAPER)	144.54	
EFT14125	28/06/2024	MARZOCCHI CONTRACTING	MARZOCCHI CONTRACTING 23/24 BUSINESS GRANTS - FUNDS TO PURCHASE COMMERCIAL STEAM CLEANER + SPRAY EXTRACTION CARPET CLEANER	4995.00	
EFT14126	28/06/2024	GARDEN LOVERS QUAIRADING	REFUND OF BOND FOR BUS GARDEN CLUB--LYN WHYTE...HIRE DATE-- 12/06/24	150.00	FULLY
EFT14127	28/06/2024	M.A.L. AUTOMOTIVE PTY LTD.	GENERAL SERVICE AND CHECK FOR 2019 HOLDEN COLORADO	1347.13	
EFT14128	28/06/2024	RURAL INFRASTRUCTURE SERVICES	CONSULTANCY SERVICE, PROVISION OF CONSULTANCY SERVICE FOR GENERAL ROAD ITEMS AND TOWN PLANNING/ENGINEERING ADVICE. PROVISION OF CONSULTANCY SERVICES INCLUDING WSFN TECHNICAL ADVICE FOR APRIL 2024	1320.00	
EFT14129	28/06/2024	CORSIGN	VARIOUS SIGN'S FOR QUAIRADING COMMUNITY NATURE RESERVE TRAILS, OVAL & GROUNDS, ADMINISTRATION BUILDING & RECYCLING CENTRE WASTE SITE SIGNS - REPLACEMENTS FOR FRONT ENTRANCE (ASBESTOS & OPENING HRS), 2 X NO PUBLIC ACCESS	13583.35	

11.1 (i) List Of Accounts -June 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT14130	28/06/2024	QUAIRADING TOURIST AND TIDY TOWN COMMITTEE INC	QUAIRADING TIDY TOWNS COMMUNITY GRANTS 23/24 - FUNDS FOR MUSEUM OF HERITAGE - MINI MAKEOVER	4254.12	
EFT14131	28/06/2024	CITY OF KALAMUNDA	BUILDING SERVICES JANUARY TO JUNE 2024	936.00	
EFT14132	28/06/2024	ELDERS QUIAIRADING	TORK HAND TOWELS, OMO 8KG, REVIVE 20L & CTN TOILET PAPER - C/PARK BROOM MEDIUM DUTY WITH HANDLE NITRE 10, FLORO / FLUORO LIGHT TUBE 600MM, GLOVE DISPOSABLE BLACK MED 100 METRE TIMBER TEK SCREWS 12G X 50 PACK MIT, DISPOSABLE GLOVES X LGE BOX OF 100-LAT, ADHESIVE LIQUID NAILS 320G SELLEYS MIT, PLUNGER LARGE HARRON, CEMENT GP GREY 20KG COCKBURN, INSECT/FLY KILLER FAST ACTING, OVERSIZE FLAGS FLURO, NOURISH HAND AND BODY WASH 5L EFS, ROLLER COVER UNFIBER 270MM 6PK MITRE, KNOB ENTRANCE SET SATIN AA BALA MITRE, FLUSH FIN METAL SCREWS 10G X 50 PACK, METAL CSK RIB WING SCREWS 10 X 45MM	734.20	
EFT14133	28/06/2024	REGIONAL FIRE & SAFETY	INSP- FIRE EXTINGUISHERS NEW 9.0KG DRY CHEMICAL POWDER ABE EXTINGUISHER ATTEND SITE AND CARRY OUT ROUTINE FIRE EQUIPMENT SERVICE AT NORTH QUIAIRADING VBFB	338.80	
EFT14134	28/06/2024	TOTAL TOOLS	WRENCH IMPACT 1/2 18V BARE B/LESS 1050NM MAKITA WRENCH IMPACT 1/2" 18V BARE B/LESS MID-TORQUE D/PIN MAKITA BLOWER 98M/S 18V BARE 3SPD MAKITA SOLDERING IRON GAS CORDLESS REFILLABLE BUTANE WELLER JUMP STARTER 12/24V LITHIUM 35000MAH MATSON AIR IMPACT WRENCH 3/4" 1650NM 6500RPM TWIN HAMMER SHINANO BATTERY 18V 5.0AH LI-ION W/GAUGE LOOSE MAKITA PICK HANDLE - DEPOT"	1034.30	
EFT14135	28/06/2024	JB HI-FI	UNIDEN SOLO 2K BULLET WIRELESS SECURITY CAMERA WITH SOLAR PANEL KWIRRRADING KOORT 20 x SANDISK EXTREME PRO MICRO SDXC 128GB 200MB/s MEMORY CARD FOR VARIOUS SECURITY CAMERAS	4551.40	
EFT14136	28/06/2024	ALTUS PLANNING - EFTSURE VERIFIED	TOWN PLANNING SERVICES FOR MAY 2024	5684.25	
EFT14137	28/06/2024	MARION HAEUSLER	REIMBURSEMENT FOR CATERING - COUNCILOR MEETING WITH HON MIA DAVIES MLA 24.06.24	43.00	
EFT14138	28/06/2024	TIDY UP	3HRS LABOUR TO LOAD & REMOVE 2 x 8 CUBIC METRES OF ELECTRONIC WASTE FOR 10 FROM REFUSE SITE (23/05/24)	3636.00	
EFT14139	28/06/2024	HALL BROS CONTRACTING (STEPHEN SMITH HALL)	ADAPTER HOSE (Q.368) CASE BACKHOE, REPAIRS TO WASTE SITE BACKHOE INCL 587 BLUEMAXX & AGRI PLUS (Q.272) FAN HUB	2177.10	
EFT14140	28/06/2024	FULLY PROMOTED MIDLAND	SHIRE OF QUIAIRADING LOGO UNIFORMS - SFO	227.70	
EFT14141	28/06/2024	MJB INDUSTRIES PTY LTD	SINGLE BOX HEADWALL - OLD BEVERLEY WEST ROAD & PUNCH ROAD	8360.17	PARTIAL
EFT14143	28/06/2024	Nutrarich Pty Ltd	TRUCK AND TRAILER LOAD OF CREATURE COMPOST / TOPSOIL FOR GARDEN BEDS & LANDSCAPING - 7 EDWARDS WAY - POLICE HOUSE - BUILDING	3300.00	
EFT14144	28/06/2024	LISTEN TO THE NIGHT FILMS	LISTEN TO THE NIGHT FILMS 23/24 BUSINESS GRANTS - FUNDS USED TO PURCHASE NECESSARY EQUIPMENT	3067.50	
EFT14145	28/06/2024	SUE LAWRENCE	REFUND OF BOOKING #12411671 CABIN FOR TWO NIGHTS 20/06/24 - 22/06/24	266.50	FULLY
EFT14146	28/06/2024	DEB SAWYER	REFUND OF BOOKING #12425507 POWERED GRASS SITE 20.06.24 - 24.06.24	90.00	FULLY
EFT14147	28/06/2024	FREEDOM WA CANNINGTON - MANUALLY VERIFIED	6X IRVING CHAIRS - TAN SHIRE ADMIN - MEETING ROOM FIT OUT	1578.00	
EFT14148	28/06/2024	DANKZ FURNITURE - MANUALLY VERIFIED	BUFFET CABINET FOR COUNCIL CHAMBERS & LARGE TABLE FOR SHIRE ADMIN MEETING ROOM	1598.00	
EFT14149	28/06/2024	BOC LIMITED	CONTAINER SERVICE - DAILY TRACKING FOR THE PERIOD 28.04.24 TO 28.05.24	100.88	
EFT14150	28/06/2024	PLUMBER'S MOBILE PLUMBING	TOWN HALL LADIES PUBLIC TOILETS. KEITH JOHNSON/PLUMBER'S PLUMBING LABOUR TO REPAIR CISTERN AND RENEW TOILET SEAT, TOILET SEAT, TOILET SEAT	385.00	
EFT14151	28/06/2024	CANNON HYGIENE AUSTRALIA	SHARPS DISPOSAL STAINLESS STEEL 1.4L INSTALLATION FOR KWIRRRADING KOORT PARK.	347.60	
24019	05/06/2024	SHIRE OF QUIAIRADING	CONTAINERS FOR CHANGE FLOAT	244.50	FULLY
24021	11/06/2024	SHIRE OF QUIAIRADING	CONTAINERS FOR CHANGE FLOAT	169.90	FULLY
24022	25/06/2024	SHIRE OF QUIAIRADING	CONTAINERS FOR CHANGE FLOAT	292.90	FULLY
				672206.68	

TRANSPORT TAKINGS FOR THE MONTH ENDING
30 JUNE 2024 **Attachment 11.1 (ii)**

ACTUAL TOTAL TAKINGS		
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
30/05/2024	TRANSPORT TAKINGS	\$31.10
31/05/2024	TRANSPORT TAKINGS	\$1,431.70
04/06/2024	TRANSPORT TAKINGS	\$2,875.35
05/06/2024	TRANSPORT TAKINGS	\$1,435.65
06/06/2024	TRANSPORT TAKINGS	\$1,504.10
07/06/2024	TRANSPORT TAKINGS	\$1,343.00
10/06/2024	TRANSPORT TAKINGS	\$2,789.05
11/06/2024	TRANSPORT TAKINGS	\$3,481.50
12/06/2024	TRANSPORT TAKINGS	\$332.60
13/06/2024	TRANSPORT TAKINGS	\$648.00
14/06/2024	TRANSPORT TAKINGS	\$689.95
17/06/2024	TRANSPORT TAKINGS	\$3,092.70
18/06/2024	TRANSPORT TAKINGS	\$1,149.80
19/06/2024	TRANSPORT TAKINGS	\$629.00
20/06/2024	TRANSPORT TAKINGS	\$11,470.70
21/06/2024	TRANSPORT TAKINGS	\$403.35
24/06/2024	TRANSPORT TAKINGS	\$315.35
25/06/2024	TRANSPORT TAKINGS	\$2,730.80
26/06/2024	TRANSPORT TAKINGS	\$730.85
TAKINGS RECEIVED IN THE BANK - JUNE 2024		\$37,084.55

AMOUNTS YET TO BE DRAWN		
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
27/06/2024	TRANSPORT TAKINGS	\$1,066.20
28/06/2024	TRANSPORT TAKINGS	\$2,581.40
JUNE TAKINGS RECEIVED IN THE BANK - JULY 2024		\$3,647.60

Shire of Quairading
Credit Card Reconciliation - Page 1

Statement From 28/05/2024 Statement Total
Statement To 27/06/2024 \$ 1,821.71





Credit Card Summary			
Card Name	Title	Card Ending	Amount Spent
Natalie Ness	CEO	1475	\$ 947.74
Tricia Brown	EMCS	1336	\$ 229.09
Benjamin Davies	CESM	8917	\$ 644.88
Sarah Caporn	EMWS	3585	-\$ 29.88

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

Credit Card Transaction - GL Entry			
GL Code	Amount (incl GST)	GST (\$)	Narration/Summary
20507650.2100	\$ 443.95	\$ 40.36	CESM REFRESHMENTS FOR TRAINING SESSIONS
PROU002.2610.2101	\$ 125.93	\$ 11.45	CESM DIESEL
PO.2610.4001	\$ 80.01	\$ 7.27	CEO FUEL
120402110.2100	\$ 90.98	\$ 8.27	REFRESHMENTS FOR CEO MEETINGS (RAP. COUNCIL, EMED)
P3990.2970.2101	\$ 239.82	\$ 21.80	CRICKET PITCH ROLLER
P3854.2970.2101	\$ 392.08	\$ 35.64	WASTE SITE BACKHOE
PO.2410.2704	\$ 20.35	\$ 1.85	CEO CAR WASH
121403300.2100	\$ 49.50	\$ 4.50	DRUG TEST FOR STAFF MEMBER
POQ1.2610.4001	\$ 92.44	\$ 8.40	EMCS PETROL
121407600.2100	\$ 61.65	\$ 5.60	BUILDING PERMIT FOR SCOREBOARD
P458.2970.2101	\$ 20.98	\$ 1.91	STEP FOR SENIORS TO GET INTO THE BUS
BO12201.2970.2101	\$ 39.98	\$ 3.63	COVID TESTS
2140330.2101	\$ 204.97	\$ 18.63	PURCHASE OF DRUG TESTS
2140330.2101	\$ 49.50	\$ 4.50	DRUG TEST FOR STAFF MEMBER
POTH.2970.2101	\$ 78.97	\$ 7.18	SNATCH STRAP
2140304.2101	\$ 198.00	\$ 18.00	PROFFESIONAL DEVELOPMENT COURSE - EMWS
P272.2970.2101	\$ 18.90	\$ 1.72	PLATE CHANGE DEPOT
P272.2970.2101	\$ 46.50	\$ 4.23	PLATE REMAKE DEPOT
120707410.2101	\$ 563.92	\$ 51.27	WEBSITE PLUGIN SUBSCRIPTION
BC11601.2430.2101	-\$ 1,376.60	-\$ 125.15	REFUND FOR MUSEUM SECURITY SUPPLIES (DUPLICATE PMENT)
2140304.2101	\$ 50.00	\$ 4.55	CREDIT FOR SMART RIDER FOR TRAINING COURSE - EMWS
20302110.2700	\$ 300.00	\$ 27.27	CARD FEE'S FOR CEO, EMCS, EMWS AND CESM
9130001.00	-\$ 1,791.83		Bring credit card expenses into muni - June 2024 - evidence in Credit Card File

Totals	\$ 1,791.83	\$ 162.89
---------------	-------------	-----------

Shire Confirmation 
Natalie Ness, Chief Executive Officer

Council Approval 
Trevor Stacey, Chair A&R Committee

ACCOUNTS PROCESSING
Journal Date (DD):
Journal Number:
Journal Batch:
Journal Posting Period:



BusinessChoice Everyday Mastercard® Statement

SHIRE OF QUAIRADING
 NATALIE NESS
 PO BOX 38
 QUAIRADING WA 6383

Billing Account Number
 5163 2800 9109 9937

Payment Due Date
 22 JULY 2024

Closing Balance
 \$1,821.71

Minimum Payment Due
 \$55.00

Amount Paid (Details on the reverse)
 \$

+5163280091099937+

(Cut along this dotted line)

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

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

Company Name	Number of Cards	Facility Number	Annual Cash % Rate	Annual Purchase % Rate		
Shire Of Quairading	4	02752751	19.96%	14.25%		
Contact Name	Billing Account Number	Opening Balance	Credit Limit			
Natalie Ness	5163280091099937	7,091.88	20,000			
Statement From	Statement To	Payment Due Date	Opening Balance	Minimum Payment Due	Closing Balance	Available Credit
28 MAY 2024	27 JUN 2024	22 JUL 2024	7,091.88	55.00	1,821.71	18,178.29

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			
7,091.88	7,091.88 -	0.00	0.00	0.00	1,821.71	1,821.71	0.00	55.00

S003669 / M003669 / 180 / CN1VPCP2

SHIRE OF QUAIRADING	FILE NO:
	06 JUL 2024
	TO: COPY TO:

CSF VPC

Westpac Banking Corporation ABN 33 007 457 141 AFSL and Australian credit licence 233714.

Important:

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

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



Choose the payment method that suits you best



By Mail

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



Via Westpac Internet Banking

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



Using Card Autopay

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



Using BPAY

Contact any participating institution to make this payment from your cheque or savings account.

When prompted, simply enter the biller code (5181) and your Payment Account Number as your reference number.



By Telephone Banking

Call 132 032 if you have another Westpac account.



In Person

At any of our Westpac branches in Australia.

5003669 / MC03669 / 180 / CN1VPCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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



Summary of Billing Account Transactions		
Date of Transaction	Description	Debits/Credits
11 JUN	Payments AUTOMATIC PAYMENT	
	Sub Total:	7,091.88 - 7,091.88 -
27 JUN	Miscellaneous Transactions NATALIE NESS 5163 2800 0106 6463 Monthly Balance	947.74
27 JUN	TRICIA BROWN 5163 2800 0107 6777 Monthly Balance	229.09
27 JUN	BENJAMIN DAVIES 5163 2800 0197 3585 Monthly Balance	644.88
	Sub Total:	1,821.71
	Grand Total:	5,270.17 -

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

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

Important update to your Terms and Conditions

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

Complaints

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

Online: www.afca.org.au
 Email: info@afca.org.au
 Phone 1800 931 678
 Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001

S003670 / M003670 / 180 / CN1 VPCP2

Credit Card Reconciliation - Page 2						
Statement From		28/05/2024				
Statement To		27/06/2024				
** Denotes an error. These are to be refunded.						
Credit Card Transactions - Natalie Ness, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
28/05/2024	PATHWEST LABORATORY	\$ 49.50	\$ 4.50	Y	121403300.2100	DRUG TEST FOR STAFF MEMBER
1/06/2024	AMPOL MUNDARING	\$ 50.00	\$ 4.55	Y	P0.2610.4101	CEO PETROL
6/06/2024	DUNNINGS NORTHAM	\$ 30.01	\$ 2.73	Y	P0.2610.4101	CEO PETROL
19/06/2024	GOLDEN GRAIN CAFÉ	\$ 13.00	\$ 1.18	Y	120402110.2100	CEO/EMED MEETING
19/06/2024	QUAIRADING CO-OP	\$ 20.98	\$ 1.91	Y	120402110.2100	RAP MEETING
22/06/2024	SOUTHERN STAR	\$ 20.35	\$ 1.85	Y	P0.2410.2704	CEO CAR WASH
24/06/2024	FLEXIBLE DRIVE	\$ 239.82	\$ 21.80	Y	P3990.2970.2101	CRICKET PITCH ROLLER
24/06/2024	CUTTING EDGES EQUIPMENT	\$ 392.08	\$ 35.64	Y	P3854.2970.2101	WASTE SITE BACKHOE
27/06/2024	QUAIRADING CLUB	\$ 57.00	\$ 5.18	Y	20402110.2100	COUNCIL MEETING
27/06/2024	CARD FEE	\$ 75.00	\$ -	N	20302110.2700	CARD FEE
Total		\$ 947.74	\$ 79.34			



Electronic Statement

BusinessChoice Everyday Mastercard® Statement

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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
Natalie Jane Ness	5163 2800 0106 6463	5,000	5,000.00
Statement From	Statement To	Facility Number	
28 MAY 2024	27 JUN 2024	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	872.74	0.00	75.00	947.74 -	0.00	0.00	0.00



Electronic Statement

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

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

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

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
28 MAY	PATHWEST LABORATORY NEDLANDS AUS	49.50	
01 JUN	MEDICAL & DENTAL LABORATORIE		
	AMPOL MUNDARING 55498F MUNDARING AUS	50.00	
	SERVICE STATIONS		
06 JUN	DUNNINGS NORTHAM NORTHAM AUS	30.01	
	SERVICE STATIONS		
19 JUN	SQ *GOLDEN GRAIN CAFE/ Quairading AUS	13.00	
	MISCELLANEOUS FOOD STORES -		
19 JUN	QUAIRADING CO-OP QUAIRADING AUS	20.98	
	GLASSWARE & CRYSTAL STORES		
22 JUN	SOUTHERN STAR ENTERPRI MUNDARING AUS	20.35	
	CAR WASHES		
24 JUN	FLEXIBLE DRIVE WELSHPOOL AUS	239.82	
	MISCELLANEOUS & SPECIALTY RE		
24 JUN	CUTTING EDGES EQUIPMEN WELSHPOOL AUS	392.08	
	ELECTRICAL PARTS AND EQUIPME		
27 JUN	SQ *QUAIRADING CLUB IN Quairading AUS	57.00	
	PACKAGE STORES - BEER, LIQUO		
	Sub Total:	872.74	
	Interest, Fees & Government Charges		
27 JUN	CARD FEE	75.00	
	Sub Total:	75.00	
	Miscellaneous Transactions		
27 JUN	TRANSFER CLOSING BALANCE TO BILLING ACCT	947.74 -	
	Sub Total:	947.74 -	
	Grand Total:	0.00	

Electronic Statement



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

Cardholder Signature [Handwritten Signature] Date 17/07/24

Transactions examined and approved:

Manager/Supervisor Signature [Handwritten Signature] Date 18/07/2024

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

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Complaints

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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 3

Statement From 28/05/2024
Statement To 27/06/2024

Credit Card Transactions - Tricia Brown, EMCS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
3/06/2024	AMPOL DAWESVILLE	\$ 92.44	\$ 8.40	Y	POQ1.2610.4001	EMCS PETROL
24/06/2024	QUAIRADING SHIRE	\$ 61.65	\$ 5.60	Y	121407600.2100	BUILDING PERMIT FOR SCOREBOARD
27/06/2024	CARD FEE	\$ 75.00	\$ -	N	20302110.2700	CARD FEE
Total		\$ 229.09	\$ 14.01			



BusinessChoice Everyday Mastercard® Statement

TRICIA BROWN
 SHIRE OF QUAIRADING
 644 YEALERING-KULIN RD
 YEALERING WA 6372

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
Tricia Brown	5163 2800 0107 6777	2,000	2,000.00
Statement From	Statement To	Facility Number	
28 MAY 2024	27 JUN 2024	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	154.09	0.00	75.00	229.09 -	0.00	0.00	0.00

5003673 / M003673 / 180 / CN1VPCP2

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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.


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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
03 JUN	Purchases AMPOL DAWESVILL 55215F DAWESVILLE AUS	92.44	
24 JUN	SERVICE STATIONS SHIRE QUAIRADING QUAIRADING AUS	61.65	
	GOVERNMENT SERVICES NOT ELSE		
	Sub Total:	154.09	
27 JUN	Interest, Fees & Government Charges CARD FEE	75.00	
	Sub Total:	75.00	
27 JUN	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	229.09 -	
	Sub Total:	229.09 -	
	Grand Total:	0.00	

S003673 / M003673 / 180 / CN1VPCPZ

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

Cardholder Signature  Date 17/7/24

Transactions examined and approved.

Manager/Supervisor Signature  Date 17/07/24



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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.

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Email: info@afca.org.au

Phone 1800 931 678

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

S003674 / M003674 / 180 / CN1VPCP2

CSF VPC

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Page 3 of 3

WBCA4WFGI 0919 3181

Credit Card Reconciliation - Page 4

Statement From 28/05/2024
Statement To 27/06/2024

Credit Card Transactions - Sarah Caporn, EMWS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
26/05/2024	RED DOT	\$ 20.98	\$ 1.91	Y	P458.2970.2101	STEP FOR SENIORS TO GET INTO BUS
8/06/2024	WIZARD PHARMACY	\$ 39.98	\$ 3.63	Y	BO12201.2970.2101	COVID TESTS
10/06/2024	NORTHAM PHARMACY	\$ 204.97	\$ 18.63	Y	2140330.21	PURCHASE OF DRUG TESTS
10/06/2024	PATHWEST	\$ 49.50	\$ 4.50	Y	2140330.2101	DRUG TEST FOR STAFF MEMBER
10/06/2024	AUTOPRO NORTHAM	\$ 78.97	\$ 7.18	Y	POTH	SNATCH STRAP
12/06/2024	MAINROADS	\$ 198.00	\$ 18.00	Y	2140304.2101	PROFESSIONAL DEVELOPMENT COURSE
13/06/2024	QUAIRADING SHIRE	\$ 18.90	\$ 1.72	Y	P272.2970.2101	PLATE CHANGE
13/06/2024	QUAIRADING SHIRE	\$ 46.50	\$ 4.23	Y	P272.2970.2101	PLATE REMAKE
15/06/2024	WOO-5109717025	\$ 563.92	\$ 51.27	Y	120707410.2101	WEBSITE PLUGIN SUBSCRIPTION
15/06/2024	JB HI-FI	-\$ 1,376.60	-\$ 125.15	Y	BC11601.2430.2101	REFUND OF DUPLICATE PAYMENT FOR MUSEUM SECURITY SUPPLIES
26/06/2024	TLC EXPRESS	\$ 50.00	\$ 4.55	Y	2140304.2101	CREDIT FOR SMART RIDER FOR TRAINING COURSE - EMWS
27/06/2024	CARD FEE	\$ 75.00	\$ 6.82	Y	20302110.2700	CARD FEE
Total		-\$ 29.88	-\$ 2.72			



BusinessChoice Everyday Mastercard® Statement

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

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

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Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Mrs Sarah Elizabeth Caporn	5163 2800 0153 8917	5,000	5,029.88
Statement From	Statement To	Facility Number	
28 MAY 2024	27 JUN 2024	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	104.88	0.00	75.00	0.00	29.88 -	0.00	0.00

S003675 / M003675 / 180 / CH1VPCP2

CSF VPC

Westpac Banking Corporation ABN 33 007 457 141 AFSL and Australian credit licence 233714.

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

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

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

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

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
26 MAY	RED DOT STORES MIDLAND AUS	20.98	
08 JUN	GIFT, CARD, NOVELTY, & SOUVE WIZ PHY CLAREMONT CLAREMONT AUS	39.98	
10 JUN	DRUG STORES, PHARMACIES NORTHAM PHARMACY PTY L NORTHAM AUS	204.97	
10 JUN	DRUG STORES, PHARMACIES PATHWEST LABORATORY NEDLANDS AUS	49.50	
10 JUN	MEDICAL & DENTAL LABORATORIE AUTOPRO NORTHAM NORTHAM AUS	78.97	
12 JUN	AUTOMOTIVE PARTS, ACCESSORIE MAIN ROADS WA DON AITK EAST PERTH AUS	198.00	
13 JUN	GOVERNMENT SERVICES NOT ELSE SHIRE QUAIRADING QUAIRADING AUS	18.90	
13 JUN	GOVERNMENT SERVICES NOT ELSE SHIRE QUAIRADING QUAIRADING AUS	46.50	
15 JUN	GOVERNMENT SERVICES NOT ELSE W00-5109717025 SAN FRANCISCO USA	563.92	
	U. S. DOLLAR 360.80		
	INC FX FEE AUD \$16.42		
	COMPUTER SOFTWARE		
15 JUN	JB Hi-Fi Group Pty Ltd Southbank AUS	1,376.60 -	
26 JUN	MUSIC STORES- MUSICAL INSTRU TLC EXPRESS CITY RAIL PERTH AUS	50.00	
	NEWS DEALERS & NEWSSTANDS		
	Sub Total:	104.88 -	
27 JUN	Interest, Fees & Government Charges CARD FEE	75.00	

S003675 / M003675 / 180 / CN1VPCP2



BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Sub Total:	75.00	
	Grand Total:	29.88 -	

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

Cardholder Signature *[Signature]* Date 17.07.24

Transactions examined and approved.

Manager/Supervisor Signature *[Signature]* Date 17/07/24

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

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

Important update to your Terms and Conditions

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

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

S003676 / M003676 / 180 / CN1/VPCP2

Credit Card Reconciliation - Page 5						
Statement From		28/05/2024				
Statement To		27/06/2024				
Credit Card Transactions - Benjamin Davies, CESM						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
4/07/2024	BP QUAIRADING	\$ 69.79	\$ 6.34	Y	20507650.2100	DINNER FOR BRIGADE TRAINING (LGGS)
5/07/2024	UNITED PETROLEUM KELLERBERRIN	\$ 125.93	\$ 11.45	Y	PROU002.2610.2101	DIESEL FOR CESM VEHICLE
8/07/2024	LUCY'S TEAROOM	\$ 284.62	\$ 25.87	Y	20507650.2100	LUNCH - COURSE (STRUCTUAL FF)
8/07/2024	DUNNINGS NORTHAM	\$ 34.95	\$ 3.18	Y	20507650.2100	MORNING TEA - COURSE (STRUCTUAL FF)
24/07/2024	BUNNINGS	\$ 54.59	\$ 4.96	Y	20507650.2100	CADET TRAINING
27/07/2024	CARD FEE	\$ 75.00	\$ -	N	2030211.2700	CARD FEE
Total		\$ 644.88	\$ 45.46			



Electronic Statement

BusinessChoice Everyday Mastercard® Statement

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
Benjamin Davies	5163 2800 0197 3585	5,000	5,000.00
Statement From	Statement To	Facility Number	
28 MAY 2024	27 JUN 2024	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	569.88	0.00	75.00	644.88 -	0.00	0.00	0.00



Electronic Statement

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
04 JUN	BP QUAIRADING 6561 QUAIRADING AUS SERVICE STATIONS	69.79	Dinner - Brigade Training LGGS Training
05 JUN	UNITED PETROLEUM PTY KELLERBERRIN AUS SERVICE STATIONS	125.93	Fuel
08 JUN	SMP*Lucys Tearooms Northam AUS EATING PLACES, RESTAURANTS	284.62	Lunch - Course - Bill to DFES (Structural FF)
08 JUN	DUNNINGS NORTHAM NORTHAM AUS SERVICE STATIONS	34.95	Morning Tea - Course - Bill to DFES (Structural FF)
24 JUN	BUNNINGS 603000 NORTHAM AUS HARDWARE STORES	54.59	Cadet Training - Bill to Cunderdin
	Sub Total:	569.88	
	Interest, Fees & Government Charges		
27 JUN	CARD FEE	75.00	
	Sub Total:	75.00	
	Miscellaneous Transactions		
27 JUN	TRANSFER CLOSING BALANCE TO BILLING ACCT	644.88 -	
	Sub Total:	644.88 -	
	Grand Total:	0.00	



Electronic Statement

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

Cardholder Signature

[Handwritten Signature]

Date 16/7/24

Transactions examined and approved.

Manager/Supervisor Signature

[Handwritten Signature]

Date 16/07/24

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

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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

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION**12.1 FY2023/24 Shire of Quairading Disability Access and Inclusion Plan Report****Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Chloe Nella, Special Projects Officer**Attachments** 1. DAIP Progress Report - Shire of Quairading 2023/24 [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 007-24/25

Moved: Cr JC Hayes

Seconded: Cr TJ Stacey

That Council receives the FY2023/24 Shire of Quairading Disability Access and Inclusion Plan Progress Report.

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, JC Hayes and JR Hippisley**AGAINST:** Nil**CARRIED 5/0****IN BRIEF**

The Shire of Quairading FY2023/24 Disability Access and Inclusion Plan Progress Report details progress made by the Shire regarding initiatives outlined in the Shire of Quairading's *Disability Access and Inclusion Plan 2022-2026* (Attachment 1).

The Shire of Quairading is required to report activity against the Disability Access and Inclusion plan (DAIP) to the Department of Communities (DoC), Disability Services annually. This report outlines progress achieved in FY23/24 against the Shire's DAIP and seeks Council approval to submit a formal copy of the progress report to the DoC.

MATTER FOR CONSIDERATION

That Council receives the Shire of Quairading's FY23/24 Disability Access and Inclusion Plan Progress Report.

BACKGROUND

All public authorities in Western Australia are required under the *Disability Services Act (1993)* to develop, implement, review and report on a Disability Access and Inclusion Plan.

The requirements of a Disability Access and Inclusion Plan are to ensure that people with a disability can access services, facilities, buildings, employment, complaints processes, services and

information provided by public authorities in Western Australia in a way that facilitates increased independence, opportunities and inclusion within the community.

The Shire knows that accessibility and inclusion is important to and affects the whole population and our visitors. Therefore, all areas of our community should be considered. Some of the highlights of the Shire's progress in FY23/24 include:

- Completion of Kwirradung Koort, Quairading's first adventure playground and community park which was officially opened on Friday, 15 September 2023. The park catered for all individuals of all abilities. The community park initiative not only enhances the quality of life for residents with disabilities but also strengthens the community's identity as a place that values diversity and equal opportunity for all its members.
- The construction of a new car park that services the Town Hall, Shire Administration building and Works Depot. There are now designated ACROD bays to meet the needs of people with disabilities in terms of quantity and location.
- Employment of a new General Practitioner for the Quairading Medical Practice. Additionally, development to the Quairading Medical Practice in creating designated disabled access car parking at the rear of Medical Practice has improved ease of egress/exit.
- Numerous local town events – NAIDOC Week, Town Christmas Party, Australia Day Event, Children Week and Youth Centre Events. All events engage the diverse community and promote access and inclusion through activities that cater for all ages and abilities.
- Construction of new footpaths
- Ensure Shire's promotions of access and inclusion initiatives and projects throughout the community.

STATUTORY ENVIRONMENT

Disability Discrimination Act 1992

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil.

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
- 1.3 Community:** Advocate for the provision of quality health services, health facilities and programs in the Shire
- 3.1 Built Environment:** Safe, efficient and well maintained road and footpath infrastructure
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles

3.3 Built Environment: Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans

5.1 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

The community consultation and engagement stage of the Disability Access and Inclusion Progress Report utilised a wide range of integrated activities (formal and informal) in which community members and stakeholders exchanged ideas, opinions, information and knowledge through meaningful interactive conversations.

Internal

- Executive Management Team
- All business units at the Shire of Quairading

External Agencies

- Department of Communities Disability Services
- Allied Health Services servicing Quairading

Community

- Community Meetings
- RAP Committee
- Quairading Community Resource Centre
- Quairading Medical Practice
- Quairading Health Service

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low
Health	Low
Reputation	Low
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

Overall, the Shire of Quairading plays an important role in relation to access and inclusion as it undertakes an array of responsibilities which impact on the quality of life of people with disability, their families and carers. These include infrastructure provision, facilities management and the delivery of a wide range of services and programs. People with disability have the same rights as other community members to access the Shire’s services and participate fully in community life and the Shire is committed to enabling this.

COMMENTS AFFECTING COUNCIL DECISION

Cr Stacey enquired whether on the first page of the report, page 84 of the agenda, the Public Authority Name should be Shire of Quairading instead of the CEO’s name. The CEO replied, that yes, that is correct and would be changed before submission.



Government of **Western Australia**
Department of **Communities**



DISABILITY ACCESS AND INCLUSION PLAN PROGRESS REPORT

Reporting Period: 1 July 2023 – 30 June 2024

Report Due Date: 31 July 2024

Public Authority's Details

Name:

Contact Person:

Phone:

Email:

Date DAIP Lodged with the Department of Communities:

Date DAIP published on your organisation's website:

URL Link to published DAIP:

<https://www.quairading.wa.gov.au/living-in-quairading/community-services/access-inclusion/>

<https://www.quairading.wa.gov.au/wp-content/uploads/2023/07/Disability-Access-and-Inclusion-Plan-DAIP-2022-2026-ENDROSED-Feb-2022-119-2122-1.pdf>

DAIP Outcome 1: Services and events		State Disability Strategy Outcome	Status (please select Completed, In Progress or Not Progressed)
<p>People with disability have the same opportunities as other people to access the services of, and any events organised by, the department.</p>			
1	<p>Over the past year the Shire of Quairading held numerous local town events, NAIDOC Week, Town Christmas Party, Australia Day Event, Children Week events and Youth Centre Events. The purpose of these initiatives is to engage the Shire’s diverse community and promote access and inclusion through activities that all ages and abilities can enjoy. The events were held in locations where disabled access was possible to enable people with a disability to have the opportunity to access the same events as other people.</p> <p>Invitations were sent out in a variety of different formats including online and print, to suit all sectors of the community.</p> <p>Overall providing services and hosting these events for people with disabilities are essential for fostering inclusivity and accessibility, especially within a small community. When everyone is included, communities become stronger and more resilient, fostering a sense of belonging and unity.</p>	7 and 8	Completed
2	<p>The Shire of Quairading facilitated the employment of a new General Practitioner for the Quairading Medical Practice. After a rigorous recruitment process, Council employed the highly qualified and experienced Dr Jack Yap.</p>	11	Completed

Q1. Outcome 1: Services and events		State Disability Strategy Outcome	Status (please select Completed, In Progress or Not Progressed)
People with disability have the same opportunities as other people to access the services of, and any events organised by, the department.			
	<p>His presence not only reduces the burden of travel for medical care but also fosters a stronger sense of community cohesion and well-being.</p> <p>Council endorsed a move from a Shire managed facility to a Doctor managed facility recently. From a community perspective, the shift to a doctor-run practice translates to increased access to specialized care, expanded service offerings, and shorter wait times.</p>		

Q2 DAIP Outcome 2: Buildings and facilities		State Disability Strategy Outcome	Status (please select Completed, In Progress or Not Progressed)
People with disability have the same opportunities as other people to access the buildings and other facilities of the department.			
1	The Shire has commenced the Master Plan of the Quairading Sports, Recreation & Cultural Precinct, which includes a new sports facility, community gym, multi-use function area, two multi-purpose netball/basketball courts, and four tennis courts. During the Master	5	In Progress

4

DAIP Progress Report 1 July 2023 – 30 June 2024

DAIP Outcome 2: Buildings and facilities		State Disability Strategy Outcome	Status (please select Completed, In Progress or Not Progressed)
People with disability have the same opportunities as other people to access the buildings and other facilities of the department.			
	Plan process there was careful consideration to ensure accessibility, engagement, and safety for all users. This will foster a supportive environment for physical activity and social interaction.		
2	Completion of the Kwirradig Kort Community Park. The completion of an inclusive community park involved multiple steps and considerations to cater for the needs of people with disabilities. The Shire has created a park and playground that is welcoming and accessible to everyone, regardless of their abilities, building on the inclusive amenity of the town.	5 and 8	Completed
3	The construction of a new carpark that services the Town Hall, Shire Administration building and Works Depot has been completed. The design includes designated ACROD bays to meet the needs of people with disabilities in terms of quantity and location.	5	Completed
4	The construction of a new footpath including <ul style="list-style-type: none"> • McLennan St, St to Southern Terminus • Cubbine St from Murphy St to Early Learning Centre at QDHS • Installation of a pram ramp at the Town Hall Precinct 	5	Completed
5	Designated undercover disabled parking bay at the Quairading Medical Practice	5	Completed

5

DAIP Progress Report 1 July 2023 – 30 June 2024

<p>DAIP Outcome 2: Buildings and facilities</p> <p>People with disability have the same opportunities as other people to access the buildings and other facilities of the department.</p>	<p>State Disability Strategy Outcome</p>	<p>Status (please select Completed, In Progress or Not Progressed)</p>
<p>A undercover signed disabled access parking bay has been designated at the rear of the Quairading Medical Practice that enters into a large Nursing Bay area at the rear of the property to better meet the needs of people with disability.</p>		

Q3.

DAIP Outcome 3: Accessible information		State Disability Strategy Outcome	Status (please select Completed, In Progress or Not Progressed)
<p>People with disability receive information from the department in a format that enables them to access the information as readily as other people.</p>			
1	<p>All Shire of Quairading surveys and advertising material is supplied in print and online, plus alternative format is available for all promotional material if requested. The Shire is committed to ensuring that the community has access to Shire forms, surveys and newsletters for people of all ages and abilities, including people with disability, their facilities and/or the carers. All Shire advertising is included in several media forms.</p> <p>The Shire developed a new website in 2023/24. Creating the new website focused on inclusivity and people with disabilities involved a comprehensive approach to design, functionality, and content to ensure it was accessible, user-friendly and informative.</p> <p>The new website ensured the size, type and colour of the font and imagery aligned with requirements for visually impaired people. By focusing on these elements, the Shire website serves as a valuable resource and community hub, promoting inclusivity, accessibility and engagement for people with disabilities.</p>	10 and 15	Completed

7

DAIP Progress Report 1 July 2023 – 30 June 2024

Q4.

DAIP Outcome 4: Service		State Disability Strategy Outcome	Status (please select Completed, In Progress or Not Progressed)
People with disability receive the same level and quality of services from the staff of the department as other people receive.			
1	There is no difference in the level and quality of service provided between people with a disability and people without a disability and the Shire is continually adapting to ensure that this remains the case. The Shire has a link on its website which outlines the Disability Access and Inclusion Plan 2022-2026, and this links back to the Shire of Quairading Strategic Community Plan 2021-2031.	7 and 12	In Progress

Q5.

DAIP Outcome 5: Complaints		State Disability Strategy Outcome	Status (please select Completed, In Progress or Not Progressed)
People with disability have the same opportunities as other people to make complaints to the department.			
1	<p>Ensuring grievance mechanisms are accessible for people with disabilities is crucial for fostering an inclusive environment and upholding the rights.</p> <p>There is no difference in the level and quality of service provided between people with a disability and people without a disability and the Shire is continually adapting to ensure that this remains the case.</p> <p>The new website enables complaints and feedback to be received easier via the Shire and it has improved the accessibility for people with a disability.</p>	13	In Progress

Q6.

DAIP Outcome 6: Consultation		State Disability Strategy Outcome	Status (please select Completed, In Progress or Not Progressed)
People with disability have the same opportunities as other people to participate in any public consultation by the department.			
1	<p>The Shire of Quairading’s engagement strategies consider the ways in which all people are encouraged and supported to engage or participate with information and decision-making process of the Shire.</p> <p>In July 2023, the Shire released its annual Community Perception Survey which gained feedback on infrastructure, facilities, public open spaces, and maintenance questions, designed for the community to report back to Council on the priorities for Shire projects over the next few years.</p> <p>By the Shire actively engaging with people with disabilities and incorporating their feedback into decision-making processes, the Shire can create a more inclusive, equitable and supportive community for all residents.</p>	12	Completed

Q7.

DAIP Outcome 7: Employment		State Disability Strategy Outcome	Status (please select Completed, In Progress or Not Progressed)
People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.			
1	Dignified and equal access to employment includes physical access plus it is reflected in the attitudes of colleagues, staff and managers. The Shire has policies and protocols to develop, support and maintain a workplace culture that is accessible and inclusive. The Shire actively welcomes and values the unique contributions of all people in its workplace. The Shire offers an inclusive workplace and welcomes employment applications from all age groups, people with an impairment, and those from diverse ethnic and cultural backgrounds. This year the Equal Opportunity Policy, the Bullying & Harassment Policy and the Grievance Resolution Policy were reviewed and amended to reflect this position.	2	Completed

Q8. List and describe up to 3 key DAIP achievements and their outcomes for people with disability

Achievement 1

Please list achievement – there is a 100-word limit. Provide a clear description of the achievement and the outcome/result as it relates to people with disability.

Kwirrading Koort, Quairading’s first adventure playground and community park was officially opened on the 15th of September 2023.

By ensuring that the park facilities cater to individuals of all abilities, the town promotes social equity and community integration.

Universally accessible ablutions make visits more convenient for caregivers and individuals with disabilities, fostering a welcoming environment.

Play equipment designed for inclusivity ensures that all children, regardless of their physical abilities, can actively participate and enjoy the park experience.

Accessible paths linking different areas of the park not only facilitate movement but also symbolize the Shire's commitment to universal accessibility.

Overall, this initiative not only enhances the quality of life for residents with disabilities but also strengthens the community's identity as a place that values diversity and equal opportunity for all its members.

12

DAIP Progress Report 1 July 2023 – 30 June 2024

Achievement 2 – DAIP Action

Please list achievement – there is a 100-word limit. Provide a clear description of the achievement and the outcome/result as it relates to people with disability.

Town Hall Carpark line marking and clearly marked ACROD Bays.

The construction of a new carpark that services the Town Hall, Shire Administration building and Works Depot is now complete.

The new line marking design includes designated ACROD bays to meet the needs of people with disabilities in terms of quantity and location.

Achievement 3 – DAIP Action

Please list achievement – there is a 100-word limit. Provide a clear description of the achievement and the outcome/result as it relates to people with disability.

Quairading Medical Practice designated disabled access car parking at rear of Medical Practice for ease of egress/exit.

A undercover signed disabled access parking bay has been designated at the rear of the Quairading Medical Practice that enters into a large Nursing Bay area at the rear of the property to better meet the needs of people with disability.

Achievement 3 – DAIP Action

The front access to the Medical Practice (albeit with a hand rail installed) has a slope steeping down to the door so can poze a hazard to residents with disabilities.

Q9. Is your Public Authority due to review its DAIP and amend or develop a new DAIP in the 2024-2025 reporting period?

Yes

No

For Local Government Authorities Only

Q10. Q How many elected members does your Council have?

Q11. How many elected members identify as having a disability?


Please send the completed report to:

StateDisabilityStrategy@communities.wa.gov.au by no later than Wednesday **31 July 2024**.

12.2 Flag Policy

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments 1. Flag Policy - Draft [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 008-24/25

Moved: Cr JC Hayes

Seconded: Cr JR Hippisley

That Council endorse the Flag Policy.

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

IN BRIEF

Recent frequent staff changes in the administration department have led to inconsistencies in when and how the flags displayed at the front of the Shire of Quairading Administration Office are lowered to half-mast when there is a death or funeral in the community. The Flag Policy (Attachment 1) intends to reconcile the expectations of the community with the practices and procedures carried out by front office staff.

MATTER FOR CONSIDERATION

The *Australian Flags Act 1953* and the Australian National Flag Protocols describe the manner and process with which the Australian National Flag and all other flags flown alongside it are to be treated when displayed. Council needs to consider consistency and appropriateness of any additional procedures described in the Policy.

BACKGROUND

In recent months, administration staff have received multiple complaints from members of the public over instances of the Australian National Flag or the Australian Aboriginal Flag either not being flown at all during regular office hours, being flown upside-down, the rope being loose or flags being, or not being lowered to half-mast on the occasion of a funeral or death in the community.

To ensure a consistent approach to the everyday displaying of flags outside the Administration Office and to the lowering of flags for special occasions, Council has requested Officers to draft a Flag Policy in line with legislation and community expectation.

Officers found that larger Shires in the Wheatbelt will only lower flags to half-mast on prescribed occasions or on the occasion of a former or sitting Councillor's or former or current staff member's

passing. Other Wheatbelt Shire’s of similar size to that of Quairading will also lower flags to half-mast on the occasion the passing of a former or current longstanding member of the community or a funeral conducted locally.

Administration staff will rely heavily on information from the community in order to consistently display flags at half-mast on the above-mentioned occasions. The modification of booking forms for Shire venues and funerals to include the preference of whether or not flags should be lowered will help administration staff with carrying out the correct process for the occasion.

STATUTORY ENVIRONMENT

Local Government Act 1995

Australian Flags Act 1953

Department of the Prime Minister – Australian National Flag Protocols

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

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

5.1 Governance & Leadership: Shire communication is consistent, engaging and responsive

CONSULTATION

The Policy was developed as a response to community comments and with input from Councillors.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Nil
Health	Nil
Reputation	Moderate <i>Inconsistent and incorrect display of the Australian National Flag and the Australian Aboriginal Flag could represent disengagement with the community and disregard for correct procedure and process.</i>
Operations	Low <i>Raising and lowering the flags outside the administration building forms part of the everyday tasks of the administration staff.</i>

Natural Environment	Nil
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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

COMMENTS AFFECTING COUNCIL DECISION

Cr Hippisley asked how the word District was to be understood on page 2 of the Policy. Cr Haythornthwaite explained that the word was being used synonymously with the word Shire in the Policy.

Cr Hayes asked whether community members, not necessarily family, were welcome to inform admin staff of confirmed funerals of former residents, acknowledging that this was stated in the Agenda Report but not specified in the Policy. How would the community be informed of this.

Cr Haythornthwaite explained that, as the Policy was largely a result of community comment, once endorsed, the Policy and the request for community information would be publicised through our usual channels and through the President’s update in the Banksia Bulletin.

FLAG POLICY



Flag Policy

PURPOSE

This policy has been created, as the Shire of Quairading (the Shire) recognises the cultural significance of the Australian National Flag, the Australian Aboriginal Flag and any other recognised flag and pennant as the symbol of a nation, state or organisation and it is important for the Shire to be aware of and observe the appropriate principles and flag flying protocols.

OBJECTIVE

This policy is to provide operational guidelines and identify the protocols used for flying flags under the care and control of the Shire.

The Shire will fly flags at the entrance to the Administration Building and will ensure that the flags are displayed with due diligence, dignity and attention to position.

SCOPE

This Policy applies to flags flown at Council buildings and reserves only. The order is relevant to the number of poles available at the site and does not constitute a requirement for additional poles.

POLICY

Flags will be flown in accordance with the Australian National Flag Protocols.

1 Shire Buildings

The Australian National Flag is to be flown/displayed at Shire premises in ordinary working hours on ordinary working days.

Where additional flag poles exist, other flags may be flown/displayed in the following order of priority:

- a. Australian Aboriginal Flag and/or Torres Strait Islander Flag
- b. Western Australia State Flag

2 Special Dates

Notwithstanding Section 1, the Australian Aboriginal Flag and/or Torres Strait Islander Flag are to be flown/displayed with the Australian National Flag for the duration of NAIDOC Week and National Reconciliation Week each year.



3 Flags Flown at Half-Mast

The Shire may fly flags at half-mast on specific occasions to commemorate a solemn occasion, including:

- a. To coincide with national, state or regionally significant events (generally at the behest of the various levels of government protocol arrangements).
- b. When a current or former Elected Member of the Shire passes away.
- c. When a current or former Staff Member of the Shire passes away.
- d. When a funeral service or burial is conducted in the District.
- e. When a local resident passes away, even if the funeral service and/or burial are conducted outside the district.

When the flags are flown at half-mast, acknowledgement of the reason will be made via the Shire's Facebook page.

4 Rules for flying flags

- a. The Australian National Flag must only be flown at night if illuminated.
- b. When flying the Australian National Flag and any other flags in a line of flagpoles the Australian National Flag should be flown on the far left of a person facing the flags.
- c. The flag should never be allowed to fall or lie on the ground.
- d. The flag should never be used to cover a statue, monument or plaque for an unveiling ceremony, to cover a table or seat or to mask boxes.
- e. The flag should not be flown when in a damaged, faded or dilapidated condition.
- f. The flag should not normally be flown in a position inferior to that of any other flag or ensign.
- g. The Australian National Flag should not be smaller than any other flag or ensign.
- h. The flag should be raised briskly and lowered ceremoniously.
- i. The flag should be flown aloft and free, as close as possible to the top of the flag mast, with the rope tightly secured.
- j. The flag should be raised no earlier than first light and should be lowered no later than dusk.
- k. Two flags should not be flown from the same flagpole.
- l. The flag should not be flown upside down, not even as a signal of distress.
- m. Flags will not be flown in hazardous conditions.

FLAG POLICY



5 Rules for flying flags at half-mast

- a. Flags are flown in the half-mast position as a sign of mourning.
- b. When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last.
- c. To bring the flag to the half-mast position, the flag must first be raised to the top of the mast (the "peak"), then immediately lowered slowly to the half-mast position. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.
- d. When lowering the flag from a half-mast position, it should first be briefly raised to the peak, and then be lowered ceremoniously.
- e. Under no circumstances should a flag be flown at half-mast at night, even if illuminated.

GUIDELINES

Department of the Prime Minister – Australian National Flag Protocols

STATUTORY ENVIRONMENT

Australian Flags Act 1953

Local Government Act 1995

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	Marion Haeusler			New Policy	July 2026

12.3 Food Act Compliance & Enforcement Policy**Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Marion Haeusler, Executive Officer**Attachments** 1. Food Safety Compliance & Enforcement Policy - Draft [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 009-24/25

Moved: Cr TJ Stacey

Seconded: Cr JR Hippisley

That Council adopt the Food Act Compliance & Enforcement Policy

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, JC Hayes and JR Hippisley**AGAINST:** Nil**CARRIED 5/0****IN BRIEF**

The Department of Health advises all enforcement agencies to adopt a compliance and enforcement policy to ensure consistency in enforcement action taken. Council is asked to adopt the attached Food Act Compliance & Enforcement Policy, as it has not previously endorsed such a policy.

MATTER FOR CONSIDERATION

Consistency of enforcement action regarding matters dealt with in the *Food Act 2008*.

BACKGROUND

The Department of Health and local government authorities have specific duties and responsibilities in the administration of the Food Act 2008 and Public Health Act 2016. WA local governments and the Department of Health are the enforcement agencies for various food businesses and other business activities across WA.

Enforcement agencies are advised to adopt a strategic approach to the application of legislative enforcement provisions by developing a written compliance and enforcement strategy or policy. This will ensure consistency in enforcement action taken by a local government, its Environmental Health Officers and authorised officers. Compliance and enforcement action should be a graduated approach of enforcement options, generally commencing with milder options such as issuing an improvement notice and then progressively moving to more severe enforcement options such as prosecution. The enforcement option will depend on inherent risks and the overall performance of a business or individual.

The Shire's Environmental Health Officer, Philip Swain, has drafted the attached Policy in consultation with Officers for Council's adoption in accordance with the Department of Health's Compliance and Enforcement Guideline for Enforcement Agencies - V3.

The Policy details the enforcement methods available to the Shire as an enforcement agency and the decision-making criteria and process to determine their appropriate application.

STATUTORY ENVIRONMENT

Food Act 2008

Freedom of Information Act 1992

Food Regulations 2009

Australian New Zealand Food Standards Code

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

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

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Arbitrary or unreasonable application of enforcement methods could have a negative financial impact in case of appeal.</i>
Health	Moderate <i>Lack of, inappropriate or inconsequential enforcement of the Food Act could pose a potential health risk to the community.</i>
Reputation	Low <i>Application of the Policy will ensure a consistent and fair approach to enforcement of the Food Act.</i>
Operations	Nil
Natural Environment	Nil

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

COMMENT

Nil

COMMENTS AFFECTING COUNCIL DECISION

Cr Hippisley enquired whether this Policy was put to Council for adoption because of legislative requirements or through in-house initiative.

The CEO explained that as a result of the last site visit by the Environmental Health Officer, Philip Swain. He had urged the Shire to adopt such a Policy in light of recent food handling and hygiene issues and with more and more mobile food businesses seeking permits to trade in town. This Policy would give Council and its Officers the framework to refer back to especially for infringements and other enforcement action.

Cr Stacey enquired who had the responsibility to apply for a permit if food was sold at an event. The CEO responded that it was the event organiser’s responsibility. Cr Hayes clarified that a contracted food vendor was responsible for seeking a permit if they were contracted to sell food at an event. Crs agreed that publicising this information may be beneficial.



Food Safety Compliance & Enforcement Policy

PURPOSE

The Department of Health (WA) administers the *Food Act 2008* (the Act). The Shire of Quairading is a designated enforcement agency under the provisions of the Act. The objectives of the Act as defined in Section 3 include the following:

- (a) to ensure food for sale is both safe and suitable for human consumption,
- (b) to prevent misleading conduct in connection with the sale of food,
- (c) to provide for the application in the State of the Food Standards Code.

Enforcement of the Act is essential for the effective management of food safety risks and the prevention of misleading conduct in connection with the sale of food. Accordingly, the Department of Health (WA) and the Shire are committed to ensuring a high level of compliance with the Act and Regulations.

This Policy sets out the Shire's policy on compliance and enforcement that will facilitate the effective achievement of the regulatory goals of the Act in a manner that is:

- Authorised by law.
- Procedurally fair.
- Accountable and transparent.
- Consistent, and
- Proportionate.

The Policy recognises that most food businesses aim to comply with the law and produce food that is safe and correctly labelled. The compliance and enforcement role of the Shire is to protect consumers from a minority who may not act in the interests of food safety. It is the aim of this Policy to undertake enforcement action only where necessary and to give priority to educating food handlers on maintaining the safety of food products produced or sold within the Shire.

It is important that enforcement options are clearly understood so that action taken against a food handler or food business is within the scope of the law and is appropriate for the given circumstances. This Policy describes the enforcement options available and provides details of the considerations made in determining their application toward achieving the objectives of the Act as well as the principles the Shire will apply in its compliance and enforcement activities.

Breaches of the Act are classified as criminal offences and penalties of up to \$500,000 and/or two years imprisonment can apply. Due to the variety of circumstances that may be encountered through the range of inspections and enforcement procedures, the Policy cannot be used to limit the discretion of the Shire to take any enforcement action for the purposes of obtaining high standards of food safety.



OBJECTIVE

The objectives of this Policy are:

- To provide transparency to consumers and industry on how the Shire will make decisions on enforcement action.
- To guide decision making and action by Shire Officers in the use of enforcement options.
- To use regulatory implements in such a way as to best achieve the Shire’s strategic and operational objectives.

DEFINITIONS

- “Authorised Officer”:** means a person appointed under Part 10, Division 3 of the *Food Act 2008*
- “Food Standards Code”:** means the *Australia New Zealand Food Standards Code* as defined in the Food Standards Australia New Zealand Act, 1991 of the Commonwealth of Australia.
- “Regulations”:** means the *Food Safety Regulations 2009*
- “the Act”:** means the *Food Act 2008*
- “the Shire”:** means the Shire of Quairading
- “the Policy”:** means the Food Safety Compliance & Enforcement Policy

POLICY

1 Compliance & Enforcement Principles

As a regulatory authority the Shire of Quairading will endeavour to:

- Act in the public interest.
- Act consistently, impartially and according to law.
- Promote consistency through effective liaison with field staff and the adherence to policies and procedures.
- Ensure we do not discriminate based on gender, race, religion, sexual orientation, national origin or political association.
- Ensure that enforcement action is taken against the right persons for the right offence.
- Ensure that all relevant evidence is placed before the courts or appeals tribunals.
- Make food businesses aware of their legal obligations through the widest possible dissemination of information.
- Explain the benefits of compliance to food businesses and discuss specific compliance failures or problems.
- Provide advice on mechanisms that can be used by food businesses to improve compliance.



- Confirm advice in writing when requested and provide written advice in a clear and simple manner, explaining what and why remedial work is to be undertaken, over what period and ensure that all legal requirements are clearly explained.
- Advise proprietors of their right of appeal as provided by law.
- Provide alleged offenders with an opportunity to discuss the circumstances of their case.
- Seek the support of industry leaders to influence compliance levels.

2 Decision Making Criteria

Each case will be considered individually and the appropriate enforcement action to be taken will be determined on the circumstances of the case. This policy seeks to align with the Prosecution Policy of the Commonwealth ⁽¹⁾. The following issues need to be considered and balanced in deciding the type of enforcement action, if any, that is applied:

- The knowledge of the alleged offender as to the consequences of their actions.
- The degree of care taken by the alleged offender to ensure they did not commit an offence.
- The capability of the alleged offender to understand, cope and comply with the relevant requirements.
- The alleged offender's antecedents and background, including culture and language ability.
- The openness, honesty and cooperation demonstrated by the alleged offender.
- The contrition demonstrated by the alleged offender.
- Any mitigating or aggravating circumstances.
- The culpability of the alleged offender and role played by other parties that may have contributed to the offence.
- The timeliness, the staleness, duration and magnitude of the offence.
- The totality of offences that may have been allegedly committed.
- The proportionality of the selected enforcement option so that the action will not be unduly harsh or oppressive.
- The prevalence of the alleged offence within the industry and any need for a deterrent effect.
- The difficulty and resources expended by the Shire in investigating and proving the elements of the offence or the type of offence.
- The efficiency and cost to the Shire of the compliance and enforcement option that is used.
- Whether the enforcement action required to achieve the objectives of the Act are appropriate.
- Whether or not the enforcement action would be perceived as counterproductive – for example, by bringing the law into disrepute.



- Whether or not the offence is of considerable concern to the general public.
- The necessity to maintain public confidence in the enforcement of the Act.
- The existence of any risk to public health and the nature and extent of that risk.
- The extent to which consumers have been defrauded.
- The need to protect the consumers either in or visiting the Shire of Quairading.

The overriding consideration in taking enforcement action will always be the public interest.

(1) Commonwealth Director of Public Prosecutions 2004, Prosecution Policy of the Commonwealth.

3 Privacy

The Shire must observe the privacy principles set out in the *Freedom of Information Act 1992*. Information relating to compliance and enforcement action will be made available only where consistent with the *Freedom of Information Act 1992* and Section 121 of the Act.

4 Application of Compliance and Enforcement Options

4.1 Types of Compliance and Enforcement Action

The compliance and enforcement options available to Authorised Officers include:

- Verbal Advice and Warnings.
- Written Warnings.
- Improvement Notice.
- Prohibition Order.
- Seizure Powers.
- Penalty Infringement Notice.
- Prosecution.
- Corrective Advertising.
- Injunctions or Injunctive Relief
- Publication of the Names of Offenders.
- Action Against Registration

4.1.1 Verbal Advice and Warnings

Authorised Officers will routinely give advice on compliance to food businesses. This advice will relate to principles of food safety, explaining the benefits of compliance or the purpose of the law. Verbal warnings should normally only be given for extremely trivial offences, where the offence is of a technical nature or where there is insufficient evidence to justify a warning letter.



4.1.2 Written Warnings

Where there is evidence that minor breaches of the Act have occurred, warning letters may be issued at the discretion of the Authorised Officer. Warning letters may be inappropriate where there are many minor offences on one occasion within one food business. Similarly warning letters will not normally be issued for a series of offences within a relatively short period of time or in those cases where warning letters have previously been issued. The totality of the offences should be considered in deciding the appropriate course of action. Where significant non-compliance is evident, more significant enforcement action may be appropriate. Warning letters will detail:

- the exact nature of the offence
- required remedial action
- relevant clauses of the legislation
- the maximum penalty for the offence
- the intention of the Shire to enforce the legislation.

Warning letters will be followed-up within no less than 3 months to ensure the required actions have been taken. Further written warnings will not be issued for a subsequent similar offence except in exceptional circumstances.

4.1.3 Improvement Notices

Authorised Officers may serve Improvement Notices under Section 63 of the Act. An Improvement Notice is an order that may require, in relation to premises, food transport vehicles or equipment, cleaning, repair, replacement, and relating to the handling of food, revision of a food safety program, implementation of a food safety program or implementation of the Food Safety Standards. The orders may also require food to be handled in a specified way or for a specified purpose. Improvement Notices should only be used where there is an intention to proceed to a Prohibition Order following non-compliance with that Improvement Notice. An Improvement Notice must:

- Specify the specific legislative provision to which it relates.
- Describe the particular action to be taken.
- State the date by which compliance must be achieved.
- Be served on the proprietor of the food business.

While extension of the date of compliance is at the discretion of the Authorised Officer, extensions of time for compliance will not be granted for matters related to cleaning or food handling without the prior approval of the Chief Executive Officer. Should the proprietor wish to seek an extension of time for compliance, that request must be in writing stating the reasons the extension is being sought. A request is to be submitted to the Shire before the date of compliance as indicated in the Notice. Appeals concerning Improvement Notices will be considered by the Chief Executive Officer.



Improvement Notices are differentiated from warning letters in that they are a statutory notice that may lead to the issuing of a Prohibition Order under Section 65 of the Act. The issuing of an Improvement Notice does not preclude the issuing of a Penalty Infringement Notice or the institution of court proceedings in circumstances where these types of actions may be warranted.

4.1.4 Prohibition Orders

Prohibition Orders may be issued by an Authorised Officer where an Improvement Notice has been issued and there has been a failure to comply with the Improvement Notice by the date of completion or where the issue of a Prohibition Order is necessary to prevent or mitigate a serious danger to public health.

A Prohibition Order will:

- Take a form that prohibits the handling of food on specified food premises, vehicles or equipment, or that food is not to be handled in a specified way or for a specified purpose.
- May only be issued by the Chief Executive Officer, being a duly authorised delegate under Section 117 of the Act.
- Before issue be accompanied by a brief of evidence sufficient to prove all elements of a prosecution prior to issue.
- Will remain in place until a Certificate of Clearance is issued following a written request for an inspection. An inspection will be undertaken within 48 hours of a written request being made by the proprietor of the food business to the Shire. If an inspection is not made within 48 hours of the written request for an inspection, a Certificate of Clearance is deemed to have been granted.
- Include advice that Section 69 of the Act provides for appeal to the State Administrative Tribunal (SAT) if there is a refusal to issue a Certificate of Clearance.

It should be noted that Section 8 of the Act defines food handling very broadly, including activities such as collecting, transporting, storing or displaying food. Breach of a Prohibition Order will normally result in prosecution. Section 70 of the Act provides for compensation to be paid if there were no grounds for the making of the Prohibition Order.

4.1.5 Seizure Powers

Authorised Officers have power under Section 40 of the Act to seize food, vehicles, equipment, and labelling and advertising materials which the Authorised Officer reasonably believes do not comply with a provision of the Act or Regulations or which there is evidence that an offence has been committed. The person from whom items have been seized must be informed of their right under Section 57 to appeal within 10 days of the seizure to the Magistrates Court for an order disallowing the seizure.

Whilst seizures are undertaken to collect evidence or to prevent further offences being committed, they effectively impose a penalty upon the person from whom the food, vehicle, equipment and labelling or advertising materials is seized. The impact of a seizure should be considered in the application of any other enforcement action. Persons from whom items are seized must be provided with a statement that describes the items seized, states the reasons for the seizure and the address at which the items will be held.

Where it becomes evident that there has been no contravention of the Act or Regulations in relation to items which have been seized, they are to be returned as soon as possible to the person from whom the items were seized. Compensation may be paid if there has been no application to a Magistrates Court and no contravention of the Act or Regulations had occurred in relation to the seized items.

4.1.6 Penalty Infringement Notices

When an Authorised Officer during an inspection of premises, vehicles or equipment, detects or observes conditions or circumstances that give rise to the potential for the issue of an Infringement Notice, verbal advice will be given, at that time, to the person allegedly responsible for the alleged offence that an Infringement Notice may be issued.

Prior to an Infringement Notice being issued Authorised Officers must prepare a brief of evidence, which proves each element of the alleged offence to the standard required for prosecution. Further than establishing a prima facie case there must also be a reasonable prospect of a conviction being secured if the alleged offender chooses to have the matter heard in a court. That brief is to be submitted to the Chief Executive Officer for consideration and authorisation for the Infringement Notice to be issued. An Infringement Notice shall:

- Be issued pursuant to Section 126 of the Act.
- Be to the effect that the person to whom it is directed has committed a specified offence.
- Be forwarded by post or hand delivered to the person alleged to have committed the offence.
- Be accompanied by a written advice giving the reasons for issue.
- Provide advice and requirements for the remedying or rectification of the issue/s outlined in the Notice.
- Consider the decision-making criteria outlined in Section 2 before issuing of an Infringement Notice.
- Specify that, if the person does not wish to have the matter dealt with by a court, the person may pay the specified monetary penalty for the offence within a specified time.

Infringement Notices provide a cost effective and efficient method of dealing with offences and will generally be sufficient response to breaches of the Act.



Infringement Notices are not available for serious offences contained in Part 3, Division 1 of the Act. These relate to the handling of food in a manner that a person knows will render, or is likely to render, the food unsafe or where the food is handled in a manner that the person ought reasonably to know is likely to render the food unsafe.

A payment of a penalty notice is not an admission of liability, and the person is not liable to any further proceedings for the alleged offence.

4.1.7 Prosecution

Prosecution can be commenced with the institution of proceedings in the Magistrates Court. Prior to any prosecution being launched Authorised Officers must prepare briefs of evidence which prove each element of the alleged offence to the standard required for prosecution. That brief is to be submitted to the Chief Executive Officer for consideration and authorisation for the prosecution to proceed. The resources available for prosecuting are finite and should not be expended pursuing inappropriate cases.

The decision-making criteria outlined in Section 2 will be considered in deciding to prosecute and will be reserved for more serious breaches. While the Act provides that proceedings must be commenced within 6 months for matters relating to food samples and 12 months for other matters, all matters should be prepared for hearing as quickly as possible.

The Act extends liability to a wide range of persons who may be involved in some way with contraventions of the Act or Regulations, including employees, proprietors, and individual directors of companies. Where the Shire has selected prosecution as the appropriate option, the Shire will not necessarily proceed against all those who may be potentially liable under the legislation.

Prosecutions are eligible for publication by the Department of Health (WA).

4.1.8 Corrective Advertising

The Shire may request court orders for corrective advertising where a person is found guilty of an offence and there is a potential ongoing risk to public health, or where it has been proven that a food has been promoted through advertising, in an inappropriate or intentionally misleading way.

4.1.9 Injunctions or Injunctive relief

The Shire may also seek an injunction or injunctive relief to prevent continuing activity that does not comply with the Food Act, Food Regulations or the Code. In taking such action the Shire should consider the potential for compensation following failure of any subsequent prosecution.

4.1.10 Publication of the Names of Offenders

Where the Shire undertakes a successful prosecution the Department of Health may publicise, within the prescribed timeframe, format and procedure, the details of the conviction. Information on the process is outlined in the WA Food Regulation: Publication of Names of Offenders Policy.



4.1.11 Action Against Registration

The Act requires food businesses to be registered. Operation of a food business without current registration issued by the Shire is an offence.

A food business that fails to comply with regulatory requirements is subject to enforcement action. Registrations can be cancelled under the following circumstances:

- as a result of any annual or other fee not being paid by the date prescribed, or
- as a result of the food business ceasing to be conducted, or
- as the result of a request by the holder of a certificate of business registration.

GUIDELINES

Department of Health – Compliance and Enforcement Guideline for Enforcement Agencies V03

STATUTORY ENVIRONMENT

Food Act 2008 (WA)

Freedom of Information Act 1992

Food Regulations 2009 (WA)

Australia New Zealand Food Standards Code

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	Philip Swain/Marion Haeusler			New Policy	Jul 2026

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH & BUILDING

No matters for consideration

ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES

14.1 Update on Works & Services Programme

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Sarah Caporn, Executive Manager, Works & Services

Attachments 1. Roads Not Graded (2023) [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 010-24/25

Moved: Cr JR Hippisley

Seconded: Cr JC Hayes

That Council endorse the current status of the programme for Works & Services team to July 2024.

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

IN BRIEF

- Details on the major road projects proposed for 2024/25 Budget;
- An update on maintenance grading programme and progress;
- The Town Hall Carpark project is now competed along with new lawn projects at Daycare Centre and 7 Edwards Way residence.

MATTER FOR CONSIDERATION

An update of current Works & Services projects is provided below.

PROJECT UPDATES

Construction:

Regional Road Group – 2024/25 projects:

Updated from our June report, our 2024/25 RRG projects will be 3km of construction, split with 2.12km on Quairading-Bulyee Road (SLK 7.58 to 9.70) and 1km on the Old Beverley Rd East (SLK 8.12 to 9.12). The Shire also became aware of additional Local Roads and Community Infrastructure funding specifically allocated for road projects so we've applied to extend the Old Beverley Road East project by 1km (SLK 7.12 to 8.12).

The Shire will also have carryover funds of \$107,957.17 from 23/24 for 1.93 km of resealing works on the Quairading – Corrigin Road. An additional 1.37 km (which will complete the northern end)

has been proposed for the 24/25 Budget utilising Roads to Recovery funding. This leaves 3.07km remaining for 2025/26 Budget.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
RRG002	RRRG – Bulyee Quairading Rd (Capital) 24/25	\$554,832.00	\$0.00	\$0.00	\$0.00	\$0.00
RRG006	RRRG – Old Beverley Rd East (Capital) 24/25	\$244,594.00	\$0.00	\$0.00	\$0.00	\$0.00
LRC006	LRCI – Old Beverley Rd East (Capital) 24/25	\$244,594.00	\$0.00	\$0.00	\$0.00	\$0.00

Reseals:

There are two sections of sealed roads scheduled for resealing within the townsites – Walker St (behind Town Hall to Top Yard) and Dangin Tce (run parrell to York-Merredin Rd in front of Dangin townsite).

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
R2R138	Walker St (Reseal)	\$57,600.00	\$0.00	\$0.00	\$0.00	\$0.00
R2R169	Dangin Tce (Reseal)	\$21,160.00	\$0.00	\$0.00	\$0.00	\$0.00

Unsealed Roads – Gravel Resheets:

As per the Asset Management Plan, the next sections of gravel resheets are Andrews Road (SLK 0.00 – 2.00) and Cubbine Road (SLK 29.42 to 32.00). The Shire is seeking further gravel stocks in the north eastern corner of the Shire if Councillors are aware of any landowners we can approach for the supply of material.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
R2R105	Andrews Road (SLK 0.00 – 2.00)	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R2R005	Cubbine Road (SLK 29.42 – 32.00)	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00

Footpaths:

No footpath upgrades were undertaken in 2023/24 so it is proposed to renew the section from Arthur Kelly Village to the Shire Admin Office. This is currently asphalt and will be repalced by concrete. The estimated cost is \$154,000 but can be stages in two sections. The EMWS has also included a short section from the existing footpath in Harris St to the rear entry of the Medical Practice which is their wheelchair/disabled access at a cost of \$5,500. Unfortunatley concrete has experienced significant price rises in recent years which further reduces our ability to deliver these sorts of improvements with any great scale.

Roads to Recovery (R2R): This programme is 100% Federal Government funded (no Shire contribution required). The R2R funding is over a five-year program (current phase ran 2019 to 2024). The Shire is allocated a total amount and then averaged over the life of the five-year period for their annual allocation. The Shire can only spend their annual allocation but can contribute ‘own source expenditure’ from their Annual Budget. This year is the start of a new five-year arrangement so the Shire’s total allocation for 2024-2028 is \$3,137,398 for an annual allocation of \$627,480. Projects can be reconstruction works, widening, verge clearing, resealing, resheeting, etc. It is preferable to identify larger projects for R2R funding as it is easier to manage operationally and financially as well as during acquittal. Below are the proposed projects for 2024/25 Budget year.

Job	Description	Proposed Budget	YTD Actual	Order Value	Total Actual	Variance
R2R105	Roads to Recovery, Andrews Road (SLK 0.00 – 2.00)	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R2R005	Roads to Recovery, Cubbine Road (SLK 29.42 – 32.00)	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R2R164	Roads to Recovery, Yoting-Kellerberrin Rd, verge mulch	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R2R166 B	Roads to Recovery, Qdg-Corrigin Rd (SLK 2.93-4.30), reseal 22/23 works	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R2R015	Roads to Recovery, Hayes Rd, shoulder grading	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R2R138	Roads to Recovery, Walker St, reseal 800m	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R2R169	Roads to Recovery, Dangin Tce, reseal 280m	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R2R166 C	Roads to Recovery, , Qdg-Corrigin Rd (SLK 0.00-31.00) Centreline marking	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R2R055	Roads to Recovery, Toapin Rd, new culvert at SLK XX	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R2R050	Roads to Recovery, Weir Rd, new culvert at SLK XX	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R2R063	Roads to Recovery, Minchin Rd, new culvert at SLK XX	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R2R014	Roads to Recovery, Badjaling North Rd, Bridge 4145 Repairs	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$620,000.00				

Maintenance Grading: Our maintenance grading programme has begun in earnest. The Shire commenced with Quairading South Road and then Andrews Road before working our way towards roads in the Wamenusking neighbourhood. Although we achieved 80%, the list of roads not completed in Winter 2023 is provided as Attachment 1 for Council’s reference. This is where we are prioritising Shire staff to ensure they are graded during this winter. We’ve engaged Quairading Earthmoving for their support in maintenance grading roads in the northwest corner, west of Hayes Road. Earthstyle Contracting from Cunderdin have done an excellent job with shoulder grading Hayes Rd and a short section on Quairading-Corrigin Rd.

We have also now received our chemical order to undertake the Rural Road Spraying programme for weed control.

Grounds & Gardens:

Town Hall Carpark (LRCI funded): This project is now complete with all the lines, wheel stops and bollards installed into the new asphalt. There are now 66 marked bays available for people attending events at the Town Hall and surrounds. We have some landscaping planned for the small section of gravel adjacent to Walker St to accomplish when time and resources allow. We also plan for the steps to be re-sprayed with the texture in areas where it’s lifted, and the ground level has changed in front of the steps. This was a cost effective solution for covering the existing tiles without needing to lift and replace them.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
OC11101	Town Hall Carpark	\$359,693.00	\$363,469.96	\$0.00	\$363,469.96	-\$3,776.96 (1% of total project budget)



Oval: The lamp at the oval has now been repaired. For the record, the light tower is 28m tall and needs a 135' EWP to reach it. We are very thankful it is now done without any damage to either the light or general public should it have fallen.

The major project proposed for the Oval during 24/25 is installation of some bollards around the playing surface. There have been several reports of vehicles driving across the oval which damages the lawn and compaction. The estimated cost is approximately \$80,000 for materials and staff time for installation. There is also an estimated cost to replace the cricket mesh nets of \$35,000. We have a police report and will investigate an insurance claim for this damage.

Pool: It is disheartening but the time has come to replace the fencing along the northern boundary of the Quairading Memorial Pool. It is going to be a shame to lose the established hedge but the fence underneath is no longer preventing access to the pool site. The EMWS proposes to break the project into two stages so as not to lose all the iconic hedge at once. It is proposed to replace it with a 2.3m colourbond option which will prevent public access and reduce risk but also potentially add a little shade on the pool side.

Town Clock: The town clock has now been repaired and reinstated. The Shire would like to thank our local electrician John Greenwood for making himself available to assist with the electrical connections.

Digitising Cemetery Records: It has been some time since Council received an update on this project. All our paper records have been scanned and sent across to the supplier, Chronicle, for uploading into their database software. Our main cemetery in Quairading has now been surveyed, plotted and any headstones photographed. The Shire will need to complete the headstone images and other data inclusions for South Caroling and Doodenanning Cemeteries once plots have been mapped. The EMWS will be able to provide a verbal update at the meeting on current status and next steps before the website database can be launched to the public.

Waste Site: There has been a change of staff at our Waste Site and the regular removal of waste bays is finally working well. Next, we will be conquering improvements in the Containers for Change depot and produce some further advice on processes and procedures to the wider public to ensure that people are well informed on how best to drop off their empties and ensure smooth payments once they are processed by our Receiving Point.

Caravan Park: No major items to report.

Properties & Projects:

Daycare Centre – Works have now been completed to renew the lawn at the rear of the centre for the children to enjoy. We still need to order and install some fresh playground sand for under the play equipment to complete the landscaping project.



7 Edwards Way – There have also been landscaping improvements at this Shire residence. The irrigation and lawn have been renewed in the front and back yards along with some plantings along the western boundary.

Parker House & Arthur Kelly Village – The new 12 x 5m carport for AKV is now complete. Parker House will be the next landscaping project our Gardens staff move onto.

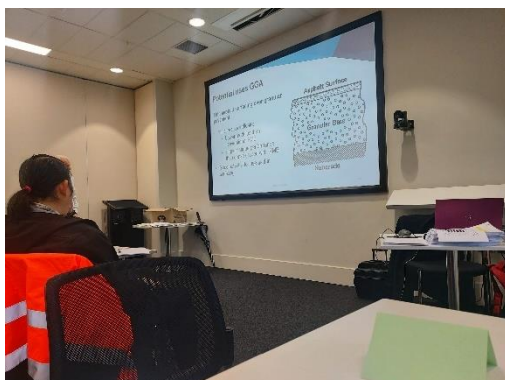
Plant Updates:

The second tipper truck is almost ready for delivery.

The proposed plant purchases will be discussed in the Concept Forum ahead of the 2024/25 Budget.

Training Updates:

The EMWS attended training provided by Australian Flexible Pavements Association in conjunction with Main Roads. It was an excellent opportunity to upskill in technical knowledge and understanding of road construction and covered modules on spray seals, pavement design, geotechnical analysis of materials, asphalt, stabilisation, environmental sustainability and use of recycled materials. It also included a visit to the Main Roads Materials Laboratory. Unfortunately, the planned visit to the asphalt batching plant was cancelled due to rain. It was a large amount of time out of the Shire, but it turned out to be an excellent professional development opportunity so I’m glad that I went along.



2024/25 training will initially include Bushfire Safety Awareness for all Works staff, truck driver licences and a Senior First Aid course.

ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

All projects are subject to Council’s adoption of the 2024/25 Budget so no allocations or reporting can be provided at this time.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 3.1 Built Environment:** Safe, efficient and well maintained road and footpath infrastructure
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

The Works team received a high level of customer requests which are immediately assessed by EMWS and responded to within a timely manner.

RISK ASSESSMENT

RISK ASSESSMENT	
Financial	Moderate <i>The Works budget is a substantial investment into our town and the Shire’s assets. It needs to be properly allocated and have transparency for the community members and ratepayers.</i>
Health	N/A
Reputation	Medium <i>The Works team has strong visibility within the community and are committed to making sure the Shire is a safe and a beautiful place to live and work.</i>
Operations	Medium <i>A well-functioning Works team ensures that Council’s priority tasks and ongoing programme 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

Roads Not Graded in Winter 2023

Road Name	Length	Date completed in 2024
Black	4.2	
Bland	6.3	
Bond	5.47	
Brighthouse	2.9	
Clemens	2.74	
Dall	2.9	
Dangin South	7.2	
Harvey	1.18	
Hayes East	5.63	
Haythornthwaite	2.74	
Heal	2.57	
Horsley	5.8	
Old Yoting	9.23	
Pannell	4.10	
Robb Lane	4.51	
Shenton	5.15	
Simpson	2.97	
Solomon	15.26	
Solomon South	5.31	
Stacey Bus	2.46	
Stones	8.76	
Sunny Vale	3.19	
Wamenusking	13.57	
Wamenusking East	7.62	
Yacklin	8.43	
Yoting South	14.42	

ITEM 15 MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY

No matters for consideration

ITEM 16 URGENT COUNCILLOR'S BUSINESS**16.1 Setting a date for Extraordinary Election**

Cr Haythornthwaite informed Councillors that there were no nominations received during the recent period of nominations for the Extraordinary Election set for the 5th September 2024.

URGENT COUNCILLOR BUSINESS**RESOLUTION: OCM 011-24/25**

Moved: Cr JR Hippisley

Seconded: Cr TJ Stacey

Council accept Urgent Councillors Business

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

Cr Haythornthwaite read correspondence received from the Executive Officer in explanation for the setting of the date for the Extraordinary Election being Urgent Councillor's Business.

"Information on the final total cost of the Extraordinary Election is not yet available."

With the end of this Extraordinary Election being the date of close of nominations, the vacancy on Council is now treated as having occurred on that day (Tuesday, 23 July 2024). This means that Council, again, has a month to set the date for the next Extraordinary Election. The date set can be no more than four months after the vacancy has occurred, so no later than 23 November 2024.

Officers of the Electoral Commission have suggested setting the date for **Thursday, 21 November 2024**. This would give Council time until the August Council Meeting to make a decision on whether to again have the EC run the Election, and still comply with the 80 day minimum timeframe to inform the EC of their decision.

This would also give Council time to run a more targeted campaign to recruit for potential nominations.

Unfortunately, as the vacant term does not expire until 2027, there is no way we can reach the window of possibly applying to the Minister to keep the position vacant until end of term. This would only be possible between October 2026 and July 2027."

RESOLUTION: OCM 012-24/25

Moved: Cr JR Hippisley

Seconded: Cr JC Hayes

That Council set the date for the Extraordinary Election to be Thursday, 21 November 2024.

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0**COMMENTS**

Cr Hayes enquired how long nominations could remain open. Cr Haythornthwaite replied that the period is one week. She explained further that in the instance of the nomination period just passed, statutory requirements for advertising both the Close of Enrolments for the Electoral Roll and Close of Nominations had been strictly adhered to. Unfortunately, the statutory Notices provided by the Electoral Commission did not lend themselves to grab attention and the opportunity had been missed to garner as much attention from the community as possible through advertising the vacancy on Council.

Cr Cowcill asked how long before the date of the Election would nominations close. The EO answered that nominations closed 44 days before the Election date.

ITEM 17 CONFIDENTIAL ITEMS

No matters for consideration


ITEM 18 NEXT MEETING DATE

The next Ordinary Council Meeting is scheduled to take place on Thursday 29 August 2024 commencing at 2.00pm in the Council Chambers, 10 Jennaberring Road, Quairading, WA.

ITEM 19 CLOSURE

There being no further business, the Chairperson closed the Meeting at 2.30pm.

I certify the minutes of the Ordinary meeting of Council held on 25 July 2024 were confirmed 29 August 2024 as recorded on Resolution No. 013 - 24/25.

Confirmed.......... 29.08.2024