

# Ordinary Council Meeting

## Notice of Meeting | 26th September 2024

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on 26th September 2024 commencing at 2.00pm

Public are able to attend this meeting.

Public questions may be submitted electronically to this meeting. Please click on the link for further information <https://www.quairading.wa.gov.au/documents/1150/public-question-time-form>

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED



**Natalie Ness**  
CHIEF EXECUTIVE OFFICER

Date: 20 September 2024

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### 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

### ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at \_\_\_\_\_ pm.

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

### ITEM 2 ATTENDANCE AND APOLOGIES

#### Councillors

Cr JN Haythornthwaite	Shire President
Cr TJ Stacey	Deputy Shire President
Cr BR Cowcill	
Cr RC Faltyn	
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 M Haeusler	Executive Officer

#### Observers/Visitor

Nil

#### Apologies

Ms J Green	Executive Manager, Economic Development
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#### Leave of Absence Previously Granted

Nil

**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 Cowcill**

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

**UPDATE IN BRIEF**

A written application for Leave of Absence has been received from Cr Cowcill for all Shire commitments, scheduled or unscheduled, from the 14<sup>th</sup> November 2024 to the 18<sup>th</sup> December 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.

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**OFFICER RECOMMENDATION**

That Council grant Leave of Absence to Cr BR Cowcill in accordance with Section 2.25 of the *Local Government Act 1995* from Shire commitments from the 14<sup>th</sup> November 2024 to the 18<sup>th</sup> December 2024.

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**ITEM 6      DECLARATIONS OF INTEREST**

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

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

- a. in a written notice given to the CEO before the meeting; or
- b. at the meeting immediately before the matter is discussed.

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

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

- a. in a written notice given to the CEO before the meeting; or
- b. at the meeting immediately before the matter is discussed.

**ITEM 7      CONFIRMATION OF MINUTES AND BUSINESS ARISING**

**7.1            Confirmation of Minutes: Ordinary Council Meeting – 29 August 2024**

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**OFFICER RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held on the 29 August 2024 be confirmed as a true and accurate record.

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**BUSINESS ARISING**

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**ITEM 8      RECEIVAL      OF      COMMITTEE      MEETING      MINUTES      (NO  
RECOMMENDATIONS)****8.1            Local Emergency Management Committee Meeting – 18 September 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

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**OFFICER RECOMMENDATION**

That Council receive the minutes of the Local Emergency Management Committee for its meeting on 18 September 2024.

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*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](http://www.quairading.wa.gov.au).*

**8.2 Concept Forum Meeting – 29 August 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: NilResponsible Officer: Nil

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**OFFICER RECOMMENDATION**That Council receive the minutes of the Concept Forum for its meeting on 29 August 2024.

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

*The minutes for the Concept Forum Meeting were provided to Council under separate cover. These minutes are not for public viewing.*



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

*No matters for consideration*

**ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING****10.1 Sale of Shire of Quairading Vacant Residential Lots****Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Natalie Ness, Chief Executive Officer**Attachments**

1. Market Valuation Lot 33 (8) McLennan Street [↓](#) 
2. Market Valuation Lot 34 (10) McLennan Street [↓](#) 
3. Market Valuation Lot 175, Lot 176, Lot 177 Wood Street [↓](#) 
4. Trees 8 McLennan Street [↓](#) 

**Voting Requirements** Absolute Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council:

1. APPROVES the:
  - 1.1 disposition of Lot 33 (8) McLennan Street, Quairading (Land);
  - 1.2 disposition of Lot 34 (10) McLennan Street, Quairading (Land);
  - 1.3 disposition of Lot 175 (5) Wood Street, Quairading (Land);
  - 1.4 disposition of Lot 176 (3) Wood Street, Quairading (Land);
  - 1.5 disposition of Lot 177 (1) Wood Street, Quairading (Land);in accordance with the *Local Government Act 1995*; and
2. DELEGATES BY ABSOLUTE MAJORITY to the Chief Executive Officer the authority to:
  - 2.1 determine the best method of sale i.e. public auction, public tender or private treaty;
  - 2.2 appoint a licenced real estate agent to advertise the sale of the Land;
  - 2.3 accept offers which are equal to or higher than the market valuation included at Attachment 1-3
  - 2.4 in respect of:
    - 2.4.1 Public Auction:
      - (a) determine the reserve price; and
      - (b) accept the highest bidder;
    - 2.4.2 Public Tender:
      - (a) accept the tender in accordance with the Shire's Purchasing Policy; or

*Continued next page*

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**2.4.3 Private Treaty:**

- (a) set the date for sale of the Land;
  - (b) provide local public notice;
  - (c) consider submissions;
  - (d) enter into private treaty negotiations; and
  - (e) conclude contract of sale with private treaty entities, and in this respect, determine and vary the settlement dates and/or date of satisfaction of any conditions pursuant to the Contract of Sale between the Shire of Quairading and the prospective buyers;
3. AUTHORISE that the proceeds from the sale of the Land be applied towards:
- 3.1 (151006500) PLAN – Proceeds on Disposal of Assets; and
4. AUTHORISES the President and Chief Executive Officer to affix the common seal and execute the Transfer of Land documents.
- 

**IN BRIEF**

For Council to consider the sale of five Shire of Quairading owned Vacant Residential Lots located in the Quairading townsite for housing development projects. The Land is located on 8 and 10 McLennan Street, Quairading WA 6383 and 1-5 Wood Street, Quairading WA 6383. The housing development projects will potentially encourage further economic development activity and improve our image as a town in which to invest, work, live and play in.

**MATTER FOR CONSIDERATION**

For Council to consider the sale of:

1. Lot 33 McLennan Street comprised in the whole of the land in Certificate of Title Volume 1801 Folio 85 and known as No. 8 McLennan Street, Quairading (Land);
2. Lot 34 McLennan Street comprised in the whole of the land in Certificate of Title Volume 1801 Folio 86 known as No. 10 McLennan Street, Quairading (Land);
3. Lot 175 Wood Street comprised in the whole of the land in Certificate of Title Volume 1103 Folio 797 known as No. 5 Wood Street, Quairading (Land);
4. Lot 176 Wood Street comprised in the whole of the land in Certificate of Title Volume 1103 Folio 797 known as No. 3 Wood Street, Quairading (Land);
5. Lot 177 Wood Street comprised in the whole of the land in Certificate of Title Volume 1103 Folio 797 known as No. 1 Wood Street, Quairading (Land)

**BACKGROUND**

The Shire of Quairading owns ten vacant residential and commercial lots within the Quairading townsite.

The Shire of Quairading has been approached by Mr Mal Browne, Director, Alpha Projects WA (who has successfully secured the Government Regional Officer Housing (GROH) contract for WA Country Health Service housing for the Wheatbelt region), and Mr Brian Gillespie, Director, DMI Engineering, to purchase vacant residential land in Quairading for potential housing projects.

ALPHA Projects WA is interested in the possible sale of land in McLennan Street and DMI Engineering is interested in the possible sale of land in Wood Street, for their respective Quairading housing development projects.

#### **DETAILS:**

##### Land Area

The land on McLennan Street has an approximate area of 2,000 square metres and is zoned Residential R20. The land is connected to scheme water with main power available across McLennan Street. The land is situated in a very convenient area of Quairading townsite close to the school with good access to amenities and shops.

The land on Wood Street has an approximate area of 3,000 square metres and is zoned Residential R20. The land is currently vacant land on a multi-lot title. The land has access to scheme water and mains power, however neither are connected to the property. The land is situated in a very convenient area of Quairading townsite with good access to amenities and shops. An open water drain passes through all three lots.

##### Market conditions

On Friday, 6<sup>th</sup> September 2024 the CEO engaged Mr Fred Hill, Rural Sales Representative, Elders Real Estate, to undertake property appraisals for 8 McLennan Street, Quairading, 10 McLennan Street, Quairading and 1-5 Wood Street, Quairading.

The residential land property market in Western Australia is currently buoyant with good demand from qualified buyers, with the Wheatbelt no exception. Elders Real Estate have used a method of comparative sales analysis to determine the market appraisals.

The market valuation reports in respect of the land are listed in attachment 1-3. The sale process would initially entail engaging a licensed real estate agent and commencing advertising of the sale.

The transfer of land which formalises the transfer of the land to the successful purchaser would only be executed once negotiations in respect of the sale of land have concluded and all relevant documents have been reviewed and completed by the Shire.

##### Method of Disposal

In accordance with the three methods available under the *Local Government Act 1995*, set out below, Administration proposes that the Chief Executive Officer (CEO) be delegated the authority to exercise decision making functions as follows:

1. Determine the best method of disposal of the Land i.e., public auction, public tender, or private treaty;
2. Appoint a licenced real estate agent to advertise the sale of the land; and
3. In respect of:
  - (a) Public Auction – determine the reserve price and accept the highest bidder
  - (b) Public Tender – accept the tender in accordance with the Shire’s Purchasing Policy

- (c) Private Treaty – set the date for sale of the Land, provide local public notice and consider submissions. Enter into private treaty negotiations and conclude contract of sale with private treaty entities and in this respect, determine and vary the settlement date and/or date of satisfaction of any conditions pursuant to the Contract of Sale between the Shire of Quairading and the prospective buyers.

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

In accordance with Section 3.58 of the Act a local government can dispose of land in the following ways:

- To the highest bidder at public auction
- Most acceptable tender (whether or not it is the highest tender) at public tender; or
- Directly to a third-party conditional on a public notice period and consideration of any submissions received. Public notice must include the purchase price, name of the purchaser and valuation details.

Section 5.42 of the *Local Government Act 1995* provides that a local government may delegate powers and duties to the Chief Executive Officer.

## POLICY IMPLICATIONS

Local Planning Scheme No.3

## FINANCIAL IMPLICATIONS

If offered to the current market value, Elders Real Estate believe a consideration of between \$15,000 to \$27,000 to be achievable depending on the lot, based on comparative sales in Quairading in 2024.

Proceeds from the sale of the land would be held in (151006500) PLAN – Proceeds on Disposal of Assets.

## ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.2 Economy:** Build upon our “Take a Closer Look” brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 2.4 Economy:** Encourage local workforce participation
- 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

- 4.3 Natural Environment:** Demonstrate sustainable practices of water, energy and waste management
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Governance & Leadership:** Implement systems and processes that meet legislative and audit obligations

**CONSULTATION**

Public notice of the sale of the Land will be required in accordance with section 3.58 of the *Local Government Act 1995*.

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

**RISK ASSESSMENT**

	Option 1
Financial	<p>Low</p> <p>It is low risk for Council to sell the land as proposed. Elders Real Estate have confirmed market appraisals for each lot of between \$15,000 and \$27,000 based on comparative sales in Quairading in 2024.</p> <p>The sale proceeds for the land would be held in (151006500) PLAN – Proceeds on Disposal of Assets.</p>
Health	<p>Low</p> <p>This sale of the land does not contribute to any public health outcomes.</p>
Reputation	<p>Medium</p> <p>The land has remained vacant for over three decades. To sell the land will encourage economic development within the Quairading township and enhance the image of Quairading as a town in which to invest, work, live and play in.</p>
Operations	<p>Low</p> <p>A licenced real estate agent will be appointed to advertise the land sale.</p>
Natural Environment	<p>Low</p> <p>The sale of the McLennan Street and Wood Street Lots will require trees to be removed by a specialist contractor.</p>

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

**COMMENT**

Nil.



**Real Estate**

**Elders Real Estate (WA) Pty Ltd – Licensee**  
 Trading as ELDERS REAL ESTATE  
 ABN 64 008 670 719 ACN 008 670 719  
 Licensed Real Estate and Business Agent  
 Northam Branch: 15 Peel Terrace  
 Northam WA 6401  
**Fred Hill**  
**Ph: 0417 991 573**  
**Email: Fred.Hill@elders.com.au**

16/09/2024  
 Shire of Quairading  
 10 Jennaberring Rd  
 Quairading, W.A. 6383

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

**PROPERTY APPRAISAL - 8 McLennan St, Quairading, W.A. 6383**

**Legal Description & Title Information**

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

**Property Details**

The property is vacant land title. The property is connected to Scheme water with mains power available from across McLennan St.  
 Situated in a very convenient area of the Quairading townsite close to the school with good access to amenities and shops.

**Property Assessment**

Residential land values generally reflect the seasonal prospects and trends in commodity prices and the overall state of the economy. The assessment of this property will be greatly influenced by the demand and financial position of district and external buyers looking to invest. The Residential land property market in Western Australia is currently buoyant with good demand from qualified buyers, with the Wheatbelt no exception. We have used a method of comparative sales analysis to determine this market appraisal.

If offered to the current market, we believe a consideration of \$20,000.00 to \$22,000.00 to be achievable.

- Comparative Sales 2024  
 3 Ashton St, 1100m2, \$20,500, 5/9/24  
 5 Ashton St, 1098m2, \$20,500, 5/9/24  
 65 McLennan St, 847m2, \$30,000, 11/04/24, Water & Sewerage connected  
 16 Powell Crs, 1037m2, \$19,000, 31/01/24

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

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

Kind Regards

Fred Hill  
 Elders Real Estate  
 Rural Sales Representative

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





**Real Estate**

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 Trading as ELDERS REAL ESTATE  
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 Licensed Real Estate and Business Agent  
 Northam Branch: 15 Peel Terrace  
 Northam WA 6401  
**Fred Hill**  
 Ph: 0417 991 573  
 Email: Fred.Hill@elders.com.au

16/09/2024  
 Shire of Quairading  
 10 Jennaberring Rd  
 Quairading, W.A. 6383

Dear Natalie,  
 Thank you for allowing me to appraise the property at 10 McLennan St, Quairading. Please find detailed below, a brief property description and appraisal as requested.

**PROPERTY APPRAISAL - 10 McLennan St, Quairading, W.A. 6383**

**Legal Description & Title Information**

Land District	Lot Number	Plan/Diagram	Volume	Folio	Area m2
Quairading	34	073916	1801	86	1232

**Property Details**

The property is vacant land title. The property is connected to Scheme water with mains power available from across McLennan St. Situated in a very convenient area of the Quairading townsite close to the school with good access to amenities and shops.

**Property Assessment**

Residential land values generally reflect the seasonal prospects and trends in commodity prices and the overall state of the economy. The assessment of this property will be greatly influenced by the demand and financial position of district and external buyers looking to invest. The Residential land property market in Western Australia is currently buoyant with good demand from qualified buyers, with the Wheatbelt no exception. We have used a method of comparative sales analysis to determine this market appraisal.

If offered to the current market, we believe a consideration of \$25,000.00 to \$27,000.00 to be achievable.

- Comparative Sales 2024  
 3 Ashton St, 1100m2, \$20,500, 5/9/24  
 5 Ashton St, 1098m2, \$20,500, 5/9/24  
 65 McLennan St, 847m2, \$30,000, 11/04/24, Water & Sewerage connected  
 16 Powell Crs, 1037m2, \$19,000, 31/01/24

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**Real Estate**

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 Trading as ELDERS REAL ESTATE  
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 Licensed Real Estate and Business Agent  
 Northam Branch: 15 Peel Terrace  
 Northam WA 6401  
**Fred Hill**  
 Ph: 0417 991 573  
 Email: Fred.Hill@elders.com.au

16/09/2024  
 Quairading Road Board  
 10 Jennaberring Rd  
 Quairading, W.A. 6383

Dear Natalie,  
 Thank you for allowing me to appraise the property at 1-5 Wood St, Quairading. Please find detailed below, a brief property description and appraisal as requested.

**PROPERTY APPRAISAL - 1-5 Wood St, Quairading, W.A. 6383**

**Legal Description & Title Information**

Land District	Lot Number	Plan/Diagram	Volume	Folio	Area m2
Quairading	175	142025	1103	797	1012
Quairading	176	142025	1103	797	1012
Quairading	177	142025	1103	797	1012

**Property Details**

The property is vacant land on a multi-lot title. The property has access to Scheme water and mains power, however neither are connected to the property. Situated in a very convenient area of the Quairading townsite with good access to amenities and shops. An open water drain passes through all three Lots.

**Property Assessment**

Residential land values generally reflect the seasonal prospects and trends in commodity prices and the overall state of the economy. The assessment of this property will be greatly influenced by the demand and financial position of district and external buyers looking to invest. The Residential land property market in Western Australia is currently buoyant with good demand from qualified buyers, with the Wheatbelt no exception. We have used a method of comparative sales analysis to determine this market appraisal. We believe the drain passing through will be detrimental to prospective purchasers decision to build.

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

- Comparative Sales 2024  
 3 Ashton St, 1100m2, \$20,500, 5/9/24  
 5 Ashton St, 1098m2, \$20,500, 5/9/24  
 65 McLennan St, 847m2, \$30,000, 11/04/24, Water & Sewerage connected  
 16 Powell Crs, 1037m2, \$19,000, 31/01/24

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Kind Regards

Fred Hill  
 Elders Real Estate  
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**ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT**

**11.1 Monthly Financial Statements - August 2024**

**Responsible Officer** Natalie Ness, Chief Executive Officer

**Reporting Officer** Tricia Brown, Executive Manager, Corporate Services

**Attachments** 1. Attachment (i) Monthly Financial Report - August 2024 [↓](#) 

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

**OFFICER RECOMMENDATION**

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

- 31 August 2024 - Attachment (i)

**IN BRIEF**

- Monthly financial statements for the period ending 31 August 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**

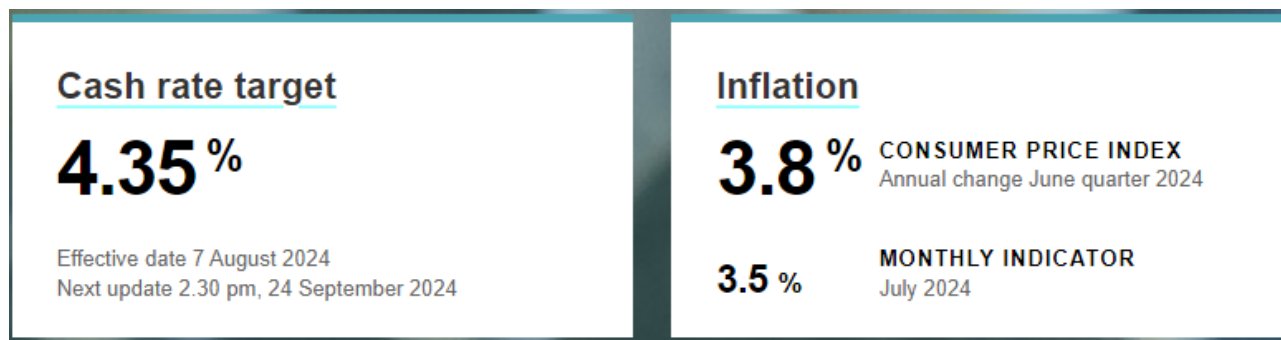
The Statement of Financial Activity, a similar report to the Rate Setting Statement, is required to be produced monthly in accordance with the Local Government (Financial Management) Regulation 1996. This financial report is unique to local government drawing information from other reports to include 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 3.5% in the 12 months to July 2024.

	May 23 to May 24 % change	Jun 23 to Jun 24 % change	Jul 23 to Jul 24 % change
All groups monthly CPI	4.0	3.8	3.5

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 6<sup>th</sup> August 2024 the cash rate will remain unchanged at 4.35 %. The current RBA Inflation rate has remained the same at 3.8% as per the July month indicator.



In framing the 2024/2025, the Shire has taken into consideration 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 2024/25 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 2024/25 Budget at the OCM 29th August 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</i> <i>24-25 Budget 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 August 2024 Monthly Financial Statements reflects the adopted 2024/2025 Budget.

The current aged creditors balance as of 31 August 2024 is \$62,271.23. This is made up of current invoices and one invoice at 30 days.

The current aged debtors balance as of 31 August 2024 is \$162,790.95 with the majority of the balance being 2 large Invoices. 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 31 August 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 31 AUGUST 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.

	<b>% Collected / Completed</b>	<b>Amended Annual Budget</b>	<b>Amended YTD Budget</b>	<b>YTD Actual</b>	<b>Variance (Under)/Over</b>
<b>Significant Projects</b>					
<b>Grants, Subsidies and Contributions</b>					
Grants, Subsidies and Contributions	1%	600,874	191,952	4,780	(187,172)
Capital Grants, Subsidies and Contributions	-1%	2,066,381	201,868	(28,607)	(230,475)
	-1%	2,667,255	393,820	(23,827)	(417,647)
Rates Levied	0%	2,799,736	2,781,425	0	(2,781,425)

<b>Financial Position</b>		<b>Current Year</b>	
		<b>Prior Year 31 August 2023</b>	<b>31 August 2024</b>
Adjusted Net Current Assets	112%	\$ 1,113,308	\$ 1,241,707
Cash and Equivalent - Unrestricted	134%	\$ 1,047,017	\$ 1,403,502
Cash and Equivalent - Restricted	100%	\$ 4,093,439	\$ 4,111,639
Receivables - Rates	141%	\$ 188,165	\$ 265,865
Receivables - Other	1914%	\$ 13,440	\$ 257,181
Payables	214%	\$ 347,954	\$ 744,669

*% 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 31 AUGUST 2024**

**SUMMARY INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 August 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**

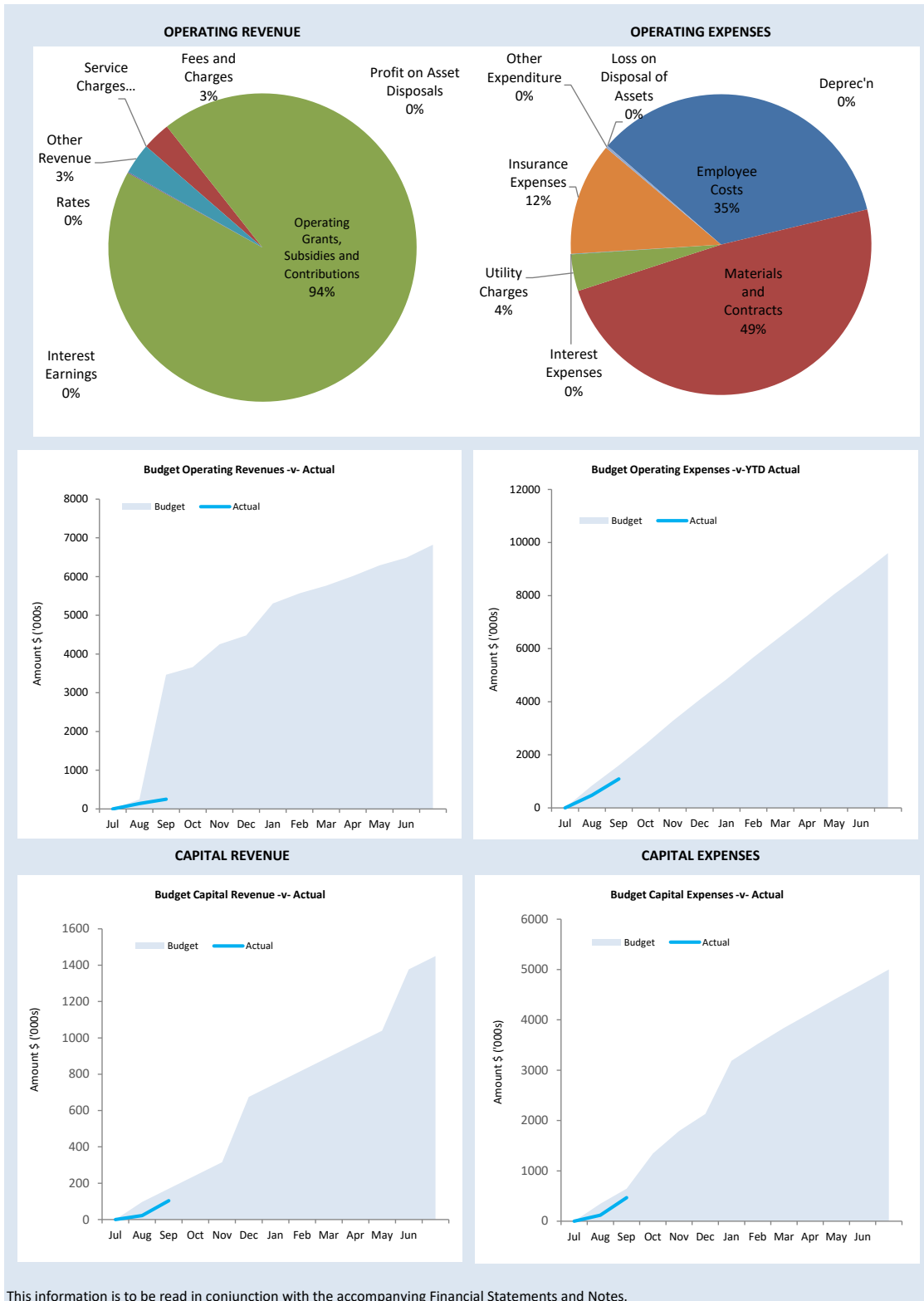
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 31 AUGUST 2024**

**SUMMARY GRAPHS**



**SHIRE OF QUAIRADING  
KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**STATUTORY REPORTING PROGRAMS**

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

	<b>ACTIVITIES</b>
<p><b>GOVERNANCE</b> 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><b>GENERAL PURPOSE FUNDING</b> 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><b>LAW, ORDER, PUBLIC SAFETY</b> 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><b>HEALTH</b> 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><b>EDUCATION AND WELFARE</b> 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><b>HOUSING</b> To provide and maintain housing.</p>	Maintenance of housing rented to staff and non staff.
<p><b>COMMUNITY AMENITIES</b> 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><b>RECREATION AND CULTURE</b> 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><b>TRANSPORT</b> 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><b>ECONOMIC SERVICES</b> 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><b>OTHER PROPERTY AND SERVICES</b> 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 31 AUGUST 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. \$
		\$	\$	\$	\$	\$	%		
<b>OPERATING ACTIVITIES</b>									
<b>Revenue from operating activities</b>									
Governance		0	0	0	0	0			
General Purpose Funding - Rates	6	2,799,736	2,799,736	2,781,425	0	(2,781,425)	(100%)	▼	\$
General Purpose Funding - Other		481,956	481,956	29,622	5,510	(24,112)	(81%)	▼	\$
Law, Order and Public Safety		286,992	286,992	53,611	5,462	(48,149)	(90%)	▼	\$
Health		500	500	82	0	(82)	(100%)	▼	
Education and Welfare		72,712	72,712	12,094	12,455	361	3%	▲	
Housing		169,464	169,464	28,202	32,284	4,082	14%	▲	
Community Amenities		234,046	234,046	38,644	12,655	(25,989)	(67%)	▼	\$
Recreation and Culture		30,150	30,150	2,128	422	(1,706)	(80%)	▼	
Transport		304,769	304,769	201,288	5,219	(196,069)	(97%)	▼	\$
Economic Services		326,600	326,600	108,572	103,043	(5,529)	(5%)	▼	
Other Property and Services		50,100	50,100	9,426	(871)	(10,297)	(109%)	▼	\$
		4,757,025	4,757,025	3,265,094	176,180				
<b>Expenditure from operating activities</b>									
Governance		(688,725)	(688,725)	(122,869)	(51,058)	71,811	58%	▲	\$
General Purpose Funding		(120,484)	(120,484)	(20,235)	(7,020)	13,215	65%	▲	\$
Law, Order and Public Safety		(611,515)	(611,515)	(99,321)	(39,362)	59,959	60%	▲	\$
Health		(547,158)	(547,158)	(91,138)	(207,626)	(116,488)	(128%)	▼	\$
Education and Welfare		(365,867)	(365,867)	(60,898)	(23,887)	37,011	61%	▲	\$
Housing		(255,064)	(255,064)	(43,858)	(37,222)	6,636	15%	▲	
Community Amenities		(1,149,300)	(1,149,300)	(191,584)	(82,691)	108,893	57%	▲	\$
Recreation and Culture		(1,316,934)	(1,316,934)	(203,646)	(98,939)	104,707	51%	▲	\$
Transport		(3,468,184)	(3,468,184)	(579,795)	(180,791)	399,004	69%	▲	\$
Economic Services		(1,028,479)	(1,028,479)	(162,704)	(60,340)	102,364	63%	▲	\$
Other Property and Services		(47,502)	(47,502)	(20,089)	(302,237)	(282,148)	(1404%)	▼	\$
		(9,599,212)	(9,599,212)	(1,596,137)	(1,091,173)				
<b>Operating activities excluded from budget</b>									
Add back Depreciation		3,448,062	3,448,062	574,432	0	(574,432)	(100%)	▼	\$
Adjust (Profit)/Loss on Asset Disposal	7	315,083	315,083	52,120	0	(52,120)	(100%)	▼	\$
Movement in Leave Reserve (Added Back)		4,739	4,739	4,739	0	(4,739)	(100%)	▼	
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			
		3,767,884	3,767,884	631,291	0				
<b>Amount attributable to operating activities</b>		<b>(1,074,304)</b>	<b>(1,074,304)</b>	<b>2,300,248</b>	<b>(914,994)</b>				
<b>INVESTING ACTIVITIES</b>									
<b>Inflows from investing activities</b>									
Capital Grants, Subsidies and Contributions	13	2,066,381	2,066,381	201,868	(28,607)	(230,475)	(114%)	▼	\$
Proceeds from Disposal of Assets	7	920,000	920,000	169,666	103,636	(66,030)	(39%)	▼	\$
Proceeds from financial assets at amortised cost - self supporting loans		0	0	0	0	0			
		2,986,381	2,986,381	371,534	75,029				
<b>Outflows from investing activities</b>									
Land Held for Resale	8	(50,000)	(50,000)	(8,336)	0	8,336	100%	▲	
Land and Buildings	8	(751,494)	(751,494)	(134,260)	(46,938)	87,322	65%	▲	\$
Plant and Equipment	8	(1,373,057)	(1,373,057)	(57,154)	(357,776)	(300,622)	(526%)	▼	\$
Furniture and Equipment	8	(15,000)	(15,000)	(2,500)	0	2,500	100%	▲	
Infrastructure Assets - Roads	8	(1,859,924)	(1,859,924)	(287,942)	(28,952)	258,990	90%	▲	\$
Infrastructure Assets - Drainage	8	0	0	0	0	0			
Infrastructure Assets - Footpaths	8	(5,500)	(5,500)	(916)	0	916	100%	▲	
Infrastructure Assets - Other	8	(553,081)	(553,081)	(86,336)	(26,089)	60,247	70%	▲	\$
Infrastructure Assets - Bridges	8	(20,000)	(20,000)	(3,332)	0	3,332	100%	▲	
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0			
		(4,628,055)	(4,628,055)	(580,776)	(459,755)				
<b>Amount attributable to investing activities</b>		<b>(1,641,675)</b>	<b>(1,641,675)</b>	<b>(209,242)</b>	<b>(384,726)</b>				
<b>FINANCING ACTIVITIES</b>									
<b>Inflows from financing activities</b>									
Proceeds from new borrowings	9	0	0	0	0	0			
Transfer from Reserves	10	530,000	530,000	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0	0			
		530,000	530,000	0	0				
<b>Outflows from financing activities</b>									
Repayment of borrowings	9	(67,898)	(67,898)	(11,310)	(7,466)	3,844	34%	▲	
Payments for principal portion of lease liabilities	9	(29,925)	(29,925)	(6,448)	0	6,448	100%	▲	
Transfer to Restricted Cash - Other		0	0	0	0	0			
Transfer to Reserves	10	(275,000)	(275,000)	(45,834)	0	45,834	100%	▲	\$
		(372,823)	(372,823)	(63,592)	(7,466)				
<b>Amount attributable to financing activities</b>		<b>157,177</b>	<b>157,177</b>	<b>(63,592)</b>	<b>(7,466)</b>				
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>									
<b>Surplus or deficit at the start of the financial year</b>									
Amount attributable to operating activities	1	2,583,335	2,583,335	2,583,335	2,548,892	(34,443)	(1%)	▼	
Amount attributable to investing activities		(1,074,304)	(1,074,304)	2,300,248	(914,994)	(3,215,242)	(140%)	▼	
Amount attributable to financing activities		(1,641,675)	(1,641,675)	(209,242)	(384,726)	(175,484)	84%	▼	
Amount attributable to financing activities		157,177	157,177	(63,592)	(7,466)	56,126	(88%)	▲	
<b>Surplus or deficit at the end of the financial year</b>	1	<b>24,534</b>	<b>24,534</b>	<b>4,610,749</b>	<b>1,241,707</b>	<b>(3,369,042)</b>	<b>(73%)</b>	<b>▼</b>	

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 2024/25 year is \$10,000 and 10%.

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

**SHIRE OF QAIRADING**

**KEY TERMS AND DESCRIPTIONS**

**FOR THE PERIOD ENDED 31 AUGUST 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 31 AUGUST 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. \$
	\$	\$	\$	\$	\$	%		\$
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Rates	6	2,799,736	2,799,736	2,781,425	0	(2,781,425)	(100%) ▼	\$
Grants, Subsidies and Contributions	12	600,874	600,874	191,952	4,780	(187,172)	(98%) ▼	\$
Fees and Charges		682,553	682,553	111,318	80,741	(30,577)	(27%) ▼	\$
Service Charges		0	0	0	0	0		
Interest Revenue		152,350	152,350	25,376	2,690	(22,686)	(89%) ▼	\$
Other Revenue		422,171	422,171	138,475	87,969	(50,506)	(36%) ▼	\$
Profit on Disposal of Assets	7	99,341	99,341	16,548	0	(16,548)	(100%) ▼	\$
Gain FV Valuation of Assets		0	0	0	0	0		
		4,757,025	4,757,025	3,265,094	176,180			
<b>Expenditure from operating activities</b>								
Employee Costs		(2,237,356)	(2,237,356)	(368,012)	(380,294)	(12,282)	(3%) ▼	
Materials and Contracts		(2,861,124)	(2,861,124)	(467,657)	(532,174)	(64,517)	(14%) ▼	\$
Utility Charges		(277,050)	(277,050)	(46,030)	(43,081)	2,949	6%	
Depreciation		(3,448,062)	(3,448,062)	(574,432)	0	574,432	100%	\$
Finance Costs		(7,980)	(7,980)	(1,326)	(631)	695	52%	
Insurance Expenses		(205,303)	(205,303)	(50,768)	(132,266)	(81,498)	(161%) ▼	\$
Other Expenditure		(147,914)	(147,914)	(19,244)	(2,728)	16,516	86%	\$
Loss on Disposal of Assets	7	(414,424)	(414,424)	(68,668)	0	68,668	100%	\$
Loss FV Valuation of Assets		0	0	0	0	0		
		(9,599,212)	(9,599,213)	(1,596,137)	(1,091,173)			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		3,448,062	3,448,062	574,432	0	(574,432)	(100%) ▼	\$
Adjust (Profit)/Loss on Asset Disposal	7	315,083	315,083	52,120	0	(52,120)	(100%) ▼	\$
Movement in Leave Reserve (Added Back)		4,739	4,739	4,739	0	(4,739)	(100%) ▼	
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		
		3,767,884	3,767,884	631,291	0			
<b>Amount attributable to operating activities</b>		<b>(1,074,304)</b>	<b>(1,074,303)</b>	<b>2,300,248</b>	<b>(914,994)</b>			
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Capital Grants, Subsidies and Contributions	13	2,066,381	2,066,381	201,868	(28,607)	(230,475)	(114%) ▼	\$
Proceeds from Disposal of Assets	7	920,000	920,000	169,666	103,636	(66,030)	(39%) ▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	9	0	0	0	0	0		
		2,986,381	2,986,381	371,534	75,029			
<b>Outflows from investing activities</b>								
Land Held for Resale	8	(50,000)	(50,000)	(8,336)	0	8,336	(100%) ▲	
Land and Buildings	8	(751,494)	(751,494)	(134,260)	(46,938)	87,322	65%	\$
Plant and Equipment	8	(1,373,057)	(1,373,057)	(57,154)	(357,776)	(300,622)	(526%) ▼	\$
Furniture and Equipment	8	(15,000)	(15,000)	(2,500)	0	2,500	100%	
Infrastructure Assets - Roads	8	(1,859,924)	(1,859,924)	(287,942)	(28,952)	258,990	90%	\$
Infrastructure Assets - Drainage	8	0	0	0	0	0		
Infrastructure Assets - Footpaths	8	(5,500)	(5,500)	(916)	0	916	100%	
Infrastructure Assets - Other	8	(553,081)	(553,081)	(86,336)	(26,089)	60,247	70%	\$
Infrastructure Assets - Bridges	8	(20,000)	(20,000)	(3,332)	0	3,332	100%	
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0		
		(4,628,055)	(4,628,055)	(580,776)	(459,755)			
<b>Amount attributable to investing activities</b>		<b>(1,641,675)</b>	<b>(1,641,675)</b>	<b>(209,242)</b>	<b>(384,726)</b>			
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from new borrowings		0	0	0	0	0		
Transfer from Reserves	10	530,000	530,000	0	0	0		
Transfer from Restricted Cash - Other		0	0	0	0	0		
		530,000	530,000	0	0			
<b>Outflows from financing activities</b>								
Repayment of borrowings	9	(67,898)	(67,898)	(11,310)	(7,466)	3,844	34%	
Payments for principal portion of lease liabilities	9	(29,925)	(29,925)	(6,448)	0	6,448	100%	
Transfer to Restricted Cash - Other		0	0	0	0	0		
Transfer to Reserves	10	(275,000)	(275,000)	(45,834)	0	45,834	100%	\$
		(372,823)	(372,823)	(63,592)	(7,466)			
<b>Amount attributable to financing activities</b>		<b>157,177</b>	<b>157,177</b>	<b>(63,592)</b>	<b>(7,466)</b>			
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Surplus or deficit at the start of the financial year</b>	1	2,583,335	2,583,335	2,583,335	2,548,892	(34,443)	(1%)	
Amount attributable to operating activities		(1,074,304)	(1,074,303)	2,300,248	(914,994)	(3,215,242)	(140%)	
Amount attributable to investing activities		(1,641,675)	(1,641,675)	(209,242)	(384,726)	(175,484)	84%	
Amount attributable to financing activities		157,177	157,177	(63,592)	(7,466)	56,126	(88%)	
<b>Surplus or deficit at the end of the financial year</b>	1	<b>24,534</b>	<b>24,534</b>	<b>4,610,749</b>	<b>1,241,707</b>	<b>(3,369,042)</b>	<b>(73%)</b>	

▲ ▼ 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 2024/25 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 31 AUGUST 2024**

	<b>31-Aug-23</b>	<b>31-Aug-24</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	7,040,350	5,515,142
Trade and other receivables	506,108	523,046
Other financial assets	0	0
Inventories	188,674	213,857
Contract assets	676,569	361,891
Other assets	11,118	249
<b>TOTAL CURRENT ASSETS</b>	<b>8,422,819</b>	<b>6,614,183</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	35,573	35,573
Other financial assets	83,171	83,171
Inventories	212,040	212,040
Property, plant and equipment	23,438,504	23,843,218
Infrastructure	99,707,841	99,762,882
Right-of-use assets	33,094	33,094
<b>TOTAL NON-CURRENT ASSETS</b>	<b>123,510,223</b>	<b>123,969,978</b>
<b>TOTAL ASSETS</b>	<b>131,933,042</b>	<b>130,584,162</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	1,336,091	828,041
Other liabilities	238,647	245,247
Lease liabilities	4,706	4,706
Employee related provisions	184,697	184,697
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,771,553</b>	<b>1,262,637</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	23,326	23,326
Borrowings	277,618	277,618
Employee related provisions	27,895	27,895
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>328,839</b>	<b>328,839</b>
<b>TOTAL LIABILITIES</b>	<b>2,100,392</b>	<b>1,591,476</b>
<b>NET ASSETS</b>	<b>129,832,650</b>	<b>128,992,685</b>
<b>EQUITY</b>		
Retained surplus	42,078,703	41,238,739
Reserve accounts	4,111,639	4,111,639
Revaluation surplus	83,642,307	83,642,307
<b>TOTAL EQUITY</b>	<b>129,832,650</b>	<b>128,992,685</b>

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 31 AUGUST 2024

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

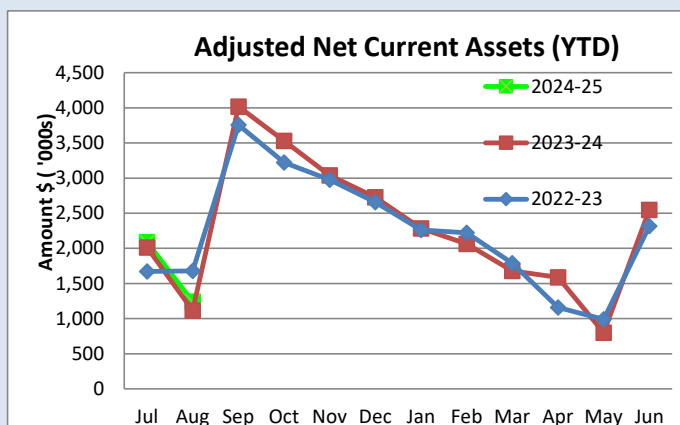
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2024	This Time Last Year 31/08/2023	Year to Date Actual 31/08/2024
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,928,711	1,047,017	1,403,502
Cash Restricted - Reserves	2	4,111,639	4,093,439	4,111,639
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	0	279,317	188,165	265,865
Receivables - Other	3	226,790	13,440	257,181
Other Financial Assets	3	0	902	0
Other Assets Other Than Inventories	4	687,687	837,395	362,140
Inventories	4	8,674	(3,312)	33,857
		8,242,819	6,177,047	6,434,183
<b>Less: Current Liabilities</b>				
Payables	5	(1,284,700)	(347,954)	(744,669)
Contract Liabilities	11	(238,647)	(502,112)	(245,247)
Bonds & Deposits	14	(51,392)	(105,936)	(83,372)
Loan Liability	9	(7,411)	(66,106)	55
Lease Liability	9	(4,706)	(16,521)	(4,706)
Provisions	11	(184,697)	(184,697)	(184,697)
		(1,771,553)	(1,223,327)	(1,262,637)
Less: Cash Reserves	10	(4,111,639)	(4,093,439)	(4,111,639)
Add Back: Component of Leave Liability not Required to be funded		177,149	171,302	177,149
Add Back: Loan Liability		7,411	66,106	(55)
Add Back: Lease Liability		4,706	16,521	4,706
Less : Loan Receivable - clubs/institutions		0	(902)	0
<b>Net Current Funding Position</b>		<b>2,548,892</b>	<b>1,113,308</b>	<b>1,241,707</b>

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.



<b>This Year YTD</b>
<b>Surplus(Deficit)</b>
<b>\$1.24 M</b>
<b>Last Year YTD</b>
<b>Surplus(Deficit)</b>
<b>\$1.11 M</b>

SHIRE OF QUAIRADING  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 AUGUST 2024

OPERATING ACTIVITIES  
 NOTE 2  
 CASH AND FINANCIAL ASSETS

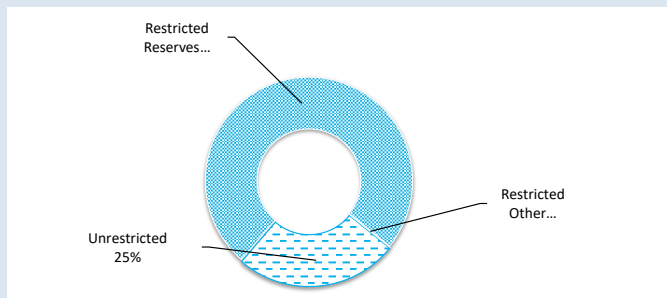
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	499			499	Cash on Hand	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Cash at Bank	741,827			741,827	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		386,787		386,787	Westpac	1.55%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
<b>Term Deposits</b>							
Municipal - Term Deposit Investment 1	328,069			328,069	Westpac	3.55%	12/11/2024
Municipal - Term Deposit Investment 2	331,828			331,828	Westpac	3.55%	12/11/2024
Reserve - Term Deposit Investment 1		1,013,834		1,013,834	Westpac	5.16%	2/10/2024
Reserve - Term Deposit Investment 2		659,504		659,504	Westpac	5.16%	2/10/2024
Reserve - Term Deposit Investment 3		1,093,417		1,093,417	Westpac	5.16%	2/10/2024
Reserve - Term Deposit Investment 4		958,097		958,097	Westpac	5.16%	2/10/2024
		0		0			
		0		0			
<b>Investments</b>							
<b>Total</b>	<b>1,403,502</b>	<b>4,111,639</b>	<b>0</b>	<b>5,515,142</b>			

**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
<b>\$5.52 M</b>	<b>\$4.11 M</b>

SHIRE OF QUAIRADING  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 AUGUST 2024

OPERATING ACTIVITIES  
 NOTE 3  
 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2024	31 Aug 24
	\$	\$
Opening Arrears Previous Years	282,891	314,891
Levied this year	2,762,616	0
Less Collections to date	(2,730,617)	(13,453)
Equals Current Outstanding	314,891	301,438
	<b>314,891</b>	<b>301,438</b>
% Collected	89.66%	4.27%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	88,073	2,521	54,910	20,122	165,626
Percentage	53%	2%	33%	12%	
<b>Balance per Trial Balance</b>					
Sundry Debtors					162,791
Receivables - Other					94,390
<b>Total Receivables General Outstanding</b>					<b>257,181</b>

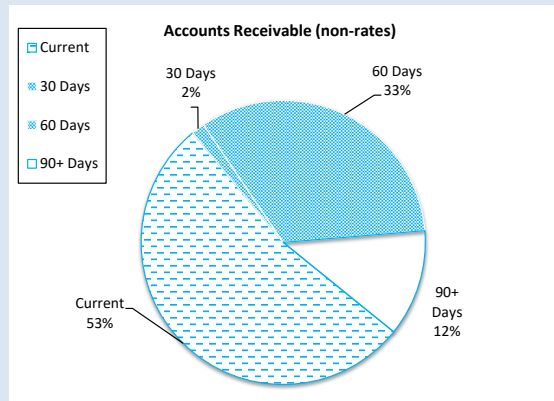
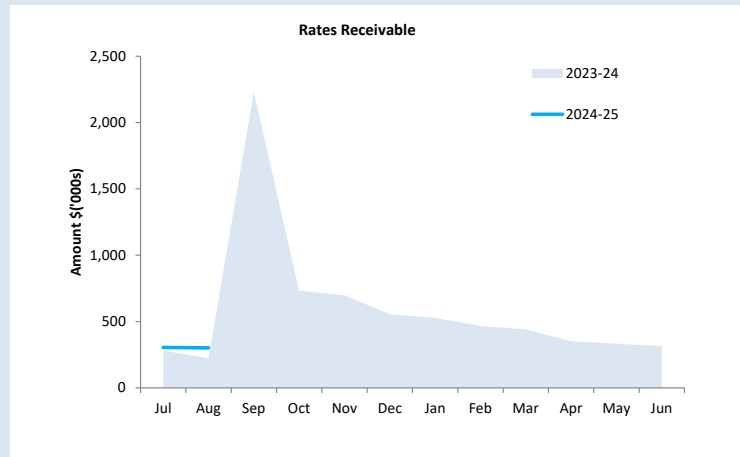
Amounts shown above include GST (where applicable)

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.



<b>Debtors Due</b>
<b>\$257,181</b>
<b>Over 30 Days</b>
<b>47%</b>
<b>Over 90 Days</b>
<b>12%</b>

Collected	Rates Due
<b>4%</b>	<b>\$301,438</b>

SHIRE OF QUAIRADING  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 AUGUST 2024

OPERATING ACTIVITIES  
 NOTE 4  
 OTHER CURRENT ASSETS

Other Current Assets	Opening Balance 1 Jul 2024	Asset Increase	Asset Reduction	Closing Balance 31 Aug 2024
	\$	\$	\$	\$
<b>Other Financial Assets at Amortised Cost</b>				
Financial assets at amortised cost - self supporting loans	0	0	0	0
<b>Inventory</b>				
Fuel, Visitor and Rec Centres stock on hand	8,674	25,182	0	33,857
<b>Accrued income and prepayments</b>				
Accrued income and prepayments	11,118	0	(10,869)	249
<b>Contract assets</b>				
Contract assets	676,569	0	(314,678)	361,891
<b>Total Other Current assets</b>				<b>575,996</b>
<b>Amounts shown above include GST (where applicable)</b>				

**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 31 AUGUST 2024**

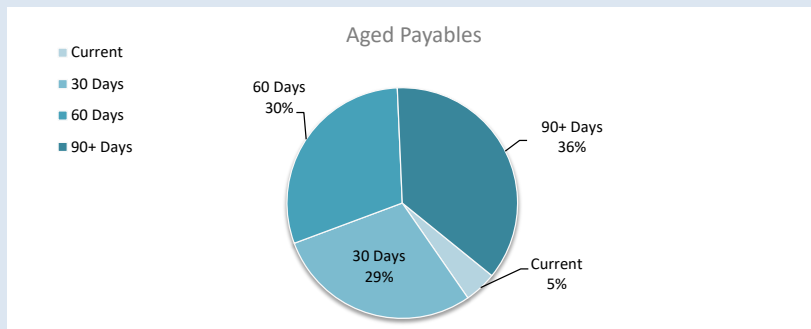
**OPERATING ACTIVITIES**  
**NOTE 5**  
**Payables**

<b>Payables - General</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	7,387	47,136	48,815	59,454	162,791
Percentage	4.5%	29%	30%	36.5%	
<b>Balance per Trial Balance</b>					
Sundry creditors - General					579,735
Other creditors					(29,367)
Accruals/Income in Advance					1,170
ATO liabilities					127,924
Other accruals/payables					65,206
<b>Total Payables General Outstanding</b>					<b>744,669</b>

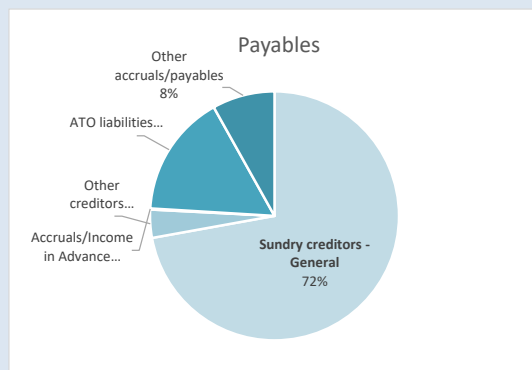
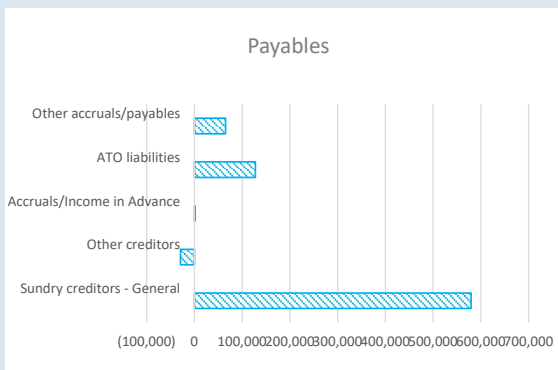
Amounts shown above include GST (where applicable)

**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.



<b>Creditors Due</b>
<b>\$744,669</b>
<b>Over 30 Days</b>
<b>96%</b>
<b>Over 90 Days</b>
<b>36.5%</b>



SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2024

**OPERATING ACTIVITIES**  
**NOTE 6**  
**RATE REVENUE**

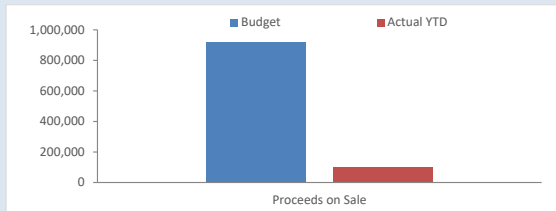
RATE TYPE	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>General Rate</b>											
<b>Gross rental valuations</b>											
GRV - Residential	0.138190	316	3,142,952	434,315	0	0	434,315	0	0	0	0
GRV - Industrial	0.138190	21	274,950	37,995	0	0	37,995	0	0	0	0
GRV - Commercial	0.138190	10	209,776	28,988	0	0	28,988	0	0	0	0
<b>Unimproved valuations</b>											
UV - Rural	0.006820	351	319,919	2,181,848	0	0	2,181,848	0	0	0	0
Non Rateable		232	133,174	0	0	0	0	0	0	0	0
<b>Sub-Totals</b>		<b>930</b>	<b>4,080,771</b>	<b>2,683,146</b>	<b>0</b>	<b>0</b>	<b>2,683,146</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Minimum Payment</b>											
<b>\$</b>											
<b>Gross rental valuations</b>											
GRV - Residential	756	61	0	46,116	0	0	46,116	0	0	0	0
GRV - Industrial	756	8	0	6,048	0	0	6,048	0	0	0	0
GRV - Commercial	756	1	0	756	0	0	756	0	0	0	0
<b>Unimproved valuations</b>											
UV - Rural	756	60	0	45,360	0	0	45,360	0	0	0	0
<b>Sub-Totals</b>		<b>130</b>	<b>0</b>	<b>98,280</b>	<b>0</b>	<b>0</b>	<b>98,280</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>1,060</b>	<b>4,080,771</b>	<b>2,781,426</b>	<b>0</b>	<b>0</b>	<b>2,781,426</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Amount from General Rates</b>											
Ex-Gratia Rates	Tonnage	1	0	18,310	0	0	18,310	0	0	0	0
Write off							0				0
Specified Area Rates							0				0
<b>Total Rates</b>							<b>2,799,736</b>				<b>0</b>

SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 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)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Land Held for Resale</b>								
1200	Lhfr - Lot 301 (8) Edwards Way	38,760	10,000		(28,760)	0	0		
1201	Lhfr - Lot 302 (6) Edwards Way	41,040	10,000		(31,040)	0	0		
1202	Lhfr - Lot 303 (4) Edwards Way	39,900	10,000		(29,900)	0	0		
1203	Lhfr - Lot 304 (2) Edwards Way	39,900	10,000		(29,900)	0	0		
1204	Lhfr - Lot 305 (15) Reid Street	41,040	10,000		(31,040)	0	0		
1205	Lhfr - Lot 328 (11) Edwards Way	39,900	10,000		(29,900)	0	0		
1206	Lhfr - Lot 321 (9) Edwards Way	39,900	10,000		(29,900)	0	0		
1207	Lhfr - Lot 323 (5) Edwards Way	39,900	10,000		(29,900)	0	0		
1208	Lhfr - Lot 324 (3) Edwards Way	39,900	10,000		(29,900)	0	0		
1209	Lhfr - Lot 325 (1) Edwards Way	41,040	10,000		(31,040)	0	0		
1210	Lhfr - Lot 326 (19) Edwards Way	45,600	10,000		(35,600)	0	0		
1211	Lhfr - Lot 327 (21) Reid Street	42,180	10,000		(32,180)	0	0		
1213	Lhfr - Lot 94 Hinkley Way, Quairading.	57,000	35,000		(22,000)	0	0		
1214	Lhfr - Lot 95 Hinkley Way, Quairading.	34,200	35,000	800		0	0		
	<b>Plant and Equipment</b>								
1Q3919	Ammann Ars130 Single Drum Roller	84,686	80,000		(4,686)	0	0		
1Q240	2015 Caterpillar 12 M Grader	149,345	150,000	655		0	0		
1Q368	2016 Caperpillar Loader 938K2	153,111	180,000	26,889.35		0	0		
Q5122	2012 Ud Nissan Truck	69,200	110,000	40,800		0	81,818	0	
2Q661	Mitsubishi Triton Glx Cc Man	11,720	24,000	12,280		0	0		
6Q190	Isuzu Dmax 4X4 Ute	24,907	25,000	93		0	0		
1Q960	2019 Multipac 524H Multi Tyred Roller	78,337	80,000	1,663		0	0		
1Q754	2017 John Deere 5065E Tractor	23,265	10,000		(13,265)	0	0		
Q5191	Model S30 Rider Sweeper	8,840	25,000	16,160		0	0		
	<b>Aged Other</b>								
1Q5335	Toyota Camry 2.5L Ascent	24,390	22,000		(2,390)	0	0		
	<b>Administration</b>								
8Q0	Mazda Cx9 Touring Awd	24,633	24,000		(633)	0	21,818	0	
		<b>1,232,693</b>	<b>920,000</b>	<b>99,341</b>	<b>(412,034)</b>	<b>0</b>	<b>103,636</b>	<b>0</b>	<b>0</b>

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$920,000</b>	<b>\$103,636</b>	<b>11%</b>

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2024

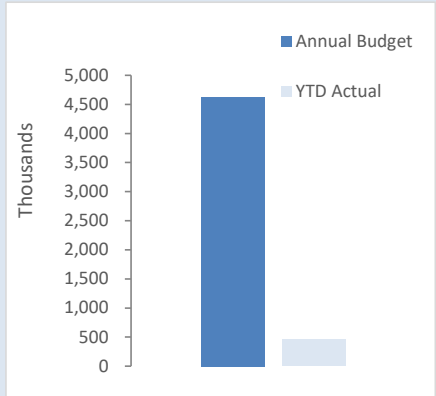
**INVESTING ACTIVITIES**  
**NOTE 8**  
**CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	50,000	8,336	50,000	0	(8,336)
Land and Buildings	751,494	134,260	751,494	46,938	(87,322)
Plant and Equipment	1,373,057	57,154	1,373,057	357,776	300,622
Furniture and Equipment	15,000	2,500	15,000	0	(2,500)
Infrastructure Assets - Roads	1,859,924	287,942	1,859,924	28,952	(258,990)
Infrastructure Assets - Footpaths	5,500	916	5,500	0	(916)
Infrastructure Assets - Other	553,081	86,336	553,081	26,089	(60,247)
Infrastructure Assets - Bridges	20,000	3,332	20,000	0	(3,332)
<b>Capital Expenditure Totals</b>	<b>4,628,055</b>	<b>580,776</b>	<b>4,628,055</b>	<b>459,755</b>	<b>(121,021)</b>
<b>Capital acquisitions funded by:</b>					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,066,381	201,868	2,066,381	(28,607)	(230,475)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	920,000	169,666	920,000	103,636	(66,030)
Council contribution - Cash Backed Reserves					
Various Reserves	530,000	0	530,000	0	0
Council contribution - operations	1,111,675	209,242	1,111,675	384,726	175,484
<b>Capital Funding Total</b>	<b>4,628,055</b>	<b>580,776</b>	<b>4,628,055</b>	<b>459,755</b>	<b>(121,021)</b>

**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**

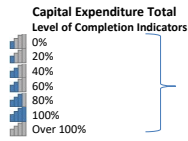


Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$4.63 M</b>	<b>\$.46 M</b>	<b>10%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$2.07 M</b>	<b>-\$.03 M</b>	<b>-1%</b>



**SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

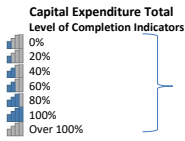


Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Assets	Balance Sheet		Adopted		Amended		Variance (Under)/Over	
			Account Number	Job Category	Job Number	Annual Budget	Annual Budget	YTD Budget		Total YTD
					\$	\$	\$	\$	\$	
		<b>Land Held for Resale</b>								
		<b>Community Amenities</b>								
0.00		Stage 2 Light Industrial Subdivision	4100607	507	TP0000	(50,000)	(50,000)	(8,334)	0	8,334
		<b>Total - Community Amenities</b>				<b>(50,000)</b>	<b>(50,000)</b>	<b>(8,334)</b>	<b>0</b>	<b>8,334</b>
0.00		<b>Total - Land Held for Resale</b>				<b>(50,000)</b>	<b>(50,000)</b>	<b>(8,334)</b>	<b>0</b>	<b>8,334</b>
		<b>Buildings</b>								
		<b>Health</b>								
0.00		Medical Centre - Building (Capital)	4070712	512	BC7702	(12,500)	(12,500)	0	0	0
		<b>Total - Health</b>				<b>(12,500)</b>	<b>(12,500)</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Education &amp; Welfare</b>								
1.13		Daycare Centre - Building (Capital)	4080612	512	BC8301	(20,000)	(20,000)	(6,164)	(22,690)	(16,526)
1.00		Arthur Kelly Village - Common Area - Building (Capital)	4080612	512	BC8600	0	0	0	(2,320)	(2,320)
0.03		Frail Aged Lodge (Parker House) - Building (Capital)	4080612	512	BC8610	(30,594)	(30,594)	(5,096)	(882)	4,214
0.00		Youth Centre - Building (Capital)	4080712	512	BC8701	(10,000)	(10,000)	(1,664)	0	1,664
		<b>Total - Education &amp; Welfare</b>				<b>(60,594)</b>	<b>(60,594)</b>	<b>(12,924)</b>	<b>(25,892)</b>	<b>(12,968)</b>
		<b>Housing</b>								
0.00		14 Reid Street - Building (Capital)	4090114	514	BC9101	(5,000)	(5,000)	(832)	0	832
0.00		1/19 Gillett Street - Single Persons Unit - Building (Capital)	4090114	514	BC9102	(3,750)	(3,750)	(622)	0	622
0.00		31 Dall Street - Building (Capital)	4090114	514	BC9103	(11,000)	(11,000)	(1,832)	0	1,832
0.00		8 Dall Street - Building (Capital)	4090114	514	BC9104	(33,490)	(33,490)	(5,580)	0	5,580
0.00		4/19 Gillett Street - Single Persons Unit - Building (Capital)	4090114	514	BC9112	(3,750)	(3,750)	(622)	0	622
0.00		2/19 Gillett Street - Single Persons Unit - Building (Capital)	4090214	514	BC9202	(3,750)	(3,750)	(622)	0	622
0.00		3/19 Gillett Street - Single Persons Unit - Building (Capital)	4090214	514	BC9203	(6,550)	(6,550)	(1,090)	0	1,090
1.00		7 Edwards Way - Police House - Building (Capital)	4090214	514	BC9208	0	0	0	(21,046)	(21,046)
		<b>Total - Housing</b>				<b>(67,290)</b>	<b>(67,290)</b>	<b>(11,200)</b>	<b>(21,046)</b>	<b>(9,846)</b>
		<b>Community Amenities</b>								
0.00		Recycling Centre - Building (Capital)	4100112	512	BC10102	(88,376)	(88,376)	(14,728)	0	14,728
		<b>Total - Community Amenities</b>				<b>(88,376)</b>	<b>(88,376)</b>	<b>(14,728)</b>	<b>0</b>	<b>14,728</b>
		<b>Recreation And Culture</b>								
0.00		Swimming Pool - Building (Capital)	4110212	512	BC11201	(28,000)	(28,000)	(4,666)	0	4,666
0.00		Swimming Pool Kiosk - Building (Capital)	4110212	512	BC11202	(5,000)	(5,000)	(832)	0	832
0.00		Swimming Pool Plant Room - Building (Capital)	4110712	512	BC11205	(50,000)	(50,000)	(16,660)	0	16,660
0.00		Golf Club - Building (Capital)	4110312	512	BC11305	(6,000)	(6,000)	(998)	0	998
		<b>Total - Recreation And Culture</b>				<b>(89,000)</b>	<b>(89,000)</b>	<b>(23,156)</b>	<b>0</b>	<b>23,156</b>
		<b>Transport</b>								
0.00		Depot Workshop - Building (Capital)	4120112	512	BC12201	(8,617)	(8,617)	(1,432)	0	1,432
		<b>Total - Transport</b>				<b>(8,617)</b>	<b>(8,617)</b>	<b>(1,432)</b>	<b>0</b>	<b>1,432</b>
		<b>Economic Services</b>								
0.00		Cabin 4 - 1 Bedroom Unit (Capital)	4130212	512	BC13248	(205,000)	(205,000)	(34,152)	0	34,152
0.00		Cabin 5 - 1 Bedroom Unit (Capital)	4130212	512	BC13249	(205,000)	(205,000)	(34,152)	0	34,152
0.00		Veterinary Clinic - Building (Capital)	4130812	512	BC13810	(15,117)	(15,117)	(2,516)	0	2,516
		<b>Total - Economic Services</b>				<b>(425,117)</b>	<b>(425,117)</b>	<b>(70,820)</b>	<b>0</b>	<b>70,820</b>
0.06		<b>Total - Buildings</b>				<b>(751,494)</b>	<b>(751,494)</b>	<b>(134,260)</b>	<b>(46,938)</b>	<b>87,322</b>
		<b>Plant &amp; Equipment</b>								
		<b>Transport</b>								
0.72		Works Supervisors Vehicle	4120330	530	PE12301	(72,000)	(72,000)	0	(52,101)	(52,101)
0.00		Tractor FEL (90HP)	4120330	530	PE12304	(90,000)	(90,000)	(15,000)	0	15,000
0.00		Smooth Drum Vibe Roller 12T	4120330	530	PE12311	(300,000)	(300,000)	0	0	0
0.00		Mazda BT50 Ute	4120330	530	PE12313	(65,000)	(65,000)	0	0	0
0.00		Grader	4120330	530	PE12314	(400,000)	(400,000)	0	0	0
0.91		6 Wheel Tip Truck	4120330	530	PE12317	(292,702)	(292,702)	0	(266,899)	(266,899)
0.00		Tenant Sweeper	4120330	530	PE12319	(75,000)	(75,000)	0	0	0
		<b>Total - Transport</b>				<b>(1,294,702)</b>	<b>(1,294,702)</b>	<b>(15,000)</b>	<b>(319,000)</b>	<b>(304,000)</b>
		<b>Economic Services</b>								
0.00		Toyota Camry - Community Car	4120330	530	PE12320	(36,200)	(36,200)	0	0	0
		<b>Total - Economic Services</b>				<b>(36,200)</b>	<b>(36,200)</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Other Property &amp; Services</b>								
0.00		Purchase of New CEO Vehicle	4140230	530	PE14201	(42,154)	(42,154)	(42,154)	0	42,154
1.00		Purchase of New CEO Vehicle - Natalie Ness	4140230	530	PE14203	0	0	0	(38,776)	(38,776)
		<b>Total - Other Property &amp; Services</b>				<b>(42,154)</b>	<b>(42,154)</b>	<b>(42,154)</b>	<b>(38,776)</b>	<b>3,378</b>

SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS



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

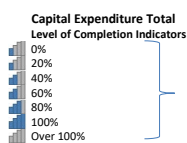
% of  
Completion

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

Assets	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over
				Annual Budget	YTD Budget	Annual Budget	YTD Budget	
				\$	\$	\$	\$	\$
0.26	<b>Total - Plant &amp; Equipment</b>			<b>(1,373,057)</b>	<b>(1,373,057)</b>	<b>(57,154)</b>	<b>(357,776)</b>	<b>(300,622)</b>
	<b>Furniture &amp; Equipment</b>							
	<b>Other Property &amp; Services</b>							
0.00		Chambers Furniture Upgrade	4140220 520 FE14202	(15,000)	(15,000)	(2,500)	0	2,500
	<b>Total - Other Property &amp; Services</b>			<b>(15,000)</b>	<b>(15,000)</b>	<b>(2,500)</b>	<b>0</b>	<b>2,500</b>
0.00	<b>Total - Furniture &amp; Equipment</b>			<b>(15,000)</b>	<b>(15,000)</b>	<b>(2,500)</b>	<b>0</b>	<b>2,500</b>
	<b>Infrastructure - Roads</b>							
	<b>Transport</b>							
0.00		Dangin Terrace (R2R)	4120144 540 R2R169	(22,000)	(22,000)	(3,666)	0	3,666
0.00		Walker Street (R2R)	4120144 540 R2R138	(60,000)	(60,000)	(10,000)	0	10,000
0.00		Cubbine Road, Cubbine (R2R)	4120145 540 R2R005	(83,562)	(83,562)	(13,926)	0	13,926
0.00		Kellerberrin - Yoting Road (R2R)	4120145 540 R2R164	(90,000)	(90,000)	(15,000)	0	15,000
0.00		Quairading - Corrigin Road (R2R)	4120145 540 R2R166	(140,000)	(140,000)	(23,332)	0	23,332
0.00		Hayes Road (R2R)	4120145 540 R2R015	(70,000)	(70,000)	(11,666)	0	11,666
0.07		Andrews Road (R2R)	4120145 540 R2R105	(82,041)	(82,041)	0	(6,015)	(6,015)
1.00		Old Beverley West Road (R2R)	4120146 540 R2R007	0	0	0	(14,836)	(14,836)
0.00		RRG - Quairading - Corrigin Road (Capital) 23/24 SLK 20.47 - 23.02	4120149 540 RRG166B	(105,245)	(105,245)	(17,532)	29	17,561
0.00		Bulyee - Quairading Road (RRG)	4120148 540 RRG002	(554,765)	(554,765)	(92,458)	(625)	91,833
0.01		Old Beverley East Road (RRG)	4120149 540 RRG006	(244,673)	(244,673)	(40,768)	(1,473)	39,295
0.00		Old Beverley East Road (LRCI Funded)	4120162 540 LRC006	(244,649)	(244,649)	(40,770)	0	40,770
0.10		Dangin - Mears Road - WSNF Development Expenditure	4120162 540 WSNF010D	(62,990)	(62,990)	(10,494)	(6,036)	4,458
	<b>Total - Transport</b>			<b>(1,759,924)</b>	<b>(1,759,924)</b>	<b>(279,612)</b>	<b>(28,956)</b>	<b>250,656</b>
0.02	<b>Total - Infrastructure - Roads</b>			<b>(1,759,924)</b>	<b>(1,759,924)</b>	<b>(279,612)</b>	<b>(28,956)</b>	<b>250,656</b>
	<b>Infrastructure - Drainage</b>							
	<b>Transport</b>							
0.00		Punch Road - Drainage Capital	4120166 540 DC143	(20,000)	(20,000)	(1,666)	0	1,666
0.00		Minchin Road - Drainage Capital	4120166 540 DC063	(20,000)	(20,000)	(1,666)	0	1,666
0.00		Squiers Road - Drainage Capital	4120166 540 DC176	(20,000)	(20,000)	(1,666)	0	1,666
0.00		Toapin Road - Drainage Capital	4120166 540 DC055	(20,000)	(20,000)	(1,666)	0	1,666
0.00		Quairading - Corrigin Road - Drainage Capital	4120166 540 DC166	(20,000)	(20,000)	(1,666)	0	1,666
	<b>Total - Transport</b>			<b>(100,000)</b>	<b>(100,000)</b>	<b>(8,330)</b>	<b>0</b>	<b>8,330</b>
0.00	<b>Total - Infrastructure - Drainage</b>			<b>(100,000)</b>	<b>(100,000)</b>	<b>(8,330)</b>	<b>0</b>	<b>8,330</b>
	<b>Infrastructure - Footpaths</b>							
	<b>Transport</b>							
0.00		Harris Street - Footpath Capital	4120170 560 FC130	(5,500)	(5,500)	(916)	0	916
	<b>Total - Transport</b>			<b>(5,500)</b>	<b>(5,500)</b>	<b>(916)</b>	<b>0</b>	<b>916</b>
0.00	<b>Total - Infrastructure - Footpaths</b>			<b>(5,500)</b>	<b>(5,500)</b>	<b>(916)</b>	<b>0</b>	<b>916</b>
	<b>Infrastructure - Bridges</b>							
	<b>Transport</b>							
0.00		Badjalung North Road - Bridge (Capital)	4120167 555 BR4145	(20,000)	(20,000)	(3,332)	0	3,332
	<b>Total - Transport</b>			<b>(20,000)</b>	<b>(20,000)</b>	<b>(3,332)</b>	<b>0</b>	<b>3,332</b>
0.00	<b>Total - Infrastructure - Bridges</b>			<b>(20,000)</b>	<b>(20,000)</b>	<b>(3,332)</b>	<b>0</b>	<b>3,332</b>
	<b>Infrastructure - Other</b>							
	<b>Law, Order &amp; Public Safety</b>							
0.00		Solar Electronic Fire Danger Signs (Capital) - DRF Funded	4050790 590 EM5702	(30,000)	(30,000)	(2,500)	0	2,500
	<b>Total - Law, Order &amp; Public Safety</b>			<b>(30,000)</b>	<b>(30,000)</b>	<b>(2,500)</b>	<b>0</b>	<b>2,500</b>
	<b>Community Amenities</b>							
0.00		Cemetery Upgrade (Capital)	4100790 590 OC10703	(16,792)	(16,792)	(2,796)	0	2,796
	<b>Total - Community Amenities</b>			<b>(16,792)</b>	<b>(16,792)</b>	<b>(2,796)</b>	<b>0</b>	<b>2,796</b>
	<b>Recreation And Culture</b>							
0.00		Crickets Nets (Capital)	4110390 590 OC11344	(44,792)	(44,792)	(7,462)	0	7,462
0.00		Skate Park (Capital)	4110390 590 OC11345	(25,000)	(25,000)	(4,166)	0	4,166
0.00		Bore Field	4110390 590 PC11315	(38,661)	(38,661)	(6,440)	0	6,440
0.03		Greater Sports Ground (GSC) - Netball/Basketball Courts (LRCI Funded)	4110390 590 LRC11335	(377,836)	(377,836)	(62,972)	(9,555)	53,417
	<b>Total - Recreation And Culture</b>			<b>(486,289)</b>	<b>(486,289)</b>	<b>(81,040)</b>	<b>(9,555)</b>	<b>71,485</b>
	<b>Economic Services</b>							

SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 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.*

	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over	
				Annual Budget	Annual Budget	YTD Budget	Total YTD		
0.75	4130890	590	OC13801	(20,000)	(20,000)	0	(14,907)	(14,907)	
				<b>(20,000)</b>	<b>(20,000)</b>	<b>0</b>	<b>(14,907)</b>	<b>(14,907)</b>	
0.04				(553,081)	(553,081)	(86,336)	(24,462)	61,874	
0.10				<b>(4,628,055)</b>	<b>(4,628,055)</b>	<b>(580,774)</b>	<b>(458,132)</b>	<b>122,642</b>	
<b>Summary by Balance Sheet Category</b>									
				340	0	0	0	0	
				507	(50,000)	(50,000)	(8,334)	8,334	
				508	0	0	0	0	
				512	(684,204)	(684,204)	(123,060)	25,892	
				514	(67,290)	(67,290)	(11,200)	(21,046)	
				520	(15,000)	(15,000)	(2,500)	0	
				530	(1,373,057)	(1,373,057)	(57,154)	(357,776)	
				540	(1,859,924)	(1,859,924)	(287,942)	(28,956)	
				555	(20,000)	(20,000)	(3,332)	0	
				560	(5,500)	(5,500)	(916)	0	
				590	(553,081)	(553,081)	(86,336)	(24,462)	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					0	0	0	0	
					<b>(4,628,055)</b>	<b>(4,628,055)</b>	<b>(580,774)</b>	<b>(458,132)</b>	<b>122,642</b>

SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024

FINANCING ACTIVITIES  
NOTE 9  
LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2024	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
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>													
Loan 118 - Depot Building	192,389	0	0	0	0	52,911	52,911	192,389	139,477	139,477	0	5,450	5,450
Loan 119 - Park Cottages	85,229	0	0	0	7,466	14,987	14,987	77,764	70,243	70,243	631	1,206	1,206
	277,618	0	0	0	7,466	67,898	67,898	270,152	209,720	209,720	631	6,656	6,656
<b>Total</b>	277,618	0	0	0	7,466	67,898	67,898	270,152	209,720	209,720	630.70	6,656	6,656
Current loan borrowings	7,411							(55)					
Non-current loan borrowings	277,618							277,618					
	285,029							277,563					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

Particulars/Purpose	01 Jul 2024	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
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Law, Order &amp; Public Safety</b>													
Lease 2 - CESM Vehicle	17,555	0	0	0	0	17,555	17,555	17,555	(0)	-0	0	0	0
<b>Economic Services</b>													
Matrix Cardio Equipment	31,692	0	0	0	0	12,370	12,370	31,692	19,322	19,322	0	1,324	1,324
<b>Other Property &amp; Services</b>													
Lease 3 - Canon Photocopier	0	0	0	0	0	0	0	0	0	0	0	0	0
	49,247	0	0	0	0	29,925	29,925	49,247	19,322	19,322	0	1,324	1,324
<b>Total</b>	49,247	0	0	0	0	29,925	29,925	49,247	19,322	19,322	0	1,324	1,324
Current financing borrowings	4,706							4,706					
Non-current financing borrowings	23,326							23,326					
	28,032							28,032					

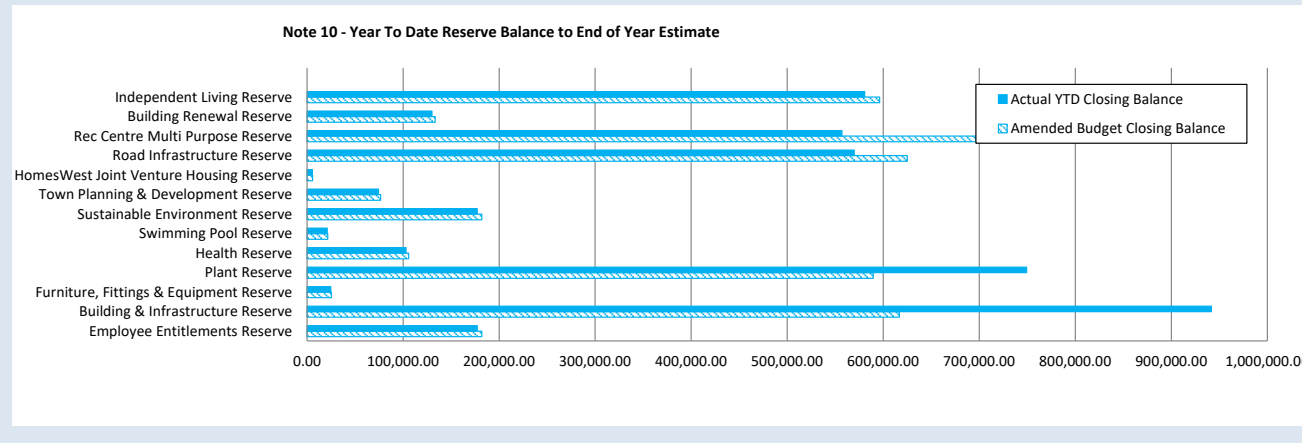
SHIRE OF QUAIRADING  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 AUGUST 2024

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	177,148.64	4,739.00	0.00	0.00	0.00	0.00	0.00	181,887.64	177,148.64
Building & Infrastructure Reserve	941,595.30	25,191.00	0.00	0.00	0.00	(350,000.00)	0.00	616,786.30	941,595.30
Furniture, Fittings & Equipment Reserve	24,719.78	661.00	0.00	0.00	0.00	0.00	0.00	25,380.78	24,719.78
Plant Reserve	749,430.27	20,050.00	0.00	0.00	0.00	(180,000.00)	0.00	589,480.27	749,430.27
Health Reserve	102,974.01	2,755.00	0.00	0.00	0.00	0.00	0.00	105,729.01	102,974.01
Swimming Pool Reserve	20,970.35	561.00	0.00	0.00	0.00	0.00	0.00	21,531.35	20,970.35
Sustainable Environment Reserve	177,262.39	4,742.00	0.00	0.00	0.00	0.00	0.00	182,004.39	177,262.39
Town Planning & Development Reserve	74,508.35	1,993.00	0.00	0.00	0.00	0.00	0.00	76,501.35	74,508.35
HomesWest Joint Venture Housing Reserve	5,610.09	150.00	0.00	0.00	0.00	0.00	0.00	5,760.09	5,610.09
Road Infrastructure Reserve	569,730.93	15,242.00	0.00	40,000.00	0.00	0.00	0.00	624,972.93	569,730.93
Rec Centre Multi Purpose Reserve	556,992.15	14,901.00	0.00	125,000.00	0.00	0.00	0.00	696,893.15	556,992.15
Building Renewal Reserve	130,029.96	3,479.00	0.00	0.00	0.00	0.00	0.00	133,508.96	130,029.96
Independent Living Reserve	580,666.81	15,536.00	0.00	0.00	0.00	0.00	0.00	596,202.81	580,666.81
	<b>4,111,639.03</b>	<b>110,000.00</b>	<b>0.00</b>	<b>165,000.00</b>	<b>0.00</b>	<b>(530,000.00)</b>	<b>0.00</b>	<b>3,856,639.03</b>	<b>4,111,639.03</b>

KEY INFORMATION



**SHIRE OF QUAIRADING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2024**

**OPERATING ACTIVITIES**  
**NOTE 11**  
**OTHER CURRENT LIABILITIES**

<b>Other Current Liabilities</b>	<b>Note</b>	<b>Opening Balance 1 Jul 2024</b>	<b>Liability Increase</b>	<b>Liability Reduction</b>	<b>Closing Balance 31 Aug 2024</b>
		\$	\$	\$	\$
<b>Other Liabilities</b>					
- Contract Liabilities	12	68,952	0	0	68,952
- Capital Grant/Contribution Liabilities	13	169,695	6,600	0	176,295
<b>Total Other liabilities</b>		<b>238,647</b>	<b>6,600</b>	<b>0</b>	<b>245,247</b>
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
<b>Total current unspent grants, contributions and reimbursements</b>		<b>238,647</b>	<b>6,600</b>	<b>0</b>	<b>245,247</b>
<b>Employee Related Provisions</b>					
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
<b>Total Provisions</b>		<b>184,697</b>	<b>0</b>	<b>0</b>	<b>184,697</b>
<b>Total Other Current Liabilities</b>					<b>429,945</b>

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 31 AUGUST 2024**

**NOTE 12  
GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Grant, Subsidies and Contributions Liability					Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2024	Current Liability 31 Aug 2024	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>General purpose funding</b>									
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	202,474	202,474	0	0
Grants Commission - Roads (WALGGC)	0	0	0	0	0	101,618	101,618	0	0
<b>Law, order, public safety</b>									
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	44,725	44,725	0	4,780
Mitigation Activity Fund Grant Program - Round 2	67,500	0	0	67,500	67,500	67,500	67,500	11,244	0
<b>Education and welfare</b>									
Youth Week Grant	1,257	0	0	1,257	1,257	0	0	0	0
<b>Recreation and culture</b>									
Grant - Toddler Learn to Swim	0	0	0	0	0	2,500	2,500	0	0
NAIDOC Week Grant	0	0	0	0	0	1,350	1,350	0	0
Volunteering WA Grant	195	0	0	195	195	0	0	0	0
<b>Transport</b>									
Direct Grant (MRWA)	0	0	0	0	0	180,708	180,708	180,708	0
	<b>68,952</b>	<b>0</b>	<b>0</b>	<b>68,952</b>	<b>68,952</b>	<b>600,874</b>	<b>600,874</b>	<b>191,952</b>	<b>4,780</b>
<b>Contributions</b>									
<b>TOTALS</b>	<b>68,952</b>	<b>0</b>	<b>0</b>	<b>68,952</b>	<b>68,952</b>	<b>600,874</b>	<b>600,874</b>	<b>191,952</b>	<b>4,780</b>

**SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**NOTE 13**

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Capital Grants, Subsidies and Contributions Liability					Capital Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2024	Current Liability 31 Aug 2024	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Law, order, public safety</b>									
South Caroling Water Tank	0	0	0	0	0	4,219	4,219	0	0
Solar Electronic Fire Danger Signs (Capital) - DRF Funded	0	0	0	0	0	15,000	15,000	0	0
<b>Community amenities</b>									
Electric Car Charging Station (Capital)	0	6,600	0	6,600	6,600	6,926	6,926	1,152	0
<b>Recreation and culture</b>									
LRCI Grant Phase 3 - Construction Hall Carpark	0	0	0	0	0	0	0	0	(13,171)
LRCI Grant Phase 4 - Greater Sports Ground - Multi Use Courts	0	0	0	0	0	393,347	393,347	65,560	0
LRCIP Grant Phase 3 - Community Park	0	0	0	0	0	0	0	0	(11,562)
CBH grant - Multi Use Courts Resurfacing	7,500	0	0	7,500	7,500	0	0	0	0
Greater Sports Ground (Gsc) - Netball/Basketball Courts (Csrff Funded) - Income	0	0	0	0	0	125,000	125,000	0	0
<b>Transport</b>									
R2R Grant - Dangin Terrace (R2R)	0	0	0	0	0	96,875	96,875	16,144	0
R2R Grant - Walker Street (R2R)	0	0	0	0	0	60,000	60,000	10,000	0
R2R Grant - Subbine Rd, Cubbine (R2R)	0	0	0	0	0	81,138	81,138	13,526	0
R2R Grant - Kellerberrin-Yoting Rd (R2R)	0	0	0	0	0	90,000	90,000	15,000	0
R2R Grant - Quairading Corrigin Road (R2R)	0	0	0	0	0	138,912	138,912	23,152	0
R2R Grant - Hayes Road (R2R)	0	0	0	0	0	80,000	80,000	13,332	0
R2R Grant - Andrews Road (R2R)	0	0	0	0	0	80,554	80,554	0	0
RRG Grant - Quairading - Corrigin Road 21/22	74,639	0	0	74,639	74,639	0	0	0	0
RRG Grant - Quairading - Corrigin Road 22/23	58,159	0	0	58,159	58,159	0	0	0	0
RRG Grant - Quairading - Corrigin Road 23/24	0	0	0	0	0	92,006	92,006	0	0
RRG Grant - Bulyee - Quairading Road 24/25	0	0	0	0	0	369,888	369,888	0	0
RRG Grant - Old Beverley East Road 24/25	0	0	0	0	0	163,063	163,063	0	0
LRCIP Grant Phase 3 - Mt Stirling Rd Resheet	0	0	0	0	0	0	0	0	(3,875)
LRCIP Grant Phase 4 - Old Beverley East Road	0	0	0	0	0	226,889	226,889	37,814	0
WSFN Grant - Dangin - Mears Development Funds	29,398	0	0	29,398	29,398	24,752	24,752	6,188	0
	<b>169,695</b>	<b>6,600</b>	<b>0</b>	<b>176,295</b>	<b>176,295</b>	<b>2,048,569</b>	<b>2,048,569</b>	<b>201,868</b>	<b>(28,607)</b>
<b>Capital Contributions</b>									
Contribution towards Comminty Car Replacement	0	0	0	0	0	17,812	17,812	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,812</b>	<b>17,812</b>	<b>0</b>	<b>0</b>
<b>Total capital grants, subsidies and contributions</b>	<b>169,695</b>	<b>6,600</b>	<b>0</b>	<b>176,295</b>	<b>176,295</b>	<b>2,066,381</b>	<b>2,066,381</b>	<b>201,868</b>	<b>(28,607)</b>



**SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 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 2024	Amount Received	Amount Paid	Closing Balance 31 Aug 2024
		\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
Building Services Levy (BSL)	2,581.57	0.00	(2,646.93)	(65.36)
Construction Training Fund (CTF)	588.53	0.00	0.00	588.53
Councillor Nomination Fee	0.00	0.00	0.00	0.00
Key, Hall & Equipment Bonds	4,458.55	625.00	(200.00)	4,883.55
Unclaimed Monies	1,152.50	0.00	0.00	1,152.50
Department of Transport Licensing	(4,784.19)	78,227.90	(62,732.20)	10,711.51
TransWA	0.00	0.00	0.00	0.00
Other Bonds & Deposits/Cuneata Rise	39,887.30	17,801.00	(150.00)	57,538.30
Caravan Park Cabin Bonds	0.00	0.00	0.00	0.00
Community Bus Bonds	541.30	0.00	0.00	541.30
Rental Bonds	6,966.00	1,056.00	0.00	8,022.00
Animal Trap Bonds	0.00	0.00	0.00	0.00
<b>Sub-Total</b>	<b>51,391.56</b>	<b>97,709.90</b>	<b>(65,729.13)</b>	<b>83,372.33</b>
<b>Trust Funds</b>				
Nil	0.00	0.00	0.00	0.00
<b>Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>51,391.56</b>	<b>97,709.90</b>	<b>(65,729.13)</b>	<b>83,372.33</b>

**KEY INFORMATION**

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 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 2024/25 year is \$10,000 and 10%.

Favourable Variance. ▲  
Unfavourable Variance. ▼

Community Amenities	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
<b>Revenue from operating activities</b>						
Governance	0				Permanent	
General Purpose Funding - Rates	(2,781,425)	(100%)	▼	S	Timing	Rates not yet Levied
General Purpose Funding - Other	(24,112)	(81%)	▼	S	Timing	24/25 FY funds received in advance - June payment
Law, Order and Public Safety	(48,149)	(90%)	▼	S	Timing	Negative variance a combination of CESM/BRMP reimbursement not being received and positive Mitigation Activity Fund Grant being received earlier than budgeted.
Community Amenities	(25,989)	(67%)	▼	S		Timing of budget allocation for Domestic Refuse Collection Charges.
Transport	(196,069)	(97%)	▼	S	Timing	Outstanding grants to be paid
Other Property and Services	(10,297)	(109%)	▼	S	Permanent	
<b>Expenditure from operating activities</b>						
Governance	71,811	58%	▲	S	Timing	
General Purpose Funding	13,215	65%	▲	S	Timing	
Law, Order and Public Safety	59,959	60%	▲	S	Timing	
Health	(116,488)	(128%)	▼	S	Timing	
Education and Welfare	37,011	61%	▲	S	Timing	
Community Amenities	108,893	57%	▲	S	Timing	
Recreation and Culture	104,707	51%	▲	S	Timing	
Transport	399,004	69%	▲	S	Timing	
Economic Services	102,364	63%	▲	S	Timing	
Other Property and Services	(282,148)	(1404%)	▼	S	Timing	
<b>INVESTING ACTIVITIES</b>						
Capital Grants, Subsidies and Contributions	(230,475)	(114%)	▼	S	Timing	
Proceeds from Disposal of Assets	(66,030)	(39%)	▼	S	Timing	Items still to be disposed of
Land and Buildings	87,322	65%	▲	S	Timing	Work not yet completed
Plant and Equipment	(300,622)		▼	S	Timing	Items not yet purchased
Infrastructure Assets - Roads	258,990	90%	▲	S	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Other	60,247	70%	▲	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 31 AUGUST 2024

**NOTE 16**  
**BUDGET AMENDMENTS**

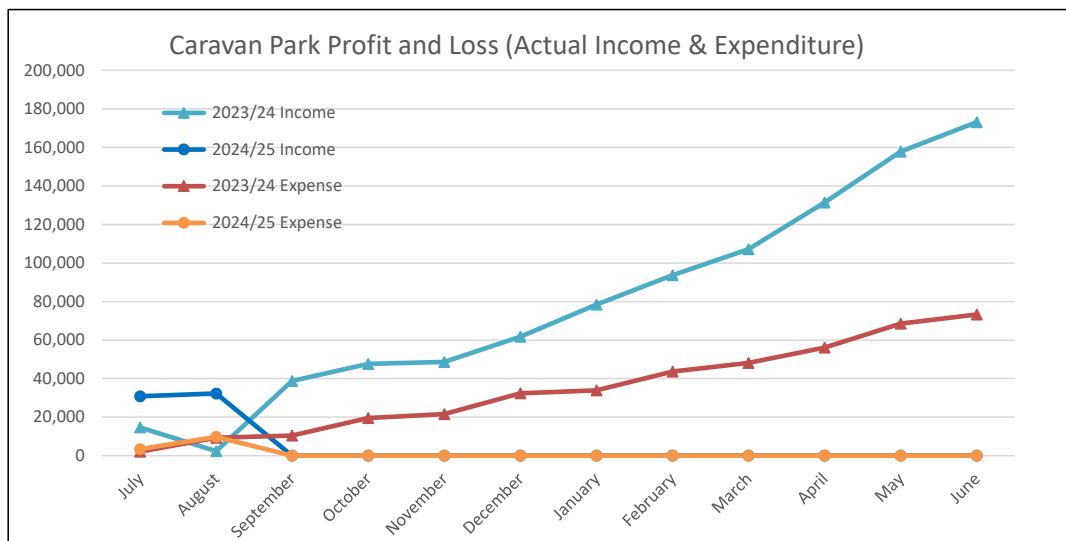
GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			<b>Budget Adoption</b>		Closing Surplus/(Deficit)	\$	\$ 24,534	\$	\$ 24,534
						0	24,534	0	24,534

**KEY INFORMATION**

**SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**NOTE 17  
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	YTD Budget (Amended)	Annual Budget (Original)	Annual Budget (Amended)	Annual (Amd) Var %
<b>INCOME</b>						
Caravan Park Charges	98	\$ 6,827.06	\$ 14,994.00	\$ 60,000.00	\$ 60,000.00	11%
Cabin and Unit Charges	123	\$ 25,380.19	\$ 32,487.00	\$ 130,000.00	\$ 130,000.00	20%
Fees, Charges & Reimbursements		\$ 81.82	\$ -	\$ -	\$ -	0%
<b>TOTAL INCOME</b>	<b>221</b>	<b>\$ 32,289.07</b>	<b>\$ 47,481.00</b>	<b>\$ 190,000.00</b>	<b>\$ 190,000.00</b>	<b>17%</b>
<b>EXPENDITURE</b>						
<b>Caravan Park</b>						
Salaries & Wages		\$ (3.15)	\$ 2,662.00	\$ 15,990.00	\$ 15,990.00	0%
Materials & Contracts		\$ 1,347.01	\$ 1,936.00	\$ 11,640.00	\$ 11,640.00	12%
Utilities & Insurance		\$ 1,155.21	\$ 2,278.00	\$ 13,700.00	\$ 13,700.00	8%
<b>Caravan Park Total</b>		<b>\$ 2,499.07</b>	<b>\$ 6,876.00</b>	<b>\$ 41,330.00</b>	<b>\$ 41,330.00</b>	<b>6%</b>
<b>Cabins (3x 2 bedroom Cabins)</b>						
Salaries & Wages		\$ -	\$ 3,828.00	\$ 23,025.00	\$ 23,025.00	0%
Materials & Contracts		\$ -	\$ 420.00	\$ 2,532.00	\$ 2,532.00	0%
Utilities & Insurance		\$ 3,086.09	\$ 1,877.00	\$ 10,757.00	\$ 10,757.00	29%
<b>Cabins Total</b>		<b>\$ 3,086.09</b>	<b>\$ 6,125.00</b>	<b>\$ 36,314.00</b>	<b>\$ 36,314.00</b>	<b>8%</b>
<b>Caretaker Reception</b>						
Salaries & Wages		\$ 2,223.00	\$ 1,598.00	\$ 9,594.00	\$ 9,594.00	23%
Materials & Contracts		\$ 244.50	\$ 148.00	\$ 892.00	\$ 892.00	27%
Utilities & Insurance		\$ 1,082.36	\$ 1,162.00	\$ 6,667.00	\$ 6,667.00	16%
<b>Caretaker Reception Total</b>		<b>\$ 3,549.86</b>	<b>\$ 2,908.00</b>	<b>\$ 17,153.00</b>	<b>\$ 17,153.00</b>	<b>21%</b>
<b>Units (4x 1 bedroom units)</b>						
Salaries & Wages		\$ -	\$ 1,382.00	\$ 8,315.00	\$ 8,315.00	0%
Materials & Contracts		\$ -	\$ 140.00	\$ 844.00	\$ 844.00	0%
Utilities & Insurance		\$ 637.09	\$ 209.00	\$ 1,109.00	\$ 1,109.00	57%
<b>Units Total</b>		<b>\$ 637.09</b>	<b>\$ 1,731.00</b>	<b>\$ 10,268.00</b>	<b>\$ 10,268.00</b>	<b>6%</b>
<b>TOTAL EXPENDITURE</b>		<b>\$ 9,772.11</b>	<b>\$ 17,640.00</b>	<b>\$ 105,065.00</b>	<b>\$ 105,065.00</b>	<b>9%</b>
<b>Closing Funding Surplus(Deficit)</b>		<b>\$ 22,516.96</b>	<b>\$ 29,841.00</b>		<b>\$ 84,935.00</b>	<b>27%</b>






**11.2 Accounts for Payment - August 2024**

**Responsible Officer** Tricia Brown, Executive Manager, Corporate Services

**Reporting Officer** Cynthia Lowe, Senior Finance Officer

**Attachments**

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

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council note the following:

1. That schedule of accounts for August 2024 covering EFT 14289 to EFT 14378 totalling \$267,925.12 be received (Attachment i);
2. That police licensing payments for the month of August 2024 totalling \$31,780.20 be received (Attachment ii); and
3. That fund transfers to the corporate credit card for August 2024 totalling \$9,388.52 be received (Attachment iii); and
4. That net payroll payments for the month of August 2024 totalled \$122,317.97; and
5. That the lease payments for the month of August 2024 totalled \$1,225.58 for the CESM vehicle lease.

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**IN BRIEF**

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

**MATTER FOR CONSIDERATION**

Note the accounts paid during August 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 2024/2025 budget.

Payments made for the 2024/25 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 August 2024 are included in **Attachment (i)**

11.1 (i)   List Of Accounts - August 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT14289	02/08/2024	TELSTRA	TELSTRA ACCOUNT #3147560712 - SUPPLY & USAGE FOR THE PERIOD 16/07/24 to 15/08/24 - LANDLINES - ADMIN, DEPOT PWO, CPARK, CESM, WASTE SITE	435.35	PARTIALLY
EFT14290	02/08/2024	QUAIRADING EARTHMOVING CO.	PLANT HIRE CAT 150 GRADER MAINTENANCE GRADING DULBELLING NORTH RD, BOMAG MULTIWHEEL ROLLER MAINTENANCE GRADING DULBELLING NORTH RD	6897.00	
EFT14291	02/08/2024	WATER CORPORATION	WATERCORP ACCT #9023526719 WATER SUPPLY & USAGE FOR THE PERIOD 01/07/24 - 30/06/25 - TRADEWASTE CHARGES - 1 JUNCTION - WINMAR RD	252.32	
EFT14292	02/08/2024	BOB WADDELL & ASSOCIATES PTY LTD	2024/2025 FINANCIAL ASSISTANCE (11.25HRS) WITH ANNUAL BUDGET, BAS QUERY ASSISTANCE WITH CONTRACT ASSETS, CAPITAL GRANT/CONTRIBUTION LIABILITIES & RECONCILIATION SPREADSHEET FOR 24/25	2948.00	
EFT14293	02/08/2024	PETER ROBERT YORK	WATERPROOFING OF SHOWER FOR DRS RESIDENCE	175.00	
EFT14294	02/08/2024	G J JONES PLUMBING	CLEAR BLOCKAGE TO WC -MECHANICAL DRAIN U5, ARTHUR KELLY VILLAGE	302.50	
EFT14295	02/08/2024	REDFISH TECHNOLOGIES PTY LTD - EFTSURE VERIFIED	CCTV MAINTENANCE AND SUPPORT FOR THE 2024/2025 FINANCIAL YEAR	7678.00	
EFT14296	02/08/2024	WA LOCAL GOVERNMENT ASSOCIATION	HEALTH AND SAFETY REPRESENTATIVES 1 DAY REFRESHER TRAINING X2 DEPOT STAFF	770.00	
EFT14297	02/08/2024	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES FOR THE MONTH OF JULY 2024	1963.50	
EFT14298	02/08/2024	JOONDALUP TURF FARM	650M2 OF RIKUYU TURF- DAYCARE CENTRE	7760.00	
EFT14299	02/08/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICE LEVY FOR THE PERIOD 01/07/23 - 14/07/24 - BUILDING PERMITS, DEMOLITION	2646.93	
EFT14300	02/08/2024	BRIAN KIMBER	BRIAN KIMBER - REIMBURSEMENT	601.54	FULLY
EFT14301	02/08/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC DEBT RECOVERY FOR THE MONTH OF JULY 2024	1205.40	FULLY
EFT14302	02/08/2024	JASON KEITH LILLEYMAN	FULL CLEAN OF CARPETS AT THE COMMUNITY BUILDING	1710.79	
EFT14303	02/08/2024	Crisp Wireless	MONTHLY INTERNET CONNECTION - AUGUST 2024 - ADMIN, DEPOT, 8 DALL STREET, 28 REID STREET, MEDIAL CENTRE, YOUTH CENTRE, 19 HARRIS STREET	853.90	
EFT14304	02/08/2024	ALTUS PLANNING - EFTSURE VERIFIED	COUNCILLOR PLANNING TRAINING - INCLUDING PREPARATION AND TRAVEL	2323.20	
EFT14305	02/08/2024	NORTHAM DISTRICT GLASS SERVICE	2022 HYUNDAI SANTA FE NEW WINDSCREEN FOR SANTA FE CAR INCL CALIBRATIONS	1420.00	
EFT14306	12/08/2024	BOC LIMITED	CONTAINER SERVICE OXYGEN INDUSTRIAL E2 SIZE, R400C OXYGEN MEDICAL C SIZE, R040G DISSOLVED ACETYLENE G SIZE, R065G ARGOSHIELD UNIVERSAL G SIZE - DAILY TRACKING FOR PERIOD 26.06.2024 TO 28.07.2024	50.97	
EFT14307	12/08/2024	TEAM GLOBAL EXPRESS (PREVIOUSLY T/A TOLL	CORSIGNS-REPRINT OF WASTE SITE SIGNS IN LARGER SIZE	120.68	
EFT14308	12/08/2024	WESFARMERS KLEENHEAT GAS PTY LTD	W/SHOP GAS CYLINDER EQUIPMENT CHANGE - DEPOT	91.85	
EFT14310	12/08/2024	QUAIRADING CLUB INC.	COUNCIL REFRESHMENTS FOR 25/7/24	60.00	
EFT14311	12/08/2024	QUAIRADING MEDICAL PRACTICE (GREAT CARE	PRE-EMPLOYMENT MEDICAL, SURGERY CONSULTATION - DEPOT	344.25	



11.1 (i)   List Of Accounts - August 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT14312	12/08/2024	CDA AIR CONDITIONING & REFRIGERATION	DIAGNOSE & REPAIR AIR CON NURSES ROOM QUAIRADING MEDICAL CENTRE	317.00	
EFT14313	12/08/2024	SYNERGY	SYNERGY ACCOUNT #857387870 SUPPLY & USAGE FOR THE PERIOD 25/06/24 - 24/07/24 - STREET LIGHTING SYNERGY ACCOUNT #149617730 SUPPLY & USAGE FOR THE PERIOD 10/05/24 - 09/07/24 - RECYCLING CENTRE	3241.65	
EFT14314	12/08/2024	GREAT SOUTHERN FUEL SUPPLIES	DIESEL 5000L - DEPOT - 12/07/2024 and 6000L DIESEL SUPPLIED 02/08/2024	19394.17	
EFT14315	12/08/2024	WCS CONCRETE PTY LTD	SUPPLY OF 2 x 300MM LOWBACK SINGLE PIPE HEADWALLS - TRELOAR RD	787.60	
EFT14316	12/08/2024	OFFICEWORKS	STATIONARY - SHIRE ADMIN (HOT DESK MONITOR, STANDING DESK, NOTEBOOKS, STICKY NOTES, BUTCHERS PAPER, MARKERS), KY-BRIGHTON SITSTAND DESK 800 BK + DELIVERY FOR ADMIN BUILDING, BIG AND BULKY DELIVERY FEE	386.22	
EFT14318	12/08/2024	Nutrien Ag Solutions	50 SPRAY APPLICATIONS, 10 x CLETHODIM 360 20L, 18 x HASTEN 20L, 15 x SOA 25kg - NOXIOUS WEED CONTROL	5051.20	
EFT14319	12/08/2024	FARMARAMA PTY LTD	PUBLIC CONVENIENCES (TORK HANDTOWEL, BRISKLEEN HAND SOAP, WIPES) COMMUNITY BUILDING (GLASS CLEANER, MOP COTTON 24oz) QUAIRADING SHIRE HALL (MICROFIBRE CLOTH BLUE 10PK, MICROFIBRE CLOTH RED 10PK)	2176.80	
EFT14320	12/08/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC DEBT RECOVERY COSTS FOR THE MONTH OF JULY 2024	286.00	FULLY
EFT14321	12/08/2024	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	DRY HIRE 8 WHEEL WATER TRUCK, ROAD MAINTENANCE FOR OLD BEVERLY WEST ROAD	2750.00	
EFT14322	12/08/2024	THINKPROJECT AUSTRALIA PTY LTD	RAMM TRANSPORT ASSET ANNUAL SUPPORT & MAINTENANCE FEE FOR PERIOD 01/07/2024 - 30/01/2025	9130.28	
EFT14323	12/08/2024	BUNNINGS GROUP LIMITED	DEPOT - SUPPLIES FOR BUILDING OPERATIONS HAND TROLLEY SAXON PNUMTC TYRE 250kg P-HANDLE, PRIMING FLUID PROTEK, BRACKET ANGLE H/DUTY CARINYA x 2, TAPE MEASURE STANLEY 8M 25mm x4, SQUARE COMBINATION LUFKIN 300mm ALUMINIUM, ALUMINIUM PREIMETER PANEL 2400X900MM BLK, BUS DOOR- ENTRANCE LEVER LOCKWOOD, CAMBUCKLE TIE DOWN GRIPWELL, RATCHET TIE DOWN SET GRUNT	345.11	
EFT14324	12/08/2024	REWARD HOSPITALITY	ORD 12 X DESERT SPOON, 12 X ORD TABLE KNIFE, 12 X ORD TABLE FORK, 12 X ORD TEASPOON + FREIGHT CARAVAN PARK	76.78	
EFT14325	12/08/2024	MARZOCCHI CONTRACTING	FLOOR CLEANING & KITCHEN CLEAN AT QUAIRADING SHIRE HALL	907.50	
EFT14326	12/08/2024	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	IT SUPPORT SERVICES - ITS GOLD (STAFF, REMOTE LIBRARY, COUNCILLORS, DEPOT, MITS-IPADS) SYNERGYSOFT MSA AGREEMENT & MAINTENANCE AGREEMENT BKP DATTO + SILVER AGREEMENT SYNERGYSOFT MSA AGREEMENT MSA-MlaaS-WCSEquip AGREEMENT MSA-MlaaS-Sophos	62896.85	
EFT14327	12/08/2024	ELDERS QUAIRADING	PROCURED ELECTRICAL APPLIANCES FOR DOCTORS RESIDENCE & CARAVAN PARK HOTPLATE CAMP KITCHEN, DISHWASHER CARAVAN PARK RESIDENCE, DISHWASHER DOCTORS RESIDENCE, DISHWASHER 8 DALL ST RESIDENCE, OVEN UNIT 2 GILLET POWDER LAUNDRY F&T OMO 8KG, DISINFECTANT 20L REVIVE EFS	3561.45	
EFT14328	12/08/2024	ALTUS PLANNING - EFTSURE VERIFIED	TOWN PLANNING SERVICES 01 JULY2024	1856.25	
EFT14329	12/08/2024	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANNUAL ANALYTICAL SERVICES FOR 2024/2025	409.20	

11.1 (i)   List Of Accounts - August 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT14330	12/08/2024	BOBCAT PLUS PTY LTD	SHOULDER MAINTENACE GRADING TRELOAR RD	16544.00	
EFT14331	12/08/2024	BITUMEN DISTRUBUTORS PTY LTD	SUPPLY OF CRS EMULSIUON, 1000L - QUAIRADING - CORRIGIN ROAD	1232.00	
EFT14332	12/08/2024	MI FAMILIA FLAVOURS	MORNING TEA, LUNCH, AFTERNOON TEA ALL STAFF DAY + TRAVEL	1300.00	
EFT14333	12/08/2024	BOC LIMITED	WELDING GAS FOR DEPOT W/SHOP	76.21	
EFT14334	12/08/2024	PLUMBERJ'S MOBILE PLUMBING	DOCTOR HOUSE: REPAIR TOILET SYSTEM, CHECK DISHWASHER( NEEDS REPLACEMENT)CHECKED LEAK IN ENSUITE SHOWER ( TILE GROUT NEEDS REPLACING) REPAIR BASIN TAP/ RENEW WATER FILTER TO KITCHEN SINK, WATER FILTER, FREIGHT, WASHERS & oRINGS, TOILET TAP, FLEXI CONNECTER, SAND WASHERS & GAS SOLDER	2684.00	
EFT14335	14/08/2024	REGIONAL FIRE & SAFETY	INSPECTION AND MAINTENANCE OF FIRE EQUIPMENT - VINTAGE CLUB, Q CRC, Q BOWLING CLUB, MEDICAL PRACTICE, TOWN HALL, DEPOT, CHILDCARE CENTRE, SWIMMING POOL, TENNIS CLUB, YOUTH CENTRE & WRF - FIRE EXTINGUISHERS: PORTABLE & WHEELED - SERVICE, NEW 2.5kg DRY CHEMICAL POWDER ABE FIRE EXTINGUISHER ( SUPPLY & INSTALL) SITE ATTENDANCE	4488.00	
EFT14336	28/08/2024	QUAIRADING TYRE & BATTERY SUPPLIES	11R22.5 ARDUZZA, FIT TRUCK TYRE, 8.25X22.5 ROADKING DEMOUNTABLE, TR544D T/L TRUCK VALVE - TIPPER, 225/60R18 YOKI GO56, ROTATE TYRES, x2 45kg LP GAS, 2 x 265/65R17 GT SARVEO , 1 x ROT TYRES, B67 BELT REPAIR TRACTOR TYRE, 80mm TUBE PATCH REPAIR RV TYRE, 6mm MUSHY, 2 x 265/65R17 GT SARVEO , 1 x ROT TYRES, 11R22.5 WYNSTAR D330, FIT TRUCK TYRE	3729.58	
EFT14337	28/08/2024	AVON WASTE	DOM RUBBISH X5 WEEKS, ADDITIONAL WASTE ONLY SERVICES, RECYCLING SERVICES - 1st, 15th & 29th July 2024, ADDITIONAL RECYCLE ONLY SERVICES 1X SERVICE PER FORTNIGHT, BULK RECYCLE BINS EMPTIED 12th JULY 2024, REPLACEMENT BINS	11716.19	
EFT14338	28/08/2024	QUAIRADING FARMERS CO-OP	QUAIRADING CO-OP PURCHASES FOR JULY 2024 - NAIDOC WEEK, ADMIN, DEPOT, CARAVAN PARK & COUNCIL MEETINGS	2091.96	
EFT14339	28/08/2024	TELSTRA	TELSTRA ACCOUNT #3147560738 - WAP/INTERNET JUNE & JULY 2024 TELSTRA ACCOUNT #4866080200 - 29.07.24 - 28.08.24 - MEDICAL PRACTICE TELSTRA ACCOUNT #3147560712 - LANDLINES CHARGES FOR 16/08/24 - 15/09/24 - FOR CESM EMERGENCY SATELLITE PHONE, ADMIN, WASTE CENTRE & C/PARK, DEPOT	1297.76	
EFT14340	28/08/2024	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE, SCHEDULE NO: 2024/03 AND SCHEDULE R2024/01	511.22	
EFT14341	28/08/2024	HERSEY'S SAFETY PTY LTD	50 X 1.8 PINE BOLLARDS TO BLOCK THROUGH TRAFFIC, POWEL CRES RESERVE TO ASHTON ST	770.00	
EFT14342	28/08/2024	COMMUNITY RESOURCE CENTRE - QUAIRADING	SERVICES: PHOTOCOPYING B&W A4 - SIGN IN REGISTER 01/07/24, 03/07/2024 : 2 X SPRAY BOTTLES FOR GYM, SERVICES: PHOTOCOPYING B&W A4 10/07/24, SERVICES: PHOTOCOPYING B&W A3 10/07/24, SERVICES: PHOTOCOPYING NAIDOC FLYERS ON CARDS 11/07/24, PUBLICATIONS: BANKSIA BULLETIN SALES, SERVICES: PHOTOCOPYING B&W A4 - CHLOE PURCHASE REQUEST FORMS, SERVICES: PHOTOCOPYING B&W A4 - JULY SHIRE STAFF, SERVICES: PHOTOCOPYING COLOUR A4 - JULY SHIRE STAFF	434.24	

11.1 (i)   List Of Accounts - August 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT14343	28/08/2024	CDA AIR CONDITIONING & REFRIGERATION	31 DALL- EVAP UNIT SERVICING 8 DALL- EVAP UNIT SERVICING 7 EDWARDS- EVAP UNIT SERVICING 19 POWELL- EVAP UNIT SERVICING MEDICAL CENTRE- EVAP UNIT SERVICING GOLF CLUB- EVAP UNIT SERVICING YOUTH CENTRE- REVERSE CYCKE SPLIT SYSTEM SERVICE LG WH345RN-18 LOUVRE JAMMED, UNIT 1 GILLETT- REVERSE CYCLE SPLIT SYSTEM SERVICE DAIKIN FTXS25KVMA-NEW FAN MOTOR AND PCB REQUIRED UNIT 2 GILLETT- REVERSE CYCLE SPLIT SYSTEM SERVICE UNIT 3 GILLETT- REVERSE CYCLE SPLIT SYSTEM SERVICE DAIKIN FTXS25KVMA- NEW FAN MOTOR AND PCB REQUIRED UNIT 4 GILLETT- REVERSE CYCLE SPLIT SYSTEM SERVICE 14 REID - REVERSE CYCLE DUCTED SYSTEM SERVICE 64 CORALING - EVAP UNIT SERVICING 190 MCLENNAN - REVERSE CYCLE SPLIT SYSTEM SERVICE 28 REID - REVERSE CYCLE SPLIT SYSTEM SERVICE	5795.00	
			PARKER HOUSE-ROOMS-1&4 REQUIRE NEW INDOOR FAN MOTORS AND BARREL. ROOMS - 2,3,5,6,8 NEED REVERSE CYCLE SERVICING OF SPLIT SYSTEM ROOM-7 REQUIRES A NEW REMOTE CONTROL TOWN HALL - EVAP UNIT SERVICING BONAIRE - REQUIRES 3x PADS AND FLOAT VALVE. NEED TO INSTALL SERVICE TAP, WASH FILTERS AND CLEAN EVAP. REVRSE CYCLE SERVICING OF YOUR DUCTED SYSTEM DAIKIN DUCTED- CONDENSER NOT WORKING FOR AC HALL. UNIT REQUIRES FURTHER INVESTIGATION. PACKAGE UNIT SERVICING, CRC-PACKAGE UNIT SERVICING, MUSEUM- REVERSE CYCLE SERVICING OF SPLIT SYSTEM, WASTE SITE OFFICE- REVERSE CYCLE SERVICING OF SPLIT SYSTEM BOWLING CLUB-REVERSE CYCLE SERVICING OF SPLIT SYSTEM DAIKIN FTXS50JVMA/E016615- REQUIRES REFLAGGING OF PIPE WORK, REVERSE CYCLE SERVICING OF SPLIT SYSTEM DAIKIN FCQ125KVEA-REQUIRES REFLAGGING OF PIPE WORK CARAVAN PARK ADMIN - REVERSE CYCLE SPLIT SYSTEM SERVICE, RESIDENTS - REVERSE CYCLE SPLIT SYSTEM SERVICE, CABINS-REVERSE CYCLE SPLIT SYSTEM SERVICE, DAYCARE-REVERSE CYCLE SPLIT SYSTEM SERVICE WORKS DEOT- REVERSE CYCLE SERVICING SPLIT SYSTEMS , REVERSE CYCLE SERVICING SPLIT SYSTEMS 14- x2 REMOTE CONTROLS		
			POOL-REVERSE CYCLE SERVICING SPLIT SYSTEMS CRC-REVERSE CYCLE SERVICING SPLIT SYSTEMS 50A-REVERSE CYCLE SERVICING SPLIT SYSTEMS 50B-REVERSE CYCLE SERVICING SPLIT SYSTEMS UNIT 1 AKV-REVERSE CYCLE SERVICING SPLIT SYSTEMS UNIT 2 AKV-REVERSE CYCLE SERVICING SPLIT SYSTEMS UNIT 3 AKV-REVERSE CYCLE SERVICING SPLIT SYSTEMS UNIT 4 AKV-REVERSE CYCLE SERVICING SPLIT SYSTEMS UNIT 5 AKV-REVERSE CYCLE SERVICING SPLIT SYSTEMS UNIT 6 AKV-REVERSE CYCLE SERVICING SPLIT SYSTEMS UNIT 7 AKV-REVERSE CYCLE SERVICING SPLIT SYSTEMS UNIT 8 AKV-REVERSE CYCLE SERVICING SPLIT SYSTEMS COMMUNITY BUILDING - REVERSE CYCLE SERVICIG CEILING CASSETTE, DOCTORS HOUSE - EVAP UNIT SERVICING		

11.1 (i)   List Of Accounts - August 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT14344	01/07/2024	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	COMMUNITY CAR FUEL PURCHASES FOR JULY 2024 (02/07, 11/07 & 15/07)	124.37	FULLY
EFT14345	15/08/2024	WATER CORPORATION	WATER CORPORATION ACCOUNT #9010981253 - CHARGES FOR 10/06/24 - 31/08/24 - 14 REID STREET WATER CORPORATION ACCOUNT #901633939- CHARGES FOR 01/07/24 - 31/08/24 - 7 EDWARDS WAY WATER CORPORATION ACCOUNT #9010981392- CHARGES FOR 10/06/24 - 31/08/24 - 28 REID STREET WATER CORPORATION ACCOUNT #9007854093 - CHARGES FOR 10/06/24 - 31/08/24 - HINKLEY WAY (LOT 99)	1772.06	PARTIALLY
EFT14346	15/08/2024	A W DUNCAN CARPENTRY SERVICES	TOWN HALL DOUBLE DOORS/REMOVE EXISTING DOORS AND REPLACE WITH NEW., NEW DOORS TO OPEN IN AS REQUESTED., NEW DOOR HARDWARE, DOOR HINGES AND PANIC SLIDE BOLTS, LOCK TO BE RE USED., NEW DOORS TO BE SEALED AND PAINTED., NEW DOORS TO HAVE WEATHER SEALS( AS OPENING IN)	1512.50	
EFT14347	19/08/2024	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH THE JUNE 2024 MONTHLY FINANCIAL STATEMENTS, EOM, INTERIM SCHEDULES & ANNUAL BUDGET ROU ASSET & LEASE QUEARY - 4HRS	1320.00	
EFT14348	15/08/2024	SYNERGY	SYNERGY ACCOUNT #765171390 SUPPLY & USAGE FOR THE PERIOD 11/7/24 - 7/8/24 - CARAVAN PARK, SYNERGY ACCOUNT #137839080 - SUPPLY & USAGE FOR 10.07.24 - 13.08.24 - QCRC (1 PARKER STREET) SYNERGY ACCOUNT #343155630 - SUPPLY & USAGE FOR 28/05/24 05/08/24 - TOAPIN WEIR SYNERGY ACCOUNT #417050770 SUPPLY & USAGE FOR THE PERIOD 6/6/24 - 2/8/24 - KWIRRADING KOORT	2249.48	
EFT14349	03/05/2024	SULLIVAN LOGISTICS PTY LTD T/A KALEXPRESS AND	REMAINING BALANCE OF FREIGHT FOR GREENWAY TURF SOLUTIONS (INVOICE WAS PARTIALLY PAID)	109.25	
EFT14350	06/08/2024	SARAH CAPORN	REIMBURSEMENT FOR COMMUNITY BUS INSPECTION	251.55	
EFT14351	06/08/2024	YORK AUTO ELECTRICS & AIR CONDITIONING	2012 FUSO QUAIRADING COMMUNITY BUS-REPAIRS TO INDICATOR AS PER INSPECTION	48.40	
EFT14352	25/07/2024	WA LOCAL GOVERNMENT ASSOCIATION	CENTRAL COUNTRY ZONE - ANNUAL MEMBERSHIP 01.07.24 TO 30.06.25	1100.00	
EFT14353	11/08/2024	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OF JUNE 2024 - DATES SERVICED 27/06/2024 CONTRACT RANGER SERVICES FOR THE MONTH OF JULY & AUGUST 2024 - DATES SERVICED 30/07/24 & 09/08/24	1122.00	
EFT14354	01/07/2024	WHEATBELT BUSINESS NETWORK	SMALL BUSINESS MEMBERSHIP - ANNUAL MEMBERSHIP WHEATBELT BUSINESS NETWORK	360.00	
EFT14355	11/07/2024	LOCAL GOVERNMENT PROFESSIONALS	2024-2025 FULL MEMBERSHIP TO LOCAL GOVERNMENT PROFESSIONALS - EMCS	560.00	
EFT14356	19/07/2024	MALCOLM THOMPSON PUMPS - EFTSURE VERIFIED	BORE FIELD - PUMP SERVICING AND REPAIRS (W11315), BORE FIELD - PUMP SERVICING AND REPAIRS (W11334) FINAL 50% PAYMENT	4801.52	
EFT14357	23/07/2024	DORMAKABA AUSTRALIA PTY LTD	QDG CRC AUTOMATIC DOOR- INSPECTION & SERVICE	242.00	
EFT14358	01/07/2024	ONEMUSIC AUSTRALIA	LICENCE FOR THE USE OF MUSIC FOR COUNCIL EVENTS & AUTHORISED THIRD PARTY EVENTS 01.07.24 - 30.06.25	378.55	
EFT14359	01/08/2024	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES & ADMIN POSTAGE & STATIONERY - JULY 2024	2516.78	
EFT14360	21/08/2024	QUAIRADING PLAYGROUP	PARTIAL REFUND OF BOND DUE TO CLEANING COSTS	57.00	FULLY
EFT14361	31/07/2024	RESONLINE PTY LTD	ROOM MANAGER (CARAVAN PARK BOOKINGS) MONTHLY FEE - JULY 2024	242.00	

11.1 (i)   List Of Accounts - August 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT14362	08/08/2024	BUNNINGS GROUP LIMITED	TIP-BROOM OUTDOOR, 4 x PUCK UP CRAFTRIGH, SHOVEL SQ MOUTH SAXON, DAYCARE- 32 x PAVER MYPAVE334W CHARCOAL, 2 x FENCE POST ALUMINIUM IN GROUND 50X50mm 1.4m W/CAP BLACK, DEPOT WORKSHOP- 4 x SHOVEL PLUMBERS SAXON L/HANDLE FIBREGLASS, 2 x HATCHET FIBREGLASS SAXON , 2 x AXE S&J CARBON STEEL HEAD, TOWN HALL CARPARK- TRIM ROLLER KIT MONARCH, 2 x MASKING TAPE BEAR, 4 x ROLLER COVER UNI PRO, 7 x MULCH COLOUR PINEGRO 50L BLACK 10 x POLYURETHANE SEALANT SIKA 600ml SIKAFLEX PRO PLUS C GREY, CAULKING GUN PAINT PARTNER ALUMINIUM , CONSTRUCTION ADHESIVE PARFIX 300g MAXI NAILS, 2 x WELDING ACC BOSSWELD CURTAIN&FRAME KIT, WRENCH ADJUSTABLE CRAFTRIGHT 450mm, 2 x GRAFFITI REMOVER FERROPRO 500ml MUCKOFF, BATHROOM ACC BELLA ESTILO 760mm DBL TOWEL RAIL, BATHROOM ACC COSMO SOAP HLDR MIL/CHR VETERINARY CLINIC - PACKING BOXES, TAPE PACKING	1338.57	
EFT14363	13/08/2024	MARZOCCHI CONTRACTING	CARPET CLEANING AT SHIRE TOWN HALL	495.00	
EFT14364	01/09/2024	Crisp Wireless	MONTHLY INTERNET CONNECTION - AUGUST 2024, ADMIN, DEPOT, 8 DALL STREET, 28 REID STREET, MEDICAL CENTRE, YOUTH CENTRE, DRS RESIDENCE	853.90	
EFT14365	12/08/2024	RURAL INFRASTRUCTURE SERVICES	CONSULTING WORKS - DANGIN MEARS WSFN PROJECT, JULY 2024	6639.60	FULLY
EFT14366	22/07/2024	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	TWO REPLACEMENT NETWORK CABLES FOR SENIOR FINANCE OFFICER	81.00	
EFT14367	01/08/2024	EFTSURE PTY LTD	EFTSURE SOFTWARE AS A SERVICE FEE 12M SUBSCRIPTION FOR THE PERIOD FROM 01/08/24 - 31/07/25 - SHIRE ADMIN	5893.94	
EFT14368	23/08/2024	TRICIA BROWN	REIMBURSEMENT FOR 45,000KM SERVICE OF NISSAN QASHQAI	398.00	
EFT14369	16/08/2024	BH GRAPHIC DESIGN	GRAPHIC DESIGN QUAIRADING SPORTS PRECINCT BUISNESS CASE - NETBALL / BASKETBALL COURTS	1732.50	FULLY
EFT14370	31/07/2024	ELDERS QUAIRADING	CARAVAN PK- DISPOSABLE GLOVES, BASKET STRAINER 90mm WASTE, TOILET SEAT FIX A LOO WHITE, HILLS TRIGGER SRAYER 1L, STANLEY 6 SCREWDRIVER SET	111.10	
EFT14371	30/07/2024	AGRIBATE CONTRACTING	AVON SOUTH LOCAL ACTION GROUP - SKELETON WEED PROGRAM 2024	5902.96	FULLY
EFT14372	27/06/2024	FULLY PROMOTED MIDLAND	WORK CLOTHING FOR TIP STAFF - X 2FLX & MOVE CARGO PANTS , COLOUR STONE, X 1 TAPED HI VIS FLEECE HOODIE, COLOUR YELLOW	251.90	
EFT14373	09/08/2024	KAINUKU PTY LTD - EFTSURE VERIFIED	DAYCARE CENTRE - REPLACE 2 X EMERGENCY EXIT LIGHTS	550.00	
EFT14374	19/07/2024	TIMEPIECE CREATIONS PTY LTD	INVESTIGATION AND REPAIR OF TOWN CLOCK, FACE, MOTOR AND GEARS	3520.00	
EFT14375	23/07/2024	ACCESS HIRE AUSTRALIA	HIRE 135'/40m BOOM LIFT FOR OVAL TO REPAIR LAMP x 1 DAYS (INCL FREIGHT + \$2431.00), HIRE OF 25M BOOM LIFT EWP FOR LAMP REPAIRS ON LIGHT TOWER	10849.52	
EFT14376	01/08/2024	VERIZON CONNECT	VERIZON CONNECT SUBSCRIPTION - PWO, MONTHLY SUBSCRIPTION - VEHICLE TRACKERS	1026.77	
EFT14377	10/06/2024	CARAVANS WEST	ADVERTISING IN THE JULY 2024 EDITION OF CARAVAN & CAMPING MAGAZINE VOL 25 NO 2	650.00	
EFT14378	28/08/2024	PLUMBER'S MOBILE PLUMBING	DOCTORS RESIDENCE - REPLACED HWS RHEEM U2/19 GILLETT- CLEAR DRAINS FROM KITCHEN & SHOWER, REPAIR KITCHEN TAP, REPAIR SHOWER ROSE 190 MCLENNAN ST - CLEAR BLOCKAGE FROM KITCHEN SINK	2007.50	
				<b>267925.12</b>	

**TRANSPORT TAKINGS FOR THE MONTH ENDING**  
**31 AUGUST 2024** **Attachment 11.1 (ii)**

<b>ACTUAL TOTAL TAKINGS</b>		
<b>DATE OF TAKINGS</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
30/07/2024	TRANSPORT TAKINGS	\$137.40
31/07/2024	TRANSPORT TAKINGS	\$12,907.25
01/08/2024	TRANSPORT TAKINGS	\$163.50
02/08/2024	TRANSPORT TAKINGS	\$1,031.75
05/08/2024	TRANSPORT TAKINGS	\$1,331.85
06/08/2024	TRANSPORT TAKINGS	\$1,995.45
08/08/2024	TRANSPORT TAKINGS	\$771.00
09/08/2024	TRANSPORT TAKINGS	\$512.70
12/08/2024	TRANSPORT TAKINGS	\$725.20
13/08/2024	TRANSPORT TAKINGS	\$518.85
14/08/2024	TRANSPORT TAKINGS	\$908.45
15/08/2024	TRANSPORT TAKINGS	\$1,735.55
16/08/2024	TRANSPORT TAKINGS	\$1,166.75
19/08/2024	TRANSPORT TAKINGS	\$28.85
20/08/2024	TRANSPORT TAKINGS	\$2,069.65
22/08/2024	TRANSPORT TAKINGS	\$1,669.80
23/08/2024	TRANSPORT TAKINGS	\$270.80
26/08/2024	TRANSPORT TAKINGS	\$2,318.10
27/08/2024	TRANSPORT TAKINGS	\$511.45
28/08/2024	TRANSPORT TAKINGS	\$1,005.85
<b>TAKINGS RECEIVED IN THE BANK - AUGUST 2024</b>		<b>\$31,780.20</b>

<b>AMOUNTS YET TO BE DRAWN</b>		
<b>DATE OF TAKINGS</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
29/08/2024	TRANSPORT TAKINGS	\$175.70
30/08/2024	TRANSPORT TAKINGS	\$3,780.25
<b>AUGUST TAKINGS RECEIVED IN THE BANK - SEPTEMBER 2024</b>		<b>\$3,955.95</b>



**BusinessChoice Everyday Mastercard® Statement**

SHIRE OF QUAIRADING  
 NATALIE NESS  
 PO BOX 38  
 QUAIRADING WA 6383

SHIRE OF QUAIRADING	FILE NO: 3683.
	5 SEP 2024
	TO: NN COPY TO:

Billing Account Number  
 5163 2800 9109 9937

Payment Due Date  
 23 SEPTEMBER2024

Closing Balance  
 \$9,388.52

Minimum Payment Due  
 \$282.00

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.

<b>Company Name</b>	<b>Number of Cards</b>	<b>Facility Number</b>	<b>Annual Cash % Rate</b>	<b>Annual Purchase % Rate</b>		
Shire Of Quairading	4	02752751	19.96%	14.25%		
<b>Contact Name</b>	<b>Billing Account Number</b>	<b>Opening Balance</b>	<b>Credit Limit</b>			
Natalie Ness	5163280091099937	3,950.99	20,000			
<b>Statement From</b>	<b>Statement To</b>	<b>Payment Due Date</b>	<b>Opening Balance</b>	<b>Minimum Payment Due</b>	<b>Closing Balance</b>	<b>Available Credit</b>
29 JUL 2024	27 AUG 2024	23 SEP 2024	3,950.99	282.00	9,388.52	10,611.48

**Summary of Changes in Your Account Since Last Statement**

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
3,950.99	3,950.99 -	0.00	0.00	0.00	9,388.52	9,388.52	0.00	282.00

S003345 / M003345 / 241 / CN1VPCF2

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](http://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](http://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.

8003945 / M003945 / 241 / 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
12 AUG	<b>Payments</b> AUTOMATIC PAYMENT	
	<b>Sub Total:</b>	3,950.99 - <b>3,950.99 -</b>
	<b>Miscellaneous Transactions</b>	
27 AUG	NATALIE NESS 5163 2800 0106 6463 Monthly Balance	4,842.10
27 AUG	TRICIA BROWN 5163 2800 0107 6777 Monthly Balance	885.88
27 AUG	SARAH CAPORN 5163 2800 0153 8917 Monthly Balance	2,070.71
27 AUG	BENJAMIN DAVIES 5163 2800 0197 3585 Monthly Balance	1,589.83
	<b>Sub Total:</b>	<b>9,388.52</b>
	<b>Grand Total:</b>	<b>5,437.53</b>

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](http://westpac.com.au/businessdispute)

S003346 / M003346 / 241 / CN1VPCP2

**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](http://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](http://www.afca.org.au)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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

**Shire of Quairading**  
**Credit Card Reconciliation - Page 1**

Statement From 29/07/2024 Statement Total  
Statement To 27/08/2024 \$ 9,388.52

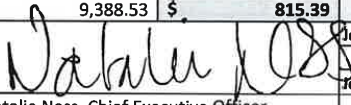



Credit Card Summary		
Card Name	Title	Card Ending
Natalie Ness	CEO	\$ 4,842.10
Tricia Brown	EMCS	\$ 885.88
Benjamin Davies	CESM	\$ 2,070.71
Sarah Caporn	EMWS	\$ 1,589.83

**\*\* 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
PQ0.2610.4101	\$ 316.82	\$ 22.66	FUEL, CARWASH & PLATE CHANGE FOR Q.O
2130642.2101	\$ 371.67	\$ 33.80	REFRESHMENTS FOR PERTH MEETING LG PROFESSIONALS, COUNTRY CENTRAL ZONE MEETING, DOT TRAINING & QUAIRADING HOTEL INVESTORS, DOORDASH (QUEST INNALOO)
2040211.2101	\$ 47.60	\$ 4.32	ACCOMMODATION - PERTH MEETINGS LG PROFESSIONALS, REFRESHMENTS FOR QUAIRADING HOTEL INVESTORS & DOT TRAINING
2140209.2101	\$ 594.00	\$ 54.00	ACCOMMODATION COUNTRY CENTRAL ZONE MEETING, DOT TRAINING FOR CSFO & LG PROFESSIONALS MEETING
BM9111.2980.2101	\$ 321.00	\$ 29.18	WINDOW COVERING & UPHOLSTERY - 8 DALL STREET
12130686.2101	\$ 2,990.02	\$ 271.82	COMMUNITY ENGAGEMENT - DISPLAY BOARDS
2140304.2101	\$ 87.00	\$ -	WORKING WITH CHILDREN CARD - CYNTHIA YARREN
2140315.2101	\$ 13.99	\$ 1.27	STATIONARY - PHONE CHARGER
2140304.2910	\$ 984.00	\$ 85.45	High Risk Licence Renewal, Mark Black (Waste Site Attendant), Accomodation - LG Works Conference, CAPORN Sarah & MASHFORD Jason,
W11328.2980.2101	\$ 283.91	\$ 25.81	Reflective paint for bollards and wheel stops, yellow
BC8610.2980.2101	\$ 84.00	\$ 7.64	Mulch for Parker House
2140330.2980.2101	\$ 555.55	\$ 50.50	Reflective tape for bollards, various goves, chemical aprons
W11323.2910.2101	\$ 24.31	\$ 2.21	2 x BBQ cabinet keys for Community Park
P5122.2660	\$ 79.00	\$ -	Change of Rego Plate and Plate Remake (Q5122 TipTrk)
P388.2660	\$ 31.10	\$ -	Change of Rego Plate - EMWS BT50 Ute
POQ1.2610.4001	\$ 241.24	\$ 21.93	Unleaded & Premium fuel for POQ1

120301150.2101	\$ 305.19	\$ 27.75	Tip passes for Rates 24/25, Rates Firebreak Notices 24/25
120402110.2101	\$ 234.45	\$ 13.43	Refreshments for council meetings & Various servery items for council
121402150.2101	\$ 105.00	\$ 9.55	Various décor items for Shire Admin Meeting Room
120505860.2101	\$ 345.00	\$ 31.36	Washing machine for quairading BFB
P04.2610.2101	\$ 79.80	\$ 7.25	Fire blanket (1.2M x 1.8M)
PROU002.2610.2101	\$ 448.86	\$ 40.81	CESM vehicle fuel
2050765.2100	\$ 716.17	\$ 62.94	Quairading BFB refreshments, AO printing gloss & lamination, Phtocopying, printing & parchment paper & CESM refreshments
3140201.3810	\$ 100.00	\$ 9.09	MERGING LANES DRIVING SCHOOL TRAINING - TRANSACTION PURCHASED IN ERROR. CEO TO REIMBURSE VIA INVOICE
P458.2610.4101	\$ 28.85	\$ 2.62	Shire admin DOT - vehicle movement permit
9130001.00	-\$ 9,388.53		Bring credit card expenses into muni - August 2024 - evidence in Credit Card File

<b>Totals</b>	\$ 9,388.53	\$ 815.39	<b>ACCOUNTS PROCESSING</b>
<b>Shire Confirmation</b>	 Natalie Ness, Chief Executive Officer		Journal Date (DD):
<b>Council Approval</b>	 Trevor Stacey, Chair A&R Committee		Journal Number:
			Journal Batch:
			Journal Posting Period:

Credit Card Reconciliation - Page 2						
Statement From		29/07/2024				
Statement To		27/08/2024				
<b>** Denotes an error. These are to be refunded.</b>						
Credit Card Transactions - Natalie Ness, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
27/07/2024	AMPOL BENTLEY	\$ 60.00	\$ 5.45	Y	PQ0.2610.4101	FUEL FOR Q.0
29/07/2024	SHIRE OF QUAIRADING GOVERNMENT SERVICES	\$ 38.80	\$ -	N	PQ0.2610.4101	PLATE CHANGE FOR Q.0
1/08/2024	S24 SAWYER VALLEY SERVICE STATION	\$ 50.01	\$ 4.55	Y	PQ0.2610.4101	FUEL FOR Q.0
1/08/2024	SPOTLIGHT INNALOO	\$ 321.00	\$ 29.18	Y	BM9111.2980.2101	WINDOW COVERING & UPHOLSTERY - 8 DALL STREET
2/08/2024	GOLDEN GRAIN CAFÉ QUAIRADING	\$ 13.00	\$ 1.18	Y	2040211.21	REFRESHMENTS FOR GROH INVESTORS
3/08/2024	SQ MERGING LANES DRIVING SCHOOL	\$ 100.00	\$ 9.09	Y	3140201.381	MOSS - INCORRECT CARD USED. INVOICE TO BE RAISED FOR REIMBURSEMENT
6/08/2024	NEW LINE OFFICE	\$ 2,990.02	\$ 271.82	Y	12130686.21	COMMUNITY ENGAGEMENT - DISPLAY BOARDS
12/08/2024	POST QUAIRADING LPO	\$ 87.00	\$ -	N	2140304.21	WORKING WITH CHILDREN CARD - CYNTHIA YARREN
14/08/2024	GOLDEN GRAIN CAFÉ QUAIRADING	\$ 13.00	\$ 1.18	Y	2040211.21	REFRESHMENTS FOR QUAIRADING HOTEL INVESTORS
15/08/2024	GOLDEN TIARA PL	\$ 18.66	\$ 1.70	Y	2130642.21	REFRESHMENTS - PERTH MEETING LG PROFESSIONALS
15/08/2024	WAGIN MOTEL	\$ 320.00	\$ 29.09	Y	2140209.21	ACCOMMODATION COUNTRY CENTRAL ZONE MEETING
15/08/2024	FINE DREAMWORKS PTY LTD - MUFFIN BREAK	\$ 6.70	\$ 0.61	Y	2040211.21	REFRESHMENTS - PERTH MEETINGS LG PROFESSIONALS
15/08/2024	PALACE HOTEL WAGIN	\$ 79.09	\$ 7.19	Y	2130642.21	REFRESHMENTS FOR COUNTRY CENTRAL ZONE MEETING
15/08/2024	AMPOL GOSNELLS	\$ 38.01	\$ 3.46	Y	PQ0.2610.4101	FUEL FOR Q.0
16/08/2024	IGA LOCAL GROCER WAGIN	\$ 13.99	\$ 1.27	Y	2140315.21	STATIONARY - PHONE CHARGER

Credit Card Transactions - Natalie Ness, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
22/08/2024	CANNING BRIDGE SUPERWASH CAR WASHES	\$ 19.98	\$ 1.82	Y	PQ0.2610.4101	CARWASH FOR Q.0
22/08/2024	COLES EXPRESS SERVICE STATION	\$ 60.01	\$ 5.46	Y	PQ0.2610.4101	FUEL FOR Q.0
23/08/2024	TRAVEL AGENCIES AND TOUR OPERATORS BOOKING.COM	\$ 274.00	\$ 24.91	Y	2140209.2101	ACCOMMODATION - MITCH TO DOT TRAINING/LG PROFESSIONALS MEETING
25/08/2024	SUSHIWAWA	\$ 31.78	\$ 2.89	Y	2130642.2101	REFRESHMENTS - DOT TRAINING
25/08/2024	CALTEX MUNDARING	\$ 50.01	\$ 4.55	Y	PQ0.2610.4101	FUEL FOR Q.0
25/08/2024	TAO CAFÉ INNALOO	\$ 125.70	\$ 11.43	Y	2130642.2101	REFRESHMENTS - QUAIRADING HOTEL INVESTORS
26/08/2024	MUZZ BUZZ INNALOO	\$ 14.90	\$ 1.35	Y	2040211.2101	REFRESHMENTS - DOT TRAINING
26/08/2024	DOORDASHPASS	\$ 96.00	\$ 8.73	Y	2130642.2101	REFRESHMENTS - DOT TRAINING
27/08/2024	SUSHIWAWA	\$ 20.44	\$ 1.86	Y	2130642.2101	REFRESHMENTS - DOT TRAINING
<b>Total</b>		<b>\$ 4,842.10</b>	<b>\$ 428.75</b>			



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
Natalie Jane Ness	5163 2800 0106 6463	5,000	5,000.00
Statement From	Statement To	Facility Number	
29 JUL 2024	27 AUG 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	4,842.10	0.00	0.00	4,842.10 -	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.

<b>BusinessChoice Everyday Mastercard®</b>			
<b>Date of Transaction</b>	<b>Description</b>	<b>Debits/Credits</b>	<b>Cardholder Comments</b>
	<b>Purchases</b>		
27 JUL	AMPOL BENTLEY BENTLEY AUS	60.00	
	SERVICE STATIONS		
29 JUL	SHIRE QUAIRADING QUAIRADING AUS	38.80	
	GOVERNMENT SERVICES NOT ELSE		
01 AUG	S24 SAWYERS VALLEY SAWYERS VALLE AUS	50.01	
	SERVICE STATIONS		
01 AUG	SPOTLIGHT INNALOO INNALOO AUS	321.00	
	WINDOW COVERING & UPHOLSTERY		
02 AUG	SQ *GOLDEN GRAIN CAFE/ Quairading AUS	13.00	
	MISCELLANEOUS FOOD STORES -		
03 AUG	SQ *MERGING LANES DRIV Quairading AUS	100.00	
	MISCELLANEOUS PERSONAL SERVI		
06 AUG	PAYPAL *NEWLINEOFFI 0426281505 AUS	2,990.02	
	OFFICE AND COMMERCIAL FURNIT		
12 AUG	POST QUAIRADING LPO QUAIRADING AUS	87.00	
	POSTAL SERVICES GOVERNMENT O		
14 AUG	SQ *GOLDEN GRAIN CAFE/ Quairading AUS	13.00	
	MISCELLANEOUS FOOD STORES -		
15 AUG	GOLDEN TIARA PL JOONDALUP AUS	18.66	
	FAST FOOD RESTAURANTS		
15 AUG	WAGIN MOTEL WAGIN AUS	320.00	
	HOTELS, MOTELS, RESORTS - LO		
15 AUG	FINE DREAMWORKS PTY LT Joondalup AUS	6.70	
	FAST FOOD RESTAURANTS		
15 AUG	PALACE HOTEL WAGIN WAGIN AUS	79.09	
	PACKAGE STORES - BEER, LIQUO		
15 AUG	AMPOL GOSNELLS 55535F GOSNELLS AUS	38.01	
	SERVICE STATIONS		
16 AUG	IGA LOCAL GROCER WAGIN Wagin AUS	13.99	
	GROCERY STORES, SUPERMARKETS		





BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
22 AUG	CANNING BRIDGE SUPERWA Nedlands CAR WASHES	AUS 19.98	
22 AUG	COLES EXPRESS 6929COLE KARAWARA SERVICE STATIONS	AUS 60.01	
23 AUG	Hotel at Booking.com Sydney TRAVEL AGENCIES AND TOUR OPE	AUS 274.00	
26 AUG	Sushi WaWa Innaloo EATING PLACES, RESTAURANTS	AUS 31.78	
25 AUG	CALTEX MUNDARING MUNDARING SERVICE STATIONS	AUS 50.01	
25 AUG	TAO CAFE INNALOO INNALOO EATING PLACES, RESTAURANTS	AUS 125.70	
26 AUG	ZLR*Muzz Buzz Innaloo EATING PLACES, RESTAURANTS	AUS 14.90	
26 AUG	DD *DOORDASHDASHPASS MELBOURNE EATING PLACES, RESTAURANTS	AUS 96.00	
27 AUG	Sushi WaWa Innaloo EATING PLACES, RESTAURANTS	AUS 20.44	
	<b>Sub Total:</b>	<b>4,842.10</b>	
	<b>Miscellaneous Transactions</b>		
27 AUG	TRANSFER CLOSING BALANCE TO BILLING ACCT	4,842.10 -	
	<b>Sub Total:</b>	<b>4,842.10 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

S003346 / M003946 / 241 / CN1VPCP2

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

Cardholder Signature *[Signature]* Date 13/09/24

Transactions examined and approved.

Manager/Supervisor Signature *[Signature]* Date 19/09/24

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](http://westpac.com.au/businessdispute)

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CSF VPC

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**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](http://www.afca.org.au)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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

S003348 / M003348 / 241 / CN1VPCF2

**Shire of Quairading**  
**Credit Card Reconciliation - Page 3**

Statement From 29/07/2024  
Statement To 27/08/2024

Credit Card Transactions - Tricia Brown, EMCS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
1/08/2024	Vistaprint Australia	\$ 85.99	\$ 7.82	y	120301150.2101	Tip passes for Rates 24/25
4/08/2024	BP Quairading	\$ 90.62	\$ 8.24	y	POQ1.2610.4001	Unleaded fuel for POQ1
5/08/2024	KMART	\$ 105.00	\$ 9.55	Y	121402150.2101	Various décor items for Shire Admin Meeting Room
10/08/2024	ALDI	\$ 67.98	\$ 6.18	y	120402110.2101	Refreshments for council meetings
10/08/2024	ALDI	\$ 21.10	\$ -	N	120402110.2101	Refreshments for council meetings
11/08/2024	WOOLWORTHS	\$ 6.05	\$ 0.55	Y	120402110.2101	Refreshments for council meetings
11/08/2024	WOOLWORTHS	\$ 65.57	\$ -	N	120402110.2101	Refreshments for council meetings
11/08/2024	EG GROUP	\$ 84.83	\$ 7.71	Y	POQ1.2610.4001	Premium unleaded fuel for POQ1
12/08/2024	Vistaprint Australia	\$ 219.20	\$ 19.93	y	120301150.2101	Rates Firebreak Notices 24/25
12/08/2024	BIG W	\$ 73.75	\$ 6.70	Y	120402110.2101	Various servery items for council
27/08/2024	AMPOL DAWESVILL	\$ 65.79	\$ 5.98	Y	POQ1. 2610.4001	Premium unleaded fuel for POQ1
<b>Total</b>		<b>\$ 885.88</b>	<b>\$ 72.66</b>			



**BusinessChoice Everyday Mastercard® Statement**

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

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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**

<b>Account Name</b>	<b>Card Number</b>	<b>Credit Limit</b>	<b>Available Credit</b>
Tricia Brown	5163 2800 0107 6777	2,000	2,000.00
<b>Statement From</b>	<b>Statement To</b>	<b>Facility Number</b>	
29 JUL 2024	27 AUG 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	885.88	0.00	0.00	885.88 -	0.00	0.00	0.00

8003346 / M003346 / 24 / CN1VPCF2

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

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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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S003349 / M003349 / 241 / CN1VPCP2


<b>BusinessChoice Everyday Mastercard®</b>			
<b>Date of Transaction</b>	<b>Description</b>	<b>Debits/Credits</b>	<b>Cardholder Comments</b>
	<b>Purchases</b>		
01 AUG	Vistaprint Australia P Derrimut AUS	85.99	
	BUSINESS SERVICES NOT ELSEWH		
04 AUG	BP QUAIRADING 6561 QUAIRADING AUS	90.62	
	SERVICE STATIONS		
05 AUG	KMART MULGRAVE AUS	105.00	
	DISCOUNT STORES		
10 AUG	ALDI STORES - HALLS HE HALLS HEAD AUS	89.10	
	GROCERY STORES, SUPERMARKETS		
11 AUG	WOOLWORTHS 4352 FALCON AUS	71.60	
	GROCERY STORES, SUPERMARKETS		
11 AUG	EG GROUP 4238 FALCON AUS	84.83	
	SERVICE STATIONS		
12 AUG	Vistaprint Australia P Derrimut AUS	219.20	
	BUSINESS SERVICES NOT ELSEWH		
12 AUG	BIGW ONLINE BELLA VISTA AUS	73.75	
	VARIETY STORES		
25 AUG	AMPOL DAWESVILL 55215F DAWESVILLE AUS	65.79	
	SERVICE STATIONS		
	<b>Sub Total:</b>	<b>885.88</b>	
	<b>Miscellaneous Transactions</b>		
27 AUG	TRANSFER CLOSING BALANCE TO BILLING ACCT	885.88 -	
	<b>Sub Total:</b>	<b>885.88 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	



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

Cardholder Signature  Date 13/9/24

Transactions examined and approved.

Manager/Supervisor Signature  Date 19/9/24

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Online: [www.afca.org.au](http://www.afca.org.au)  
Email: [info@afca.org.au](mailto:info@afca.org.au)  
Phone 1800 931 678  
Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001

S003350 / M003350 / 241 / CN1VPCP2

**Credit Card Reconciliation - Page 4**

Statement From 29/07/2024  
Statement To 27/08/2024

Credit Card Transactions - Sarah Caporn, EMWS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
30/07/2024	DMIRS, GOVT SERVICES	\$ 44.00	\$ -	N	2140304.291	High Risk Licence Renewal, Mark Black (Waste Site Attendant)
31/07/2024	OZZONE	\$ 283.91	\$ 25.81	Y	W11328.2980.2101	Reflective paint for bollards and wheel stops, yellow - Hall Carpark
5/08/2024	HR &BM BOULTBEE	\$ 84.00	\$ 7.64	Y	BC8610.2980.2101	Mulch for Parker House
8/08/2024	WA SAFETY	\$ 555.55	\$ 50.50	Y	2140330.2980.2101	Reflective tape for bollards, various gloves, chemical aprons
8/08/2024	JOONDALUP RESORT	\$ 470.00	\$ 42.73	Y	2140304.2910	Accommodation - LG Works Conference, EMCS
8/08/2024	JOONDALUP RESORT	\$ 470.00	\$ 42.73	Y	2140304.2910	Accommodation - LG Works Conference, Parks & Gardens Supervisor
8/08/2024	MISTER MINIT MIDLAND	\$ 24.31	\$ 2.21	Y	W11323.2910.2101	2 x BBQ cabinet keys for Community Park
16/08/2024	SHIRE OF Quairading, DOT	\$ 31.10	\$ -	N	P5122.2660	Change of Rego Plate and Plate Remake (Q5122 TipTrk)
16/08/2024	SHIRE OF Quairading, DOT	\$ 47.90	\$ -	N	P5122.2660	Plate Remake (Q5122 TipTrk)
19/08/2024	SHIRE OF Quairading, DOT	\$ 28.84	\$ -	N	P458.2610.4101	Shire admin DOT - vehicle movement permit
22/08/2024	SHIRE OF Quairading, DOT	\$ 31.10	\$ -	N	P388.2660	Change of Rego Plate - EMWS BT50 Ute
<b>Total</b>		<b>\$ 2,070.71</b>	<b>\$ 171.62</b>			



ELECTRONIC STATEMENT

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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	5,000.00
Statement From	Statement To	Facility Number	
29 JUL 2024	27 AUG 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	2,070.71	0.00	0.00	2,070.71 -	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.  
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<b>BusinessChoice Everyday Mastercard®</b>			
<b>Date of Transaction</b>	<b>Description</b>	<b>Debits/Credits</b>	<b>Cardholder Comments</b>
	<b>Purchases</b>		
30 JUL	DMIRS EAST PERTH EAST PERTH AUS	44.00	
	GOVERNMENT SERVICES NOT ELSE		
31 JUL	OZZONE PTY LTD MIDVALE AUS	283.91	
	GLASS, PAINT, WALLPAPER STORE		
05 AUG	HR & BM BOULTBEE YORK AUS	84.00	
	NURSERIES, LAWN & GARDEN SUP		
08 AUG	W.A. SAFETY WELSHPOOL AUS	555.55	
	MOTOR VEHICLE SUPPLIES AND N		
08 AUG	JOONDALUP RESORT HOTEL CONNOLLY AUS	470.00	
	HOTELS, MOTELS, RESORTS - LO		
08 AUG	JOONDALUP RESORT HOTEL CONNOLLY AUS	470.00	
	HOTELS, MOTELS, RESORTS - LO		
08 AUG	MISTER MINIT MIDLAND G MOUNT HAWTHOR AUS	24.30	
	SHOE REPAIR SHOPS, SHOE SHIN		
16 AUG	SHIRE QUAIRADING QUAIRADING AUS	79.00	
	GOVERNMENT SERVICES NOT ELSE		
19 AUG	SHIRE QUAIRADING QUAIRADING AUS	28.85	
	GOVERNMENT SERVICES NOT ELSE		
22 AUG	SHIRE QUAIRADING QUAIRADING AUS	31.10	
	GOVERNMENT SERVICES NOT ELSE		
	<b>Sub Total:</b>	<b>2,070.71</b>	
	<b>Miscellaneous Transactions</b>		
27 AUG	TRANSFER CLOSING BALANCE TO BILLING ACCT	2,070.71 -	
	<b>Sub Total:</b>	<b>2,070.71 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	





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

Cardholder Signature Steporn Date 13.09.24

Transactions examined and approved. Natalie KOS

Manager/Supervisor Signature \_\_\_\_\_ Date 19/9/24

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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Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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

5003552 / M003552 / 241 / CN1VPCP2

Credit Card Reconciliation - Page 5						
Statement From		29/07/2024				
Statement To		27/08/2024				
Credit Card Transactions - Benjamin Davies, CESM						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
27/07/2024	THE GOOD GUYS	\$ 345.00	\$ 31.36	Y	120505860.2101	Washing machine for quairading BFB
31/07/2024	BP CUNDERDIN ROADHOUSE	\$ 155.15	\$ 14.10	Y	PROU002.2610.2101	CESM vehicle fuel
8/08/2024	BP CUNDERDIN ROADHOUSE	\$ 163.08	\$ 14.83	Y	PROU002.2610.2101	CESM vehicle fuel
9/08/2024	CUNDERDIN FARMERS CO-OP	\$ 79.80	\$ 7.25	Y	P04.2610.2101	Fire blanket (1.2M x 1.8M)
10/08/2024	BP QUAIRADING	\$ 120.68	\$ 10.97	Y	2050765.2100	Quairading BFB refreshments - Training
11/08/2024	BP QUAIRADING	\$ 151.18	\$ 13.74	Y	2050765.2100	Quairading BFB refreshments - Training
14/08/2024	UNITED KELLERBERRIN	\$ 130.63	\$ 11.88	Y	PROU002.2610.2101	CESM vehicle fuel
15/08/2024	COUNTRY COPIERS	\$ 299.25	\$ 27.20	Y	2050765.2100	AO printing gloss & lamination
22/08/2024	COUNTRY COPIERS	\$ 22.00	\$ 2.00	Y	2050765.2100	Phtocopying, printing & parchment paper
?/08/2024	CUNDERDIN FARMERS CO-OP	\$ 99.22	\$ 9.02	Y	2050765.2100	CESM refreshments - Training
?/08/2024	CUNDERDIN FARMERS CO-OP	\$ 23.84	\$ -	N	2050765.2100	CESM refreshments - Training
<b>Total</b>		<b>\$ 1,589.83</b>	<b>\$ 142.36</b>			



ELECTRONIC STATEMENT

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**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	
29 JUL 2024	27 AUG 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	1,589.83	0.00	0.00	1,589.83 -	0.00	0.00	0.00



ELECTRONIC STATEMENT

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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
	<b>Purchases</b>		
27 JUL	THE GOOD GUYS WEB STOR SOUTHBANK AUS	345.00	
31 JUL	HOUSEHOLD APPLIANCE STORES		
	BP CUNDERDIN ROADHOU CUNDERDIN AUS	155.15	
	SERVICE STATIONS		
08 AUG	BP CUNDERDIN ROADHOU CUNDERDIN AUS	163.08	
	SERVICE STATIONS		
09 AUG	Cunderin Farmers Co-O CUNDERDIN AUS	123.06	
	GROCERY STORES, SUPERMARKETS		
09 AUG	Cunderin Farmers Co-O CUNDERDIN AUS	79.80	
	GROCERY STORES, SUPERMARKETS		
10 AUG	BP QUAIRADING 6561 QUAIRADING AUS	120.68	
	SERVICE STATIONS		
11 AUG	BP QUAIRADING 6561 QUAIRADING AUS	151.18	
	SERVICE STATIONS		
14 AUG	UNITED PETROLEUM PTY KELLERBERRIN AUS	130.63	
	SERVICE STATIONS		
15 AUG	WHEATBELT OFFICE AND NORTHAM AUS	299.25	
	STATIONERY, OFFICE SUPPLIES,		
22 AUG	WHEATBELT OFFICE AND NORTHAM AUS	22.00	
	STATIONERY, OFFICE SUPPLIES,		
	<b>Sub Total:</b>	<b>1,589.83</b>	
	<b>Miscellaneous Transactions</b>		
27 AUG	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,589.83 -	
	<b>Sub Total:</b>	<b>1,589.83 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	



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

Cardholder Signature [Signature] Date 13/9/24

Transactions examined and approved. [Signature]

Manager/Supervisor Signature [Signature] Date 19/9/24

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](http://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](http://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](http://www.afca.org.au)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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

S003354 / M003354 / 241 / CN1VPCP2

**ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION****12.1 Shire Administration Office and Works Depot Reception Closure between Christmas and New Year**

**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

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**OFFICER RECOMMENDATION**

That Council:

1. approve the closure of the Shire administration office from 12.00pm Tuesday 24<sup>th</sup> December 2024 to 9.00am on Thursday 2<sup>nd</sup> January 2025.
2. approve the closure of the works depot reception from 12.00pm on Tuesday 24<sup>th</sup> December 2024 to 7.00am on Thursday 2<sup>nd</sup> January 2025.
3. publicise the office closures and emergency contact details through Council's communication channels for community information.
4. advise the Department of Transport of the closure period for the licensing agency in accordance with the Licensing Agency Agreement.

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**IN BRIEF**

In previous years Council, by resolution, have closed the administration office and works depot reception to the public for a specified amount of time. This allows staff to take accrued annual leave or rostered days off over the Christmas break.

The proposed time and period of closure aims to allow Shire staff to enjoy the festive period without putting too much pressure on them to accrue a large number of leave days.

Adequate preparations will be undertaken to ensure coverage for emergencies and minimal maintenance of the town site.

**MATTER FOR CONSIDERATION**

Council must consider the need (or lack thereof) of the community for in person services of the Shire administration and works depot over the proposed closure period.

**BACKGROUND**

In previous years, Council have approved the closure of the Shire administration office and works depot reception for the period between the Christmas and New Year public holidays. This has enabled staff to have an extended break utilising accrued annual leave or rostered days off entitlements.

Executive and senior staff will be available and able to respond to emergencies/telephone calls and management will prepare a roster of Council staff on leave and those staff available to respond to call outs/emergencies. The CESM will also be on standby due to the bushfire season.

It is proposed by Shire officers that administration and works depot staff will cease work on Tuesday 24<sup>th</sup> December 2024, however a small number of works staff will be available as 'skeleton crew' during the period of leave for watering and town maintenance due to the warmer weather. Administration staff will also be given the option to work in the office if they would rather not use their leave entitlements over the Christmas period.

Historically, the works depot staff are asked to advise who is remaining in the district and willing to volunteer to be put on a 'call out' roster in the unlikely event of emergency (such as a tree falling across a road).

It is proposed that:

- The administration office and works depot reception be closed to the public for the timeframe stated in the officer recommendation
- Staff submit their timesheets for their ordinary scheduled hours on Wednesday 24<sup>th</sup> December 2024 but be permitted to leave work at 12.00pm on that day.

Appropriate community advertising will be carried out via social media, local notices and the website should Council agree to the Shire administration centre and works depot reception closure dates to ensure they community is advised of the closure dates well in advance.

**STATUTORY ENVIRONMENT**

*Nil*

**POLICY IMPLICATIONS**

Leave Management Policy

**FINANCIAL IMPLICATIONS**

There is minimal financial impact on Council as staff will either be working or taking accrued annual leave or rostered days off.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

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

**CONSULTATION**

Administration staff have been consulted as to whether they would be interested in working over the Christmas break, most staff expressed they would like the office to be shut down to allow all staff to have the option to take leave.

Administration and works department staff will be given the option to work over the shutdown period if they would like to.

Works department staff will be consulted to see who would be interested in working on the skeleton crew over the break, and who would like to volunteer to be on the “on-call” emergency roster.

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

**RISK ASSESSMENT**

	Option 1
Financial	Low <i>Staff will either be working or taking accrued annual leave or roster days off, so there will be minimal financial implications.</i>
Health	Low <i>Staff will be given the opportunity to take some time to rest and recuperate before the new year.</i>
Reputation	Low <i>Adequate advertising through a range of different mediums will allow the community to be aware of the closure dates.</i>
Operations	Medium <i>Only minimal staff will be available on site.</i> <i>This will be mitigated by executive and senior staff being available to contact in the event of an emergency, and a roster of on call staff available for executive managers to contact in the event of an emergency.</i> <i>Staff will need to submit the appropriate leave requests as per normal procedure.</i>
Natural Environment	N/A



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

**COMMENT**




Nil.

## 12.2 Local Government Nominations for Ministerial Appointments - Development Assessment Panels (DAP)

**Responsible Officer** Natalie Ness, Chief Executive Officer

**Reporting Officer** Marion Haeusler, Executive Officer

**Attachments**

1. DAP Nomination Form [↓](#) 
2. Premier's Circular 2023/02 - State Government Boards and Committees [↓](#) 
3. Department of Planning, Land and Heritage - Development Assessment Panels-Local Government Nominations [↓](#) 

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

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### OFFICER RECOMMENDATION

That Council in accordance with Regulation 25(2)(a) and (b) of the *Planning and Development (Development Assessment Panels) Amendment Regulations 2024* nominates:

1. Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as the Shire of Quairading local government members to the Regional Development Assessment Panel;
2. Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as the Shire of Quairading first and second alternative members to the Regional Development Assessment Panel.

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### IN BRIEF

On 28 September 2023, Department of Planning, Lands and Heritage Director General, Anthony Kannis PSM, notified the Shire of Quairading via the shire@quairading.wa.gov.au email address of the requirement to nominate four elected members to sit as Development Assessment Panel Members. This email and attached correspondence (attachment 3) was unfortunately not forwarded to the Executive Officer. An email from the DAP Secretariat was subsequently received on the 5<sup>th</sup> of September 2024, following on from the earlier correspondence, enquiring whether the Shire of Quairading intended to nominate local government members to the Regional Development Assessment Panel for the current term ending on 26 January 2026.

Council is requested to nominate four Elected Members, comprising of two local members and two alternate local members to sit on the Regional DAP as required.

### MATTER FOR CONSIDERATION

The purpose of this report is for Council to nominate Elected Members to sit as the Shire of Quairading local members on the Regional Development Assessment Panel. Nominations are required to be provided as soon as possible to the DAP Secretariat by email using the DAP Nomination Form (attachment 1). All previous DAP local government member appointment terms ended on 26 January 2024.

## **BACKGROUND**

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

### What is a DAP?

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

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

### Local members

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

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

### Alternate members

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

### Constitution of Development Assessment Panels

Each Development Assessment Panel (DAP) comprises five members; three specialist members, one of which is the presiding member, and two local members, nominated by the local government. At a meeting of a DAP, a quorum is constituted by three members of the DAP, including the Presiding Member.

### Recent Reform

In December 2023, the *Planning and Development Act 2025* underwent significant reform facilitated through Royal assent of the *Planning and Development Amendment Act 2023*.

Following this, the *Planning and Development (Development Assessment Panels) Regulations 2011* were also amended with the *Planning and Development (Development Assessment Panels) Amendment Regulations 2024*.

Changes that could affect the nomination of local government members to the DAPs are as follows:

- Reduction of the number of DAP panels from five to three (Metro-inner, Metro-outer and Regional)
- Appointment of qualified and experienced professionals, on a full or part time, fixed term basis with no changes to current local Council representation. Specific provisions will ensure that all panels continue to operate with the required numbers of specialist panel members during the transition period.

**STATUTORY ENVIRONMENT**

*Planning and Development Act 2005*

*Planning and Development Amendment Act 2023*

*Planning and Development (Development Assessment Panels) Regulations 2011*

*Planning and Development (Development Assessment Panels) Amendment Regulations 2024*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

There are no direct financial implications arising for the Shire as a result of the recommendation of this report. DAP members are paid by the State Government for their attendance at DAP meetings and training, unless they fall within a class of persons excluded from payment as identified in the Premier's circular – State Government Boards and Committees Circular (2023/02) (attachment 2).

**ALIGNMENT WITH STRATEGIC PRIORITIES**

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

**CONSULTATION**

Nil

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

**RISK ASSESSMENT**

	Option 1
Financial	Low <i>DAP sitting expenses are separate to Council's budget</i>
Health	Nil

Reputation	Low <i>Reputational risk is mitigated by Council nominating members for Ministerial appointment to the DAP.</i>
Operations	Low <i>Operations of the DAP are separate to Shire operations</i>
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**

DAP members are required to operate from an open, impartial and independent position with an obligation to declare any conflicts of interest similar to the obligations of an Elected Member under the *Local Government Act 1995*.

All appointed local members are provided with the necessary information and training by the Department of Planning, Lands and Heritage (DPLH) and are generally entitled to be paid by the state government for training and meeting attendance unless they are persons who are specifically excluded under the Premier's State Government Boards and Committees Circular (2023/02).

Previous members appointed to the then Regional JDAP were Cr Jo Haythornthwaite and Cr Jonathan Hippisley with Cr Trevor Stacey being the first alternative member and recently retired Cr Peter Smith being the second alternative member.



Government of Western Australia  
Development Assessment Panels

**DEVELOPMENT ASSESSMENT PANELS  
LOCAL GOVERNMENT MEMBER NOMINATION**

Please complete the form and submit to [dapnomination@dph.wa.gov.au](mailto:dapnomination@dph.wa.gov.au). Please include a copy of the Council Resolution.

<b>Local Government</b>	
<b>DAP Name</b>	

	Member 1	Member 2
<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		
<b>Date of Birth</b>		
<b>Sex</b>		
<b>*Employer Name/s</b>		
<b>*Position/s</b>		
<b>*Employment Status</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time/Casual - Specify hours per week	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time/Casual - Specify hours per week
<b>*Eligibility for Payment</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Alternate Member 1	Alternate Member 2
<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		
<b>Date of Birth</b>		
<b>Sex</b>		
<b>*Employer Name/s</b>		
<b>*Position/s</b>		
<b>*Employment Status</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time/Casual - Specify hours per week	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time/Casual - Specify hours per week
<b>*Eligibility for Payment</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*\* The employment details refer only to external employment and does not include your role as a Local Government member. Eligibility for DAP sitting fees is determined in accordance with the [State Government Boards and Committees - Premier's Circular 2023/02](#)*

LOCAL GOVERNMENT CONTACT DETAILS – MINUTE TAKER		
<b>Name</b>		
<b>Phone</b>		<b>Email</b>



## Premier's Circular

Number:	2023/02
Issue Date:	
Review Date:	30/06/2025

### TITLE

STATE GOVERNMENT BOARDS AND COMMITTEES

### POLICY

State Government boards and committees form an important part of the State, acting under the direction of government to provide advice on certain areas of interest, support consultation with the community and/or oversee service delivery, all to benefit the State.

For the purposes of this Circular, a State Government board or committee is a body:

- (i) established for the purpose of informing government policy or strategy;
- (ii) that provides oversight and appropriate governance of some government functions and activities; or
- (iii) where members are paid a fee (other than reimbursements for travel expenses).

This may include sub-committees that fall within the above definition.

Prior to establishing a State Government board or committee (hereafter referred to as a board), agencies should consider whether an alternative form of consultative body, such as an interagency working group, can be utilised. Agencies should also undertake regular reviews of the ongoing need for a board.

Agencies, and the boards for which they are responsible, must comply with all relevant legislation and government policies in order to discharge their functions and exercise their duties to the highest standards.

### Classification of boards

All boards must be classified into one of four Tiers (A, B, C and D) in accordance with the attached [State Government Boards and Committees: Classification and Appointment Guidelines](#) (the Guidelines).

The scope and impact of a board's functions, alongside other factors, determine the suitable classification. As a matter of policy, and in addition to existing legislative requirements:

- the classification of a board establishes the appropriate process required prior to appointments being made by the Governor in Executive Council, Minister or other relevant appointing authority; and

- all establishments, abolitions, changes in name, appointments and reappointments to boards that fall in Tiers A, B and C are matters for Cabinet consideration.

### **Board appointments**

As well as meeting any specific requirements in enabling legislation, appointments to boards are to be made based on the principles of merit, equity, openness and integrity.

Agencies (or other entities) responsible for facilitating the appointment of members to boards should refer to the Guidelines and apply the principles contained within. Specifically:

- Appointments should appropriately reflect the diversity of the Western Australian Community and gender target of 50 per cent women.
- An individual should not hold a position on more than two boards at any one time, regardless of whether they are paid or unpaid.
- Individual membership to any one board should not exceed 10 years in total or any other term specified under relevant legislation.
- Staggered appointments should be used where possible when refreshing membership to retain corporate knowledge while introducing fresh perspectives.
- Public sector employees seeking appointment not required of their roles must obtain prior permission from their employing authorities in accordance with section 102 the *Public Sector Management Act 1994*.

### **Remuneration**

The authority to pay fees to board members may derive from legislation or a decision of Cabinet. Unless the relevant legislation provides otherwise, the rate of any fee is determined by the relevant Minister as recommended by the Public Sector Commissioner.

Appointment to a board does not mean the individual is entitled to remuneration. This decision is based on the need to provide appropriate remuneration relevant to the role performed while effectively managing costs to government.

Board members may not be eligible for remuneration (other than reimbursement for travel expenses) if they:

- are being paid from public monies including:
  - current full time local, State and Australian Government employees;
  - current Members of Parliament;
  - current and retired judicial officers (except magistrates);
  - current non-academic employees of public academic institutions; or
- were a Member of Parliament within the last 12 months.

Instances where board members may be eligible for remuneration include:

- Local, State and Commonwealth Government employees who are:
  - part time and where the relevant Minister is satisfied that the work relating to the board occurs outside their employment and all other potential conflicts of interest are appropriately managed; or



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- not currently being paid from public monies such as those on leave without pay and volunteers;
- university academics (defined as those engaged primarily for the purpose of providing education services and not administrative or other services); and
- elected Local Government councillors.

For guidance on reimbursement of travel expenses for board members, refer to the [Public Sector Commission](#).

### **BACKGROUND**

The establishment of State Government boards and committees has historically been used by governments to provide leadership, direction and accountability across many areas of government activity to benefit the State.

The Western Australian Government is committed to providing greater opportunities for the community to participate in its decision-making process and supports diversity in the appointment to boards and committees.

A number of policies and guidance materials has been developed to assist boards and committees in carrying out their responsibilities with the highest level of governance and integrity, supporting the promotion of transparency and accountability in the public sector.

### **Enquiries**

The Public Sector Commission provides advice and resources on governance arrangements as well as remuneration recommendations for boards and committees with authority to pay members.

Relevant resources are available online at the [Public Sector Commission](#).

The Department of the Premier and Cabinet provides advice and resources on Cabinet and the Cabinet process with respect to boards and committees; and advice and guidance on board classification and board appointment processes. It also maintains OnBoardWA, an online register of people who have expressed interest in State Government board and committee positions.

Detailed information on the Cabinet process is in the [Cabinet Handbook](#).

[OnBoardWA](#) is available to agencies to search for board members based on skills and qualifications.

Roger Cook MLA  
**PREMIER**

<p>For enquiries contact:</p>	<p>Governance advice and remuneration recommendations:</p> <p>Public Sector Commission                  (08) 6552 8500  <a href="mailto:gbc@psc.wa.gov.au">gbc@psc.wa.gov.au</a></p> <p>Cabinet, Cabinet process, board appointment processes and remuneration eligibility:</p> <p>Department of the Premier and Cabinet                  (08) 6552 5666  <a href="mailto:boards@dpc.wa.gov.au">boards@dpc.wa.gov.au</a></p> <p>OnBoardWA Register: <a href="mailto:boards@dpc.wa.gov.au">boards@dpc.wa.gov.au</a></p>
<p>Other relevant Circulars:</p>	<p>N/A</p>
<p>Circular/s replaced by this Circular:</p>	<p>2017/08, 2019/07, 2021/18, 2022/02</p>



Department of **Planning,  
Lands and Heritage**

Our ref: PLH2023P1487 DG-2023-2773  
Enquiries: DAP Secretariat 6551 9919

Ms Nicole Gibbs  
Chief Executive Officer  
Shire of Quairading  
Via email to: [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au)

Dear Ms Gibbs

## **DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS**

As you are aware, representation of local interests is a key part of the Development Assessment Panel (DAP) system. In accordance with this premise, under Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Councils are required to nominate, as soon as possible following elections, four elected members to sit as DAP members.

In addition to the above, all existing local government DAP members are currently appointed for a term ending 26 January 2024. Prior to this expiry date, your local government is required to nominate four (4) DAP members for appointment by the Minister for Planning.

Given the upcoming local government elections on 21 October 2023, both requirements can be met by using the attached form and submitting it and a copy of the Council resolution, it via email to the DAP Secretariat at [daps@dplh.wa.gov.au](mailto:daps@dplh.wa.gov.au), no later than Friday 24 November 2023.

If you are unable to provide nominations by the above date, please contact the DAP Secretariat to discuss alternative arrangements and implications.

The WA Government has launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government Boards and Committees along with the total number of women appointed.

I encourage you to consider diversity of representation when putting forward your nominations in supporting this important commitment. Further Information about OnBoardWA can be found at [OnBoardWA | Welcome to OnBoardWA \(jobs.wa.gov.au\)](https://www.onboard.wa.gov.au).

The WA Government is committed to continue implementing the Action Plan for Planning reform to ensure the planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system, identified as part of the reform initiatives, aim to provide a more robust DAP process that promotes consistency and transparency in decision-making.

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000  
Tel: (08) 6551 8002 [info@dplh.wa.gov.au](mailto:info@dplh.wa.gov.au) [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)  
ABN 68 565 723 484  
[wa.gov.au](http://wa.gov.au)

Please note that the local government membership configuration on DAPs will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact Ashlee Kelly at the DAP Secretariat on (08) 6551 9919 or email [daps@dph.wa.gov.au](mailto:daps@dph.wa.gov.au). Further information is available online at [www.wa.gov.au](http://www.wa.gov.au) at [Development Assessment Panels](http://www.wa.gov.au).

Yours sincerely



Anthony Kannis PSM  
Director General  
28 September 2023

*Att. Local Government Development Assessment Panel Member Nomination Form*

**12.3 Local Government Elections - WALGA Advocacy Positions**

**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

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**OFFICER RECOMMENDATION**

That Council (Shire of Quairading) recommends that WALGA adopt the following Local Government Elections Advocacy Positions:

1. PARTICIPATION – Council support advocacy position \_\_\_
2. TERMS OF OFFICE – Council support advocacy position \_\_\_
3. VOTING METHODS – Council support advocacy position \_\_\_
4. INTERNAL ELECTIONS – Council support advocacy position \_\_\_
5. VOTING ACCESSIBILITY – Council support advocacy position \_\_\_
6. METHOD OF ELETION OF MAYOR – Council support advocacy position \_\_\_

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**IN BRIEF**

WALGA recently undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost of conducting Local Government elections in Western Australia.

The report was presented to State Council 4 September 2024, with State Council supporting a review of WALGA's Local Government Elections Advocacy Positions.

Since 2008, WALGA has surveyed the sector on five occasions and at all times the sector has supported the following:

- first-past-the-post method of counting votes,
- voting at Local Government elections to be voluntary, and
- four-year terms with a two-year spill.

To inform an item for the December meeting of State Council, Council decisions are requested by **Monday 28 October 2024**. Local Governments will also be able to provide feedback through the November round of Zone meetings. This template agenda item has been drafted by WALGA to assist Councils in compiling their positions

**MATTER FOR CONSIDERATION**

All Local Governments are now being asked to provide a Council decision on WALGAs advocacy positions as they relate to Local Government Elections, to see if the positions are still current.

**BACKGROUND**

The *Local Government Amendment Act 2023* introduced a range of electoral reforms that came into effect prior to the 2023 Local Government ordinary elections:

- the introduction of Optional Preferential Voting (OPV);
- extending the election period to account for delays in postal services;
- changes to the publication of information about candidates;
- backfilling provisions for extraordinary vacancies after the 2023 election;
- public election of the Mayor or President for larger Local Governments;
- abolishing wards for smaller Local Governments; and
- aligning the size of councils with the size of populations of each Local Government (change to representation)

Following requests from several Zone’s, WALGA undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of these legislative reforms. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost and a reduction in service of conducting Local Government elections in Western Australia.

The Elections Analysis Review and Report was presented to State Council 4 September 2024, with State Council supporting a review of WALGA’s Local Government Elections Advocacy Positions.

WALGA is requesting Councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

***WALGA State Council current advocacy positions:***

The following is a summary of WALGA’s current Advocacy Positions in relation to Local Government Elections:

**2.5.15 ELECTIONS**

Position Statement

The Local Government sector supports:

1. Four-year terms with a two-year spill
2. Greater participation in Local Government elections
3. The option to hold elections through:
  - Online voting
  - Postal voting, and
  - In-person voting
4. Voting at Local Government elections to be voluntary
5. The first past the post method of counting votes

The Local Government sector opposes the introduction of preferential voting, however if ‘first past the post’ voting is not retained then optional preferential voting is preferred.

Background	The first past the post (FPTP) method is simple, allows an expression of the electorate's wishes and does not encourage tickets and alliances to be formed to allocate preferences.
State Council Resolution	February 2022 – 312.1/2022 December 2020 – 142.6/2020 March 2019 – 06.3/2019 December 2017 – 121.6/2017 October 2008 – 427.5/2008
Supporting Documents	<a href="#">Advocacy Positions for a New Local Government Act</a> <a href="#">WALGA submission: Local Government Reform Proposal (February 2022)</a>

### 2.5.16 METHOD OF ELECTION OF MAYOR

Position Statement	Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.
State Council Resolution	February 2022 – 312.1/2022 March 2019 – 06.3/2019 December 2017 – 121.6/2017

### 2.5.18 CONDUCT OF POSTAL ELECTIONS

Position Statement	The <i>Local Government Act 1995</i> should be amended to allow the Australian Electoral Commission (AEC) and any other third-party provider including Local Governments to conduct postal elections.
Background	Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.
State Council Resolution	May 2023 – 452.2/2023 March 2019 – 06.3/2019 December 2017 – 121.6/2017 March 2012 – 24.2/2012

**WALGA has requested the following advocacy positions be considered by Councils:**

#### 1. PARTICIPATION

- (a) The sector continues to support voluntary voting at Local Government elections  
OR  
(b) The sector supports compulsory voting at Local Government elections.

**2. TERMS OF OFFICE**

(a) The sector continues to support four-year terms with a two-year spill

OR

(b) The sector supports four-year terms on an all in/all out basis.

**3. VOTING METHODS**

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the ‘proportional’ part of the voting method for general elections

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

**4. INTERNAL ELECTIONS**

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

**5. VOTING ACCESSIBILITY**

The sector supports the option to hold general elections through:

(a) Electronic voting

AND/OR

(b) Postal voting

AND/OR

(c) In-Person voting.

**6. METHOD OF ELECTION OF MAYOR**

The sector supports:

(a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method

OR

(b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President

OR

(c) Apply current provisions to all Bands of Local Governments – apply the election by electors method to all classes of local governments.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government Amendment Act 2023*

*Local Government (Elections) Regulations 1997*



**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The recommendation of advocacy positions has no direct financial implications, however, should the Department for Local Government, Sport and Cultural Industry undertake changes to the relevant legislation as a result of WALGA’s advocacy, this could have financial implications in terms of cost of Local Government Elections in the future.

**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**

Information contained in this report is solely based on WALGA’s template report and the preceding review and analysis of the previous five Local Government election cycles.

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

**RISK ASSESSMENT**

	Option 1
Financial	Low <i>No immediate financial implications</i>
Health	N/A
Reputation	High <i>Cost-prohibitive or exclusive election processes have the potential to negatively impact the Shire’s reputation.</i>
Operations	N/A
Natural Environment	N/A

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

**COMMENT**

Nil

**12.4 WALGA – Annual General Meeting: Executive and Member Motions**

**Responsible Officer** Natalie Ness, Chief Executive Officer

**Reporting Officer** Marion Haeusler, Executive Officer

**Attachments** 1. WALGA AGM Agenda [↓](#) 

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

**OFFICER RECOMMENDATION**

That Council provide direction to Councils voting delegates for the 2024 WALGA Annual General Meeting on the following motions:

Motion #	Title	Support	Not Support
7.1	Amendments to the <i>Cat Act 2011</i> – Allow Local Governments to make Local Laws to contain cats to the owner’s property		
7.2	Advocacy for legislative reforms to counter land-banking		
7.3	Advocacy for expansion of differential rating to include long term unoccupied commercial buildings (Property Activation Levy)		
7.4	Action on asbestos for Western Australia		
7.5	Addressing the impracticality of Local Governments funding Department of Communities and Government Regional Officer housing		
7.6	Advocacy for Accessibility		

**IN BRIEF**

The Annual General Meeting of the Western Australian Local Government Association (WALGA) will be held on Wednesday 9<sup>th</sup> October 2024.

Six Motions will be discussed and voted upon at this meeting. Council is requested to provide Council’s two voting delegates with voting directions on any motions relevant to Council.

At the August 2024 Ordinary Council Meeting, Council nominated the following voting delegates for the AGM:

Cr Jo Haythornthwaite

Cr Trevor Stacey

Proxy 1 – Cr Jo Hayes

Proxy 2 – Ms Natalie Ness, CEO

**MATTER FOR CONSIDERATION**

For Council to consider the six motions tabled in the WALGA AGM Agenda and determine whether the motions should be supported or not.

**BACKGROUND**

Detailed reports to support the motions are provided in the WALGA AGM agenda attached to this report (Attachment 1).

The motions being tabled are as follows:

- 7.1 Amendments to the *Cat Act 2011* – Allow Local Governments to make Local Laws to contain cats to the owner's property

*Consolidated Motion:*

*That WALGA advocate to the State Government to make changes to the Cat Act 2011 to permit local laws to be made to the following effect:*

- 1. Cats are to be confined to the cat owner's residence premises;*
- 2. Cats within public places are to be under effective control and not to create a nuisance;*
- 3. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;*
- 4. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.*

- 7.2 Advocacy for legislative reforms to counter land-banking

*Motion:*

*That WALGA:*

*1. In line with its 2020-2025 Strategic Plan to provide a Sector Vision that enables Local Governments to be agile enhancing community wellbeing and economic prosperity, develops a draft Advocacy Position for Legislative Reforms to address Land-Banking practices including, but not limited to consideration of the following:*

- a. Prohibiting demolition of habitable housing until a Development Application (DA) has been approved.*
- b. Development applications that result in the demolition of existing habitable housing be time limited so that reasonable time periods for project commencement and project completion are conditions of the development application.*
- c. Provide Local Authorities with the ability to apply a "penalty fee" over and above any differential rating on vacant land, where the time conditions on the development application in (b) have not been met.*
- d. Development of a mandatory register of unoccupied residential properties, with the ability of Local Governments to apply rates or levies on long term unoccupied residential properties, which could increase incrementally over time.*

*2. Distributes the draft "WALGA Advocacy Position for Legislative Reforms to counter Land-Banking" to all West Australian Local Authorities for comment, and that a subsequent report be provided for consideration by WALGA Zones.*

7.3 Advocacy for expansion of differential rating to include long term unoccupied commercial buildings (Property Activation Levy)

*Motion:*

*That WALGA:*

*1. Explores expanding Item 2.1.8 Differential Rates of its Advocacy Position Statement to consider inclusion of the following:*

*a. Advocating for Local Authorities to have the ability to apply a differential rate to long term unoccupied commercial buildings; and*

*b. Developing legislation that requires commercial property owners to demonstrate that in order to avoid the imposition of a differential rate on unoccupied commercial property the property;*

*i. is commercially habitable with annual investment in maintenance*

*ii. remains connected to essential services*

*iii. is undergoing periodic compliance checks*

*iv. has a plan in place to redevelop or make operational.*

*c. Develop legislation that enables Local Government to provide exemptions to the above differential rating based on an approved periodic activation program for the vacant commercial property by the Local Government.*

*2. Distributes the draft expanded WALGA Advocacy Position for Differential Rates to counter long term unoccupied commercial buildings to all West Australian Local Authorities for comment, and that a subsequent report be made available for consideration by WALGA Zones.*

7.4 Action on asbestos for Western Australia

*Motion:*

*That WALGA advocates for the state and federal governments to take urgent action to assist Local Governments and their communities in safely removing asbestos, including providing targeting funding programs and support for regional areas.*

7.5 Addressing the impracticality of Local Governments funding Department of Communities and Government Regional Officer housing

*Motion:*

*That WALGA advocates to the State Government for the State Government to fully fund Department of Communities (Social) and Government Regional Officer Housing.*

7.6 Advocacy for Accessibility

*Motion:*

*That WALGA develops an Advocacy Position calling for the WA Government to adopt the Liveable Housing Design Standards for accessibility as part of the National Construction Code, consistent with WALGA's 2020-2025 Strategic Plan Sector Vision to enable inclusive Local Governments enhancing community wellbeing and economic prosperity.*

Council officers are requesting Council discussion on the matters listed above, to provide direction on how delegates should vote at the AGM.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Financial implications and considerations that may need to be considered with regards to making an informed decision, are outlined in the individual reports contained within the WALGA AGM Agenda.

**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

**CONSULTATION**

Nil.

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

**RISK ASSESSMENT**

	Option 1
Financial	Low <i>Financial considerations are included in the agenda reports for Council discussion. If Councillors have queries relating to the financial implications within a motion (or any other queries for that matter), it can be brought forward at the AGM by a delegate.</i>
Health	N/A
Reputation	Low <i>Council delegates represent the Shire at the WALGA AGM and Central Country Zone meetings to ensure the Quairading community’s interests and needs are considered.</i>
Operations	Low <i>The attendance of the AGM is a part of normal scope of work for Elected Members and the CEO.</i>
Natural Environment	N/A

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

**COMMENT**

Nil.



# **WALGA**

## **Annual General Meeting**

### **Agenda**

**Wednesday, 9 October 2024**  
**2:30pm**

**Perth Convention and Exhibition Centre**  
**21 Mounts Bay Road, Perth WA**



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**1 OPENING**

**2 RECORD OF APOLOGIES**

- Shire of Dowerin

**3 ANNOUNCEMENTS**

**4 ADOPTION OF AGM ASSOCIATION STANDING ORDERS**

The Annual General Meeting Association Standing Orders are contained within this Agenda ([Attachment 1](#)).

**MOTION**

**That the Annual General Meeting Association Standing Orders be adopted.**

**5 CONFIRMATION OF PREVIOUS MINUTES**

The Minutes of the 2023 WALGA Annual General Meeting are contained within this Agenda ([Attachment 2](#)), along with a report on the action taken on the 2023 AGM resolutions ([Attachment 3](#)).

**MOTION**

**That the Minutes of the 2023 WALGA Annual General Meeting be confirmed as a true and correct record of proceedings.**

**6 ADOPTION OF ANNUAL REPORT**

The 2023-2024 Annual Report, including the 2023-2024 Audited Financial Statements, will be distributed to Members separately.

**MOTION**

**That the 2023-2024 Annual Report, including the 2023-2024 Audited Financial Statements, be received.**

**7 CONSIDERATION OF EXECUTIVE AND MEMBER MOTIONS**

**7.1 AMENDMENTS TO THE CAT ACT 2011 - ALLOW LOCAL GOVERNMENTS TO MAKE LOCAL LAWS TO CONTAIN CATS TO THE OWNER'S PROPERTY**

Two Local Governments have submitted items on this matter. In accordance with WALGA's criteria for motions, when motions of a similar objective are received, they are to be consolidated.

**CONSOLIDATED MOTION**

**That WALGA advocate to the State Government to make changes to the *Cat Act 2011* to permit local laws to be made to the following effect:**

- 1. Cats are to be confined to the cat owner's residence premises;**
- 2. Cats within public places are to be under effective control and not to create a nuisance;**
- 3. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;**
- 4. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.**

**SHIRE OF ESPERANCE SUBMISSION:**

**MOTION**

That WALGA request the State Government make changes to the *Cat Act 2011* to allow Local Governments to make local laws to contain cats to the owner's property.

**IN BRIEF**

- The *Cat Act 2011* prohibits Local Governments to make a local law to prohibit a cat from wandering.
- Cats do a significant amount of damage to wildlife when left to wander.
- Wandering domestic cats add to the breeding of feral cats.

**MEMBER COMMENT**

The Joint Standing Committee on Delegated Legislation has advised the Shire of its reasons why a Local Government cannot create a local law to deal with wandering cats or cats that are creating a nuisance.

Local Governments are therefore unable to enact local laws to effectively deal with cats to meet the expectations of the community due to inconsistencies with the *Cat Act 2011*.

Amendments therefore need to be made to the *Cat Act 2011* to allow the effective management of cats.

**SECRETARIAT COMMENT**

The Motion generally aligns with current [WALGA advocacy](#) in relation to a review of the *Cat Act 2011*.

*That the Local Government sector advocates for a commitment from the State Government...to prioritise reforms to the Cat Act 2011, in accordance with the Statutory Review undertaken and tabled in the State Parliament on 27 November 2019.*

The 2019 Review included proposals that penalties should be incurred when cats wander/trespass on property without consent or cats should be confined to their property.

**SHIRE OF DARDANUP SUBMISSION**

**MOTION**

That WALGA develop a model Cat Local Law in consultation and agreement with the Department of Local Government, Sport and Cultural Industries, the Joint Standing Committee on Delegated Legislation and the WA Cat Feral Working Group that provides for the following:

1. Cats are to be confined to the cat owner’s residence premises, unless under effective control;
2. Cats within public places are to be under effective control and not to create a nuisance at all times;
3. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;
4. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute Majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.

**IN BRIEF**

- The Shire of Dardanup attempted to bring its local law in line with that of other Local Governments where provisions have been included that expressly require cat owners to have effective control of their cats, and that makes it an offence for a cat to be in other places, where the occupier of that place has not given approval.
- The Joint Standing Committee on Delegated Legislation considered the Shire of Dardanup Cats Local Law 2023 and outlined that the Committee believed the proposed local law is contrary to the *Cat Act 2011*.
- Within Western Australia there are a number of Local Governments that have Cat Local Laws that require cats to be under effective control when in a public place. Some of these Cat Local Laws also make it an offence for a cat to be in a place, other than a public place, without the express permission of the occupier of that place. These local laws also require cats not to create a nuisance in either a public place, or other places
- WALGA’s support for the development of a model Cat Local Law that incorporates these provisions as standard provisions are sought so as to ensure this is accepted in advance by the Department of Local Government, Sport and Cultural Industries and the Joint Standing Committee on Delegated Legislation

**MEMBER COMMENT**

The Shire of Dardanup in 2022 attempted to bring its local law in line with that of other Local Governments where provisions have been included that expressly require cat owners to have effective control of their cats, and that makes it an offence for a cat to be in other places, where the occupier of that place has not given approval.

At its meeting of 25<sup>th</sup> of January 2023, the Shire of Dardanup resolved [09-23] as follows:

*THAT Council:*

1. *In accordance with Section 3.12 of the Local Government Act 1995 approves the advertising of the proposed 'Shire of Dardanup Cats Local Law 2023' [Appendix ORD: 12.4.2C] in order to seek community comment.*
2. *Provides a copy of the proposed Local Law and public notice to the Minister for Local Government; and*
3. *After the close of the public consultation period, requests the Chief Executive Officer to submit a report on any submissions received on the proposed Local Law to enable Council to consider the submissions made and to determine whether to make the Local Law in accordance with section 3.12(4).*

The Local Law was advertised, and no public submissions were received. A Submission from the Department of Local Government, Sport and Cultural Industries were received and considered by Council in November 2023. Council resolved [273-23] as follows:

*THAT Council:*

1. *Receives the submission received from the Department of Local Government, Sport and Cultural Industries in respect of the Shire of Dardanup Cats Local Law 2023.*
2. *Notes that there were no public submissions received in respect of the Shire of Dardanup Cats Local Law 2023.*
3. *By Absolute Majority decision, adopts the Shire of Dardanup Cats Local Law 2023 [Appendix ORD: 12.4.1D] inclusive of the following minor amendments:*
  - *Clause 1.1: Citation changed to italics;*
  - *Clause 1.4: Changed both the citation title and "Government Gazette" to italics.;*
  - *Clause 1.5: In the definition of Act, changed the citation to italics;*
  - *The words ", in the opinion of an authorised person," deleted from Clause 2.1(1); Clause 2.2(1)(b) and Clause 2.4(2).*
  - *Clause 3.1(1) Amended to give clarity that the Shire acknowledges the local law process in the designation of cat prohibited areas by adding the words "after following the process for amending a local law pursuant to the Local Government Act." after the words 'Schedule 3';*
  - *Clause 4.8 Conditions – amend subclause (1)(a) to read: (a) each cat kept on the premises to be kept so as not to create a nuisance; and*
  - *Clause 4.8 Conditions – deletes subclause (1)(b) that read "(b) that the premises must be adequately fenced (and premises will be taken not to be adequately fenced if there is more than one escape of a cat from the premises);" ; and renumber the following subclauses accordingly.*
4. *Publishes a copy of the adopted local law in the Government Gazette.*
5. *Gives a copy of the adopted gazette ready Local Law to the Minister for Local Government.*

6. *After the local law has been published in the Gazette, gives local public notice as per section 1.7 of the Local Government Act 1995 advising:*
  - *The title of the local law;*
  - *Summarizing the purpose and effect of the local law;*
  - *Specifying the day on which the local law comes into operation; and*
  - *Advising the location of copies of where the local law may be inspected or obtained.*
7. *Supplies copies of the local law, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament's Joint Standing Committee on Delegated Legislation within 10 working days of the gazettal publication date of the local law.*

The Joint Standing Committee in Delegated Legislation (the Committee) considered the Shire of Dardanup Cats Local Law 2023 at its meeting held 13<sup>th</sup> of March 2024 and outlined that the Committee believed the proposed local law is contrary to the *Cat Act 2011*. The Committee therefore requires that Council agree to undertaking amendments to the Local Law at its meeting on 27<sup>th</sup> of March 2024 and by 3<sup>rd</sup> of April 2024.

*The Committee requests the following undertakings:*

1. *Within 6 months:*
  - *delete the definition of **effective control** in clause 1.5*
  - *delete clause 2.2*
  - *amend clause 4.4(f) to ensure it is not inconsistent with the *Cat Act 2011**
  - *correct the typographical error in the clause reference beneath the heading to Schedule 3.*
2. *All consequential amendments arising from undertaking 1 will be made.*
3. *Clauses 2.2 and 4.4(f) will not be enforced in a manner contrary to undertaking 1.*
4. *Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.*

Whilst Council in March resolved to undertake the changes required by the Committee, Council in July 2024 when presented with the amendment local law, did not initiate the making of the amendment local law.

Officers have written to the Committee, providing it with the outcome of the Council decision. At the time of writing this report the Committee's response had not yet been received.

There are no direct legal implications of seeking WALGA form a position on the local law, however, should the motion be successful and WALGA is able to convince the State Government of the merits, then the motion may lead to possible changes to State Government Policy and Legislation.

#### *Cat Act 2011*

The authority for a Local Government to create a local law under the *Cat Act 2011* is provided in section 79 of the *Cat Act 2011*. The *Cat Act 2011* sets out the requirements inter alia for registration and sterilisation of cats, as well as the requirements for cat management

facilities. The Cat Regulations 2012 set out the requirements for cats to be microchipped and registered, as well as the approval requirements for cat breeders.

In the paragraphs that follow, the Shire of Dardanup will not name any of these Local Governments that have Cat local laws in place, so as to not do these Local Governments in with the Joint Standing Committee on Delegated Legislation (the Committee). The Shire understands that the Committee may require those Local Governments that have local laws with such provisions, to amend these local laws in future, in order to ensure it is in line with the Committee's direction as given to the Shire of Dardanup. For that reason, this report will refer more broadly to other Local Governments within Western Australia that have such local laws.

Within Western Australia there are a number of Local Governments that have Cat Local Laws that require cats to be under effective control when in a public place. Some of these Cat Local Laws also make it an offence for a cat to be in a place, other than a public place, without the express permission of the occupier of that place. These local laws also require cats not to create a nuisance in either a public place, or other places. There are also Property and Public Places Local Laws, that allow Council's to make designations of areas, by absolute majority and to erect a sign to give effect to such designations.

These provisions seem sensible and require that a cat cannot simply go onto someone else's private property without their permission, that cats are under effective control in public places and are prohibited from entering areas of sensitive ecological values. [The WA Feral Cat Working Group provided the Shire of Dardanup with an information sheet with reference to existing Cat Local Laws \(names of Local Governments redacted\), and a legal opinion received from Castledine Gregory in relation to this. This also includes reference to the WA Labor Party's party Platform for 2023.](#)

WALGA's support for the development of a model Cat Local Law that incorporates these provisions as standard provisions are sought so as to ensure this is accepted in advance by the Department of Local Government, Sport and Cultural Industries and the Joint Standing Committee on Delegated Legislation. By doing this, it will save a lot of frustration for Local Governments having to go through a local law development and/or review process and will also ensure that adequate provisions to control cats are included in the local law. This will assist greatly in dealing with complaints from residents in relation to the nuisances caused by cats and will also assist greatly in enforcement efforts by Local Government rangers.

#### **SECRETARIAT COMMENT**

Many Local Governments have made Cat Local Laws prohibiting cats from being on land under the care, control and management of the Local Government, as currently provided for under the *Cat Act 2011*.

It is established through numerous disallowance motions by Parliament's Delegated Legislation Committee that the *Cat Act 2011* does not provide the requisite heads of power for a Local Government to make Cat Local Laws requiring cats to be confined to the owner's residence or being prevented from roaming in any public place throughout the district.

Although not currently achievable, the intent of this Motion can be considered upon successful advocacy for a review of the *Cat Act 2011* and provision of the necessary heads of power that allow Cat Local Laws to prevent cats from wandering.

**7.2 ADVOCACY FOR LEGISLATIVE REFORMS TO COUNTER LAND-BANKING**

*Town of Bassendean to move:*

**MOTION**

**That WALGA:**

1. **In line with its 2020-2025 Strategic Plan to provide a Sector Vision that enables Local Governments to be agile enhancing community wellbeing and economic prosperity, develops a draft Advocacy Position for Legislative Reforms to address Land-Banking practices including, but not limited to consideration of the following:**
  - a. **Prohibiting demolition of habitable housing until a Development Application (DA) has been approved;**
  - b. **development applications that result in the demolition of existing habitable housing be time limited so that reasonable time periods for project commencement and project completion are conditions of the development application.**
  - c. **provide Local Authorities with the ability to apply a “penalty fee” over and above any differential rating on vacant land, where the time conditions on the development application in (b) have not been met.**
  - d. **Development of a mandatory register of unoccupied residential properties, with the ability of Local Governments to apply rates or levies on long term unoccupied residential properties, which could increase incrementally over time.**
2. **Distributes the draft “WALGA Advocacy Position for Legislative Reforms to counter Land-Banking” to all West Australian Local Authorities for comment, and that a subsequent report be provided for consideration by WALGA Zones.**

**IN BRIEF**

- Land-banking reduces the availability of sites for development.
- Premature demolition of viable housing is unacceptable in what is a dire housing shortage for this nation.
- Additional legislative changes are required to enable Local Authorities the flexibility to apply additional levies to long term unoccupied housing.

**MEMBER COMMENT**

The Victorian Government recently introduced the ability to tax long term unoccupied residential properties (i.e. a residential property left vacant for six months or more in a year). Victorian Councils welcomed these changes to “Vacant Residential Land Tax” (VRLT) emphasising that it is a significant step forward in addressing longstanding land-banking issues that plague many municipalities.

Tighter controls that prevent the demolition of viable housing stock prior to Development Approvals (DA) assists in closing a loophole, that has to date, increased the numbers of long term unsightly vacant blocks negatively affecting the amenity of suburbs and towns. The introduction of a levy on long term unoccupied residential homes is designed to encourage occupation or rental of those homes. In turn DA approvals that subsequently require the demolition of viable housing stock should require commencement and completion of the new development within reasonable timelines.



This will alleviate the strain on the housing market by avoiding premature demolition with the intention to retain viable housing for occupancy for as long as possible, leading to a positive impact on rental availability and affordability. All of this can be accomplished without negatively affecting the development potential of a site.

#### **Reference Documents**

Link to media "New legislation to boost housing supply and combat land-banking" by Shire of Maribyrnong: <https://www.maribyrnong.vic.gov.au/News/New-legislation-to-boost-housing-supply-and-combat-land-banking>.

Link to media "How the world is tackling issue of empty homes" by The Guardian: <https://www.theguardian.com/society/2017/aug/02/how-the-world-is-tackling-issue-of-empty-homes>.

#### **SECRETARIAT COMMENT**

##### **Part 1a and 1b**

Under Schedule 2 Clause 61 (1) of the Planning and Development (Local Planning Scheme) Regulations 2015 (LPS Regulations) the demolition of a single house, and any associated structure, are exempt from requiring development approval, unless the proposal is located in a heritage-protected place. Further demolition works are regulated by the *Building Act 2011* and the Building Regulations 2012, and thus the removal of a dwelling would require the issuance of a building permit before demolition is undertaken. Local Governments as permit authorities are required to issue building permits within statutory timeframes. There are limited reasons why a Local Government can refuse to issue a building permit, including where the necessary development approval has not been issued. The proposal outlined in the Town of Bassendean's motion would require amendments to both the planning and building regulatory frameworks.

It should also be noted that under the LPS Regulations and State Planning Policy 3.1 Residential Design Codes (SPP3.1) most proposals for single houses are also exempt from requiring development approval. Most proposals for grouped and multiple dwellings do require development approval.

Local Governments are able to limit the validity period of a development approval and a building permit, with substantial commencement being required before the expiry date to ensure the ongoing validity of the approval. Common lengths of approval are 24 and 48 months.

##### **Part 1c**

The LPS Regulations Schedule.2, cl.71 provides that an approved development must be substantially commenced...if no period is specified in the approval, within the period of two years commencing on the date the determination is made or the period specified or as approved, with the approval lapsing if development is not substantially commenced within the determined period.

Part (c) of the proposal, appears to seek a modified penalty to be prescribed in Planning and Development Regulation 42, enabling an infringement notice to be issued, where residential development is not substantially commenced before expiry of the approval period.

It should be noted that if the time period for commencement of development expires, the approval expires and the development application process would need to restart if the developer so chooses to proceed. Applying a penalty to an expired application would likely require amendments to the LPS Regulations and potentially the *Planning and Development Act 2005*. The modified penalty under the planning framework is currently set at \$500.

**Part 1d**Proposal for mandatory register of unoccupied residential properties

Implementing the proposed register would require legislative amendment and regulatory provisions to enable collection of evidence that a habitable residential property is unoccupied continually for a prescribed period, to inform entry of a property into the register.

Proposal for application of a differential rate to residential improved and long-term unoccupied properties

- Local Government Act section 6.33(1)(b) already enables a differential rate to be levied for a purpose for which the land is held or used as determined by the Local Government e.g. Some Local Governments currently levy a differential rate for “residential improved and vacant” property.
- It is unclear if section 6.33 provisions can be interpreted as enabling Local Government to levy scaled differential rates applicable to specified timeframes that an improved residential property has been unoccupied. This may require confirmation from the Department of Local Government, Sport and Cultural Industries subject to advice from the State Solicitor’s Office. If section 6.33 cannot be interpreted to enable this, then a legislative amendment would be required.

Proposal for a “levy” to be applied to long term unoccupied residential properties.

Local Government Act section 6.16 limits Local Government imposition of fees and charges to goods or services provided the Local Government.

This proposal intends a penalty for long-term unoccupied residential property, which under written law would require legislative amendment to create an offence and prescribe a modified penalty / court proceedings.

### 7.3 ADVOCACY FOR EXPANSION OF DIFFERENTIAL RATING TO INCLUDE LONG TERM UNOCCUPIED COMMERCIAL BUILDINGS (PROPERTY ACTIVATION LEVY)

*Town of Bassendean to move:*

#### MOTION

**That WALGA:**

1. Explores expanding Item 2.1.8 Differential Rates of its Advocacy Position Statement to consider inclusion of the following:
  - a. Advocating for Local Authorities to have the ability to apply a differential rate to long term unoccupied commercial buildings; and
  - b. Developing legislation that requires commercial property owners to demonstrate that in order to avoid the imposition of a differential rate on unoccupied commercial property the property;
    - i. is commercially habitable with annual investment in maintenance
    - ii. remains connected to essential services
    - iii. is undergoing periodic compliance checks and,
    - iv. has a plan in place to redevelop or make operational.
  - c. Develop legislation that enables Local Government to provide exemptions to the above differential rating based on an approved periodic activation program for the vacant commercial property by the Local Government.
2. Distributes the draft expanded WALGA Advocacy Position for Differential Rates to counter long term unoccupied commercial buildings to all West Australian Local Authorities for comment, and that a subsequent report be made available for consideration by WALGA Zones.

#### MEMBER COMMENT

The Northern Territory Government enabled Darwin to apply a "*Property Activation Levy*" to address long term vacant land or unoccupied commercial buildings, endeavouring to activate or beautify properties that generally have a negative impact the overall amenity and vibrancy of streetscapes. The Property Activation Levy incorporates the following:

- Owners of unoccupied commercial property are provided a reasonable grace period to activate their property without incurring the levy.
- Any property meeting the minimum number of listed activation options does not incur the surcharge levy applicable only to long term unoccupied commercial buildings.
- Revenue raised from the Property Activation Levy, is used on revitalisation projects of public places and land.

The purpose of the property activation levy is to encourage owners of unoccupied commercial buildings to activate and maintain their properties to improve commercial precincts with a focus on the following objectives:

- To improve the amenity of commercial precincts for residents, workers and visitors / tourists.
- Support adjoining business operators by encouraging activation of all commercial premises within precincts.
- Improve the liveability, attractiveness, safety and cultural activity of these precincts.
- Encourage the commercial precincts to thrive.

Some of the suggested activation (that must include ongoing maintenance) for unoccupied commercial premises are listed below, noting this list is not exhaustive:

- Inset graphics, art displays or other visual installations on ground level external windows and walls.
- Repaint or retile and improve ground level frontage and associated awnings over the footpath.
- Include rotating shop displays (for example Christmas, Easter, local events) or community spaces, such as for group activities, classes or study areas.
- Where setback from the road reserve exists, undertake improved landscaping.

**Reference Documents:**

Link to the "Property Activation Levy" document is below, and outlines a diverse number of suggested options for the activation and beautification of vacant land or unoccupied mixed use premises:  
[https://treasury.nt.gov.au/\\_data/assets/pdf\\_file/0010/901495/derelict-vacant-property-levy.pdf](https://treasury.nt.gov.au/_data/assets/pdf_file/0010/901495/derelict-vacant-property-levy.pdf).

**SECRETARIAT COMMENT**

WALGA's Advocacy Position 2.1.8 Differential Rates is below:

Position Statement	Section 6.33 of the <i>Local Government Act 1995</i> should be reviewed in contemplation of time-based differential rating, to encourage development of land.
Background	Concern at the amount of vacant land remaining in an undeveloped state for an extensive period of time and holding up development opportunities.

Local Government Act section 6.33(1)(b) already enables a differential rate to be levied for a purpose for which the land is held or used as determined by the Local Government e.g. Some Local Governments currently levy a differential rate for "residential improved and vacant" property. This can be extended to "commercial improved" and "commercial undeveloped".

**7.4 ACTION ON ASBESTOS FOR WESTERN AUSTRALIA**

*Shire of Dundas to move:*

**MOTION**

**That WALGA advocates for the state and federal governments to take urgent action to assist Local Governments and their communities in safely removing asbestos, including providing targeting funding programs and support for regional areas.**

**IN BRIEF**

- The Asbestos Safety and Eradication Agency (ASEA) has released its 2024-2030 Strategic Plan, which identifies the need to take action to save lives, as asbestos materials are degrading, increasing the risk they pose.
- The approach to asbestos is unlikely to change unless Local Governments and their communities, particularly in regional areas, are provided with additional funding and support.

**MEMBER COMMENT**

The Asbestos Safety and Eradication Agency (ASEA) [2024-2030 Strategic Plan](#) identifies, more than in previous plans, the risk posed by the increasing degradation of asbestos and the need for action. State governments are currently considering the plan, but any adoption of the plan must be supported by additional funding and support from Local Governments and their communities.

There are a range of ways that asbestos management impacts Local Governments. In [WALGA's Submission](#) on the ASEA Strategic Plan, it was identified:

*Asbestos management is an ongoing and increasing challenge for Local Government, particularly asbestos management during and following emergency events, illegal disposal of asbestos into the environment through Local Government services, and the regulation of the asbestos removal industry.*

***Local Governments in regional and remote areas face additional significant and complex challenges, including the limited availability and cost of suitably qualified contractors, large areas of asbestos contaminated land requiring remediation and limited ability to fund asbestos removal and communities where property with asbestos is under, or not, insured.***

A whole government package of support and funding is needed to address this issue and ensure that communities are not impacted and that asbestos is removed and not just managed through legislation.

The Asbestos National Strategic Plan (ANSP) for the 2024-2030 consultation aims to address the pressing issue of asbestos-related diseases in Australia. However, the current focus of the consultation is primarily on compliance rather than actively pursuing the funding and comprehensive removal of asbestos, which is crucial for safeguarding public health.

Australia grapples with one of the highest rates of mesothelioma globally, primarily caused by asbestos exposure. Western Australia faces a higher incidence rate of mesothelioma compared to other regions, emphasising the urgency of effective asbestos management.

The ANSP endeavours to enhance asbestos awareness and promote its safe management, removal, and disposal nationwide; it is all compliance-based. It aims to eliminate asbestos-related diseases through collaboration between the Australian government, states, and territories. The plan's key objectives include eradicating asbestos-related diseases, supporting affected individuals, and advocating for a global ban on asbestos production and trade.

To implement the ANSP for 2024-2030, the Asbestos and Silica Safety and Eradication Agency (ASSEA) seeks endorsement from states and territories, including Western Australia. Should Western Australia endorse the plan, a jurisdictional action plan aligned with the ANSP would be devised to address state-specific priorities and challenges.

However, the current consultation lacks a strong emphasis on funding and actively pursuing asbestos removal to improve the ANSP and ensure a more comprehensive approach; it's imperative to advocate for increased funding and prioritise the active removal and safe disposal of asbestos across affected areas of Western Australia.

#### **SECRETARIAT COMMENT**

The ASEA Strategic Plan has identified an increasing need to take action on asbestos. As the material degrades over time there is an increasing human health risk and costs associated with removal escalate. As identified in the AGM item, WALGA's recent [Submission](#) on the ASEA Strategic Plan noted that Asbestos management is an ongoing and increasing challenge for Local Governments, particularly in regional areas, and additional focus is needed. The approach of providing targeted funding and support would assist regional Local Government to address issues such as limited availability and cost of suitably qualified contractors and ability to fund asbestos removal.

**7.5 ADDRESSING THE IMPRACTICALITY OF LOCAL GOVERNMENTS FUNDING DEPARTMENT OF COMMUNITIES AND GOVERNMENT REGIONAL OFFICER HOUSING**

*Shire of Dundas to move:*

**MOTION**

**That WALGA advocates to the State Government for the State Government to fully fund Department of Communities (Social) and Government Regional Officer Housing.**

**IN BRIEF**

- Housing Funding Impracticality: Local Governments face impracticalities in funding housing due to the extra budgetary constraints then placed on the Local Government.
- Financial Risk: Investment in providing housing can be risky over the long term due the volatility of the housing market (particularly in areas where mining is the predominant industry) and the constraints placed on Local Governments that are borrowing money to fund these builds.
- State Responsibility: Housing should be funded through state taxes and mining royalties, not Local Government budgets.

**MEMBER COMMENT**

All remote and regional Local Governments face challenges in attracting and retaining staff which is also true of State Govt Depts, such as Police and the Education Dept. The provision of good housing is critical in attracting staff to these areas. Any Local Governments that are exposed to the boom-bust cycle of mining, face significant challenges related to the funding and provision of the Department of Community and Government Regional Officers' Housing (GROH). The volatile boom and bust cycles of the mining industry creates an even more financially risky environment for Local Governments to invest in housing. Most remote and regional Local Government areas are smaller and have the least capacity to raise funding through rates due their smaller population bases. Budgets are already stretched to provide community infrastructure for these communities.

- Boom and bust cycles in resource-dependent communities: The mining industry is inherently volatile, with periods of rapid growth (booms) followed by significant downturns (busts). This cycle profoundly affects local economies and property values. When Local Governments invest in housing during a boom, they face the risk of property values plummeting during a bust. Currently, the nickel crisis is an example of how quickly and severely property values can decline, leaving Local Governments with significant financial losses and underutilized assets.
- Impractical Investment: Local Governments are not in a position to absorb the financial risks associated with building houses with a long-term, 'lease back' agreement to recover their investment. Housing investments should be stable and predictable, (which is not the case in resource-dependent communities). If smaller Local Governments are seeking to borrow funds for these builds, they are then denied an opportunity to borrow for other community infrastructure projects that may be more of a local priority.
- State Responsibility: The function to supply and maintain Department of Communities and GROH housing in remote communities is a State Govt responsibility and should be funded through state taxes and royalties.

All remote and regional Local Governments urge WALGA to advocate for the State government to fully fund construction and maintenance of Department of Communities and GROH housing. Local Governments should not bear the financial risks associated with the provision of social and State agency housing. Funding of this housing by Local Governments impacts their sustainability and ability to fund their core responsibilities for their communities such as, asset management, staff retention, and roads.

#### **SECRETARIAT COMMENT**

The GROH Program provides housing for public sector employees providing essential services in regional and remote locations to attract and retain staff. The Department of Communities uses partnerships to increase supply of GROH housing in addition to its own capital investment and refurbishment programs. Partnerships include build to lease agreements, which Local Governments are eligible to apply to. The Department of Communities also provides subsidised rental accommodation to eligible low-income households across Western Australia commonly referred to as public or social housing. Public housing is owned and managed directly by the Department of Communities. Social housing can be owned and or maintained by a third party, typically Community Housing Providers.

In a 2024 WALGA survey, 100 percent of respondents viewed housing as a major challenge in their Local Government area and 64 percent stating that the lack of Government Regional Officer Housing (GROH) housing is “very challenging” or “extremely challenging”.

Housing supply continues to be a priority issue for both the Australian and State Government. The Australian Government's 2024-2 budget included an additional \$1 billion to states and territories to deliver new housing including for connecting essential services such as water, power, sewerage and roads. This investment underpins the Federal Government commitment to increasing housing supply through the National Housing Accord, Housing Australia Future Fund and Social Housing Accelerator initiatives. The WA Government committed an additional \$43.8 million to the GROH program in the 2024-25 State Budget. The State budget also included \$400 million to expand the Social and Affordable Housing Investment Fund and \$179 million for maintenance of existing social and GROH housing.

WALGA is advocating for the State Government to work with the Local Government sector on the delivery of these investments, including ensuring member views are considered in relation to critical housing need. WALGA's 2025 State Election platform calls for State Government to create a comprehensive long-term strategy to address the entrenched shortage of social, affordable and key worker housing and to undertake a review of the GROH program to improve coordination and responsiveness to regional housing needs and provide Local Government's with greater scope to invest in GROH housing.



**7.6 ADVOCACY FOR ACCESSIBILITY**

*Town of Victoria Park to move:*

**MOTION**

**That WALGA develops an Advocacy Position calling for the WA Government to adopt the Liveable Housing Design Standards for accessibility as part of the National Construction Code, consistent with WALGA's 2020-2025 Strategic Plan Sector Vision to enable inclusive Local Governments enhancing community wellbeing and economic prosperity.**

**IN BRIEF**

- Advocacy for adoption of National Construction Code minimum accessibility standards
- Australia should have national building standards guaranteeing new homes have access for all abilities.
- WALGA should develop a policy to reflect its organisation commitment to accessibility, including but not limited to ensuring any venues WALGA utilises for its services or events have universal accessibility entry points (and are not dependent on one accessible entry point).

**MEMBER COMMENT**

Advocacy for adoption of National Construction Code minimum accessibility standards:

- Several years ago, at the direction of Commonwealth and State Ministers, the Australian Building Codes Board (ABCB) undertook a rigorous consultation process with experts and stakeholders to develop minimum accessibility requirements for Class 1a buildings (houses) and Class 2 sole-occupancy units (apartments) in the National Construction Code (NCC). The objective was to ensure that housing is designed to meet the needs of the community, including those with disability and older Australians.
- In 2021, minimum accessibility provisions were introduced for residential housing and apartments into the NCC based on Liveable Housing Design Guidelines (LHDG) silver standards.
- The NCC 2022 has seven minimum standards ensuring all new homes are accessible, with modifications including step-free entrances and showers, and wider doors and corridors that can accommodate wheelchairs and walking aids.
- The 2023 Disability Royal Commission Report recommended that all states and territories should adopt the minimum LHDG standards as soon as possible.
- In 2024, the ABCB has estimated that the additional cost to implement the minimum accessible design standards is between \$2,900 and \$4,400 per home, depending on the type of dwelling. The features covered by the LHDG standards are not a big ask and our communities will end up with better quality housing that is future-proof.
- To date, the WA Government, along with NSW, are the only states who have not adopted the NCC minimum LHDG silver standards.

**SECRETARIAT COMMENT**

The National Construction Code (NCC) is a uniform set of technical provisions for the design and construction of buildings and other structures, and plumbing and drainage systems throughout Australia.

The NCC is produced and maintained by the Australian Building Codes Board (ABCB) on behalf of the Commonwealth and all State and Territory government and is given legal effect through legislation at the state and territory level. The NCC is reviewed every 3 years, based on required regulatory practices, industry research, public feedback and policy directions.

The goal of the NCC is to enable the achievement of nationally consistent, minimum necessary standards of relevant safety (including structural safety and safety from fire), health, amenity and sustainability objectives efficiently. The NCC has traditionally included a part focused on access for people with a disability, setting out deemed-to-comply solutions and general building requirements for buildings based on their classification, for class 2-9 buildings. For the 2022 edition of the NCC new requirements titled the 'livable housing design' requirements, based on the Livable Housing Design Guidelines (silver level), were incorporated into both volumes of the NCC.

These requirements apply to all dwelling types, including new Class 1a (single house) buildings. The purpose of these changes was to help increase the stock of housing that is adaptable and better able to meet the needs of older people and people with mobility limitations. The Deemed-to-Comply provision of the new requirements, called the [ABCB Livable Housing Design Standard](#), covers:

- Providing step-free access to the home.
- Making doorways and hallways easier to use for people with reduced mobility.
- Providing extra space in the bathroom and toilet.
- Wall reinforcing in the bathroom and toilet, to make it easier to install grabrails if needed in the future.

The NCC is implemented into Western Australia's building regulatory system through amendments to the Building Regulations 2012, with the NCC 2022 commencing operation in WA on 1 May 2023, following a 12-month transition period. In announcing the implementation of the NCC 2022, the State Government indicated that it had considered the current challenges facing the building and construction industry and as a result decided that some provisions, including energy efficiency, would have a longer transitional period and that the mandatory liveable (accessible) housing provisions would not be applied in Western Australia. In making this determination the Government indicated it would continue to monitor the situation in the building industry and the housing market. New South Wales and South Australia also determined to not support the new requirements. There is no indication, at time of writing, that the State Government has progressed in its consideration of the livable housing design requirements.

**WALGA's Building Act and Regulations Advocacy Position**

Assessments of the effectiveness of building control systems across Australia have recognised that there is diminishing public confidence in the building and construction industry, and that change is required to ensure buildings are safe and perform to expected standards. Now more than ever the focus is on Local Government building departments to deliver good governance, local leadership and sustainable services that meet the needs of their communities whilst supporting local jobs and economic growth.

The Association has the following endorsed positions:

1. Support the retention of Local Government as the primary permit authority in Western Australia for decisions made under the *Building Act 2011*.
2. Supports mandatory inspections for all classes of buildings, however, Local Government should not be solely responsible for all mandatory inspections.
3. Advocate for the State Government to urgently prioritise legislative reform that addresses systemic failures in the current building control model and to provide clarification on the role of Local Government in building control to ensure building legislation supports the following objectives:
  - a. Quality buildings that are cost efficient.
  - b. Functional, safe and environmentally friendly buildings.
  - c. Good decision making in all aspects of building.
  - d. Efficiency and effectiveness in building management, administration and regulation.
  - e. Openness and accountability with respect to all building matters.
  - f. Recognition of the rights and responsibilities of all parties in building matters in an equitable manner.
4. Existing and proposed building control related fees and charges to be cost recovery for Local Government.
5. WALGA will work with members, state agencies and industry groups to develop training opportunities and to promote the Local Government building surveying profession to ensure sustainability of Local Government building control services.
6. WALGA supports the Australian Building Codes Boards Trajectory for Low Energy Buildings by supporting Local Governments to meet community strategic objectives of a net zero carbon future by 2050 through work with members, state agencies and industry groups.

**8 CLOSURE**

Attachment 1: AGM Association Standing Orders



**Western Australian Local Government Association  
AGM Standing Orders**

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| <p><b>1. INTERPRETATIONS</b><br/>For the purposes of these Standing Orders, if not inconsistent with the context, the following words shall have the following meanings:</p> <p><b>1.1 "Absolute Majority"</b> means:<br/>a majority of delegates of the Association whether present and voting or not.</p> <p><b>1.2 "Association"</b> means:<br/>all or any part of the Western Australian Local Government Association.</p> <p><b>1.3 "Delegate or Deputy Delegate"</b> means: those persons duly nominated, from time to time, to represent a Member Local Government at a meeting of the Association.</p> <p><b>1.4 "Deputy President"</b> means:<br/>the Deputy President for the time being of the Association.</p> <p><b>1.5 "Meeting"</b> means:<br/>an Annual or Special General Meeting of the Association.</p> <p><b>1.6 "Member Local Government"</b> means: a Local Government admitted to ordinary membership of the Association in accordance with the provisions of the Constitution.</p> <p><b>1.7 "President"</b> means:<br/>the President for the time being of the Association.</p> <p><b>1.8 "Simple Majority"</b> means:<br/>a majority of the delegates from the Association that are present and voting.</p> <p><b>2. CONDUCT OF MEETINGS</b><br/>The proceedings and business of meetings of the Association shall be conducted according to these Standing Orders.</p> | <p><b>3. NOTICE OF MEETING</b></p> <p><b>3.1 Annual General Meeting</b><br/>The Chief Executive Officer of the Association shall give at least ninety (90) days' notice of an Annual General Meeting to all Member Local Governments, advising of the closing date for submission of motions for inclusion on the agenda.</p> <p><b>3.2 Special General Meeting</b><br/>A Special General Meeting of the Association is to be held if a request is received by the Association President, in accordance with the requirements of the Association's Constitution. No business shall be transacted at a Special General Meeting other than that for which the Special General Meeting was called.</p> <p><b>3.3</b> Notice shall be given at the destinations appearing in the records of the Association. Notice will be deemed to have been delivered immediately if transmitted electronically or on the second working day after posting.</p> <p><b>4. QUORUM</b></p> <p><b>4.1</b> The Association shall not conduct business at a meeting unless a quorum is present.</p> <p><b>4.2</b> At any meeting of the Association greater than one half of the delegates who are eligible to vote must be present to form a quorum.</p> <p><b>4.3</b> The Association is not to transact business at a meeting unless a quorum is present.</p> <p><b>4.4</b> If a quorum has not been established within the 30 minutes after a meeting is due to begin then the Association can be adjourned –</p> <p>(a) by the President or if the President is not present at the meeting, by the Deputy President;</p> <p>(b) if neither the President nor Deputy President is present at the meeting, by a majority of delegates present;</p> |
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- (c) if only one delegate is present, by that delegate; or
  - (d) if no delegate is present, by the Chief Executive Officer or a person authorised by the Chief Executive Officer.
- 4.5** If at any time during a meeting a quorum is not present, the President shall thereupon suspend the proceedings of the meeting for a period of five (5) minutes and if a quorum is not present at the expiration of that period, the meeting shall be deemed to have been adjourned and the person presiding is to reschedule it for some future time.
- 4.6** Notice of a meeting adjourned because of absence of a quorum is to be given to all Member Local Governments.
- 5. MEETINGS OPEN TO THE PUBLIC**  
The business of the Association shall be open to the public except upon such occasions as the Association may by resolution otherwise decide.
- 6. ORDER OF BUSINESS**  
Unless the Association should decide otherwise, the order of business at meetings of the Association, with the exception of special meetings or an adjourned meeting, shall be as follows:
- (a) Record of attendance and apologies;
  - (b) Announcements;
  - (c) Confirmation of minutes of previous meetings;
  - (d) President’s report;
  - (e) Financial report for the financial year; and
  - (f) Consideration of Executive and Member Motions.
- 7. VOTING ENTITLEMENTS**
- 7.1** Each Member Local Government shall be entitled to be represented at any meeting of the Association.
- 7.2** Only eligible and registered delegates may vote.
- 7.3** A delegate shall be entitled to exercise one vote on each matter to be decided. Votes are to be exercised in person.
- 7.4** A delegate unable to attend any meeting of the Association shall be entitled to cast a vote by proxy.
- 7.5** A proxy shall be in writing and shall nominate the person in whose favour the proxy is given, which person need not be a delegate. Proxy authorisations shall be delivered to the Chief Executive Officer of the Association before the commencement of the meeting at which the proxy is to be exercised and shall be signed by the delegate or by the Chief Executive Officer of the Member Local Government that nominated the delegate.
- 8. SPECIAL URGENT BUSINESS**  
At any time during a meeting a delegate may, with the approval of an absolute majority, introduce a motion relating to special urgent business that calls for an expression of opinion from the meeting.
- In presenting an item of special urgent business, a delegate shall have sufficient copies of the motion in writing for distribution to all delegates present at the meeting and, where practicable, give prior notice to the President of such intention.
- 9. PRESIDENT**  
In the construction of these Standing Orders unless the context requires otherwise, the word “*President*” shall in the absence of the President include the Deputy President or the delegate chosen by resolution to preside at any meeting of the Association.
- 10. DELEGATE AND DEPUTY DELEGATE**
- 10.1** In the construction of these Standing Orders unless the context requires otherwise, the word “delegate” shall in the absence of the delegate include the deputy delegate.
- 10.2** A deputy delegate acting in the capacity of a delegate unable to attend a meeting of the Association shall exercise all rights of that delegate.
- 11. PRESIDENT TO PRESIDE**
- 11.1** The President shall preside at all meetings of the Association, but in absence of the President, the Deputy President shall preside.
- 11.2** In the absence of the President and the Deputy President, the delegates shall choose by resolution, a delegate present to preside at the meeting.
- 12. SPEAKING PROTOCOL**
- 12.1** Only registered delegates and members of the Association’s State Council shall be entitled to speak at meetings of the Association.
- 12.2** The first person that is entitled to speak at a meeting who attracts the attention of the

- person presiding shall have precedence in speaking.
- 12.3** Speakers are to use the microphones supplied.
  - 12.4** When addressing a meeting, speakers are to:
    - (a) rise and remain standing unless unable to do so by reason of sickness or disability;
    - (b) address the meeting through the person presiding;
    - (c) state their name and Local Government before otherwise speaking;
    - (d) refrain from reading comment printed in the agenda paper in support of a motion, but may identify key points or make additional comment; and
    - (e) refrain from using provoking or discourteous expressions that are calculated to disturb the peaceful current of debate.
  - 12.5** Mobile phones shall not be switched on while the meeting is in session.
- 13. DEBATE PROCEDURES**
- 13.1** A delegate moving a substantive motion may speak for –
    - (a) 5 minutes in his or her opening address; and
    - (b) 3 minutes in exercising the right of reply.
  - 13.2** Other speeches for or against motions are to be limited to 3 minutes unless consent of the meeting is obtained which shall be signified without debate.
  - 13.3** No delegate, except the mover of a motion in reply, is to speak more than once on the same motion except by way of personal explanation.
  - 13.4** As soon as the right of reply has been exercised, the motion is to be forthwith put to the vote without further comment.
  - 13.5** No discussion shall take place on any motion unless it is moved and seconded. Only one amendment on any one motion shall be received at a time, and such amendment shall be disposed of before any further amendment can be received. Any number of amendments may be proposed.
  - 13.6** The provisions of these Standing Orders applicable to motions apply mutatis mutandis to amendments, except that the mover of an amendment shall have no right of reply.
- 13.7** When a motion has been moved and seconded, the person presiding shall at once proceed to take a vote thereon unless a delegate opposes it or an amendment is proposed.
  - 13.8** No more than two delegates shall speak in succession on one side, either for or against the question before the meeting, and if at the conclusion of the second speaker's remarks, no delegate speaks on the other side, the motion or amendment may be put to the vote.
  - 13.9** Notwithstanding clause 13.7, where a composite motion is moved which embodies the core aspects of subsequent motions listed on the agenda, a delegate whose motion has been superseded shall have the opportunity to speak on the question of the composite motion before it is put.
 

Once a composite motion has been carried, no further debate shall be permitted in respect of the superseded motions.
  - 13.10** At any time during a debate, but after the conclusion of a delegate's comments, a delegate who has not spoken during the debate may move, without discussion, "that the question be now put". If that motion is seconded and carried by a majority, the question shall be submitted at once to the meeting, after the mover has replied.
- 14. QUESTIONS**  
Any delegate seeking to ask a question at any meeting of the Association shall direct the question to the President.
- 15. POINT OF ORDER**  
A delegate who is addressing the President shall not be interrupted except on a point of order, in which event the delegate shall wait until the delegate raising the point of order has been heard and the question of order has been disposed of, whereupon the delegate so interrupted may, if permitted, continue.
- 16. MOTION - SUBSTANCE TO BE STATED**  
A delegate seeking to propose an original motion or amendment shall state its substance before addressing the meeting thereon and, if so required by the President, shall put the motion or amendment in writing.

- 17. **PRIORITY OF SPEAKERS**  
If two or more delegates wish to speak at the same time, the President shall decide who is entitled to priority.
- 18. **PRESIDENT TO BE HEARD**  
Whenever the President signifies a desire to speak during a debate, any delegate speaking or offering to speak is to be silent, so that the President may be heard without interruption.
- 19. **WITHDRAWAL OF MOTION**  
A motion or amendment may be withdrawn by the mover with the consent of the meeting, which shall be signified without debate, and it shall not be competent for any delegate to speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.
- 20. **PRESIDENT MAY CALL TO ORDER**  
The President shall preserve order, and may call any delegate to order when holding an opinion that there shall be cause for so doing.
- 21. **RULING BY PRESIDENT**  
The President shall decide all questions of order or practice. The decision shall be final and be accepted by the meeting without argument or comment unless in any particular case the meeting resolves that a different ruling shall be substituted for the ruling given by the President. Discussions shall be permitted on any such motion.
- 22. **RESOLUTIONS**
  - 22.1 Except as otherwise provided in the Association Constitution and these Standing Orders, all motions concerning the affairs of the Association shall be passed by a simple majority.
  - 22.2 Any matter considered by the Association at a Special Meeting shall not be passed unless having received an absolute majority.
- 23. **NO DISCUSSION**  
Where there is no discussion on a motion, the President may deem the motion to be passed unless the meeting resolves otherwise.
- 24. **PERMISSIBLE MOTIONS DURING DEBATE**
  - 24.1 When a motion is under debate, no further motion shall be moved except the following:
    - (a) that the motion be amended;
    - (b) that the meeting be adjourned;
    - (c) that the debate be adjourned;
    - (d) that the question be now put;
  - (e) that the meeting proceed with the next item of business; or
  - (f) that the meeting sits behind closed doors.
- 24.2 Any delegate who has not already spoken on the subject of a motion at the close of the speech of any other delegate, may move without notice any one of the motions listed in clause 24.1 (b)-(f) and, if the motion is seconded, it shall be put forthwith.
- 24.3 When a debate is adjourned, the delegate who moves the adjournment shall be the first to speak on the motion when the debate is resumed unless the delegate advises of no desire to speak on the motion. Where this occurs, the President shall then call for further speakers, with the exception of those delegates who have previously spoken (unless the meeting otherwise agrees).
- 25. **RESCISSION OF RESOLUTION**
  - 25.1 **At the same meeting**  
Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may, by simple majority at the same meeting at which it is passed, rescind or alter a resolution if all delegates who were present at the time when the original resolution was passed are present.
  - 25.2 **At a Future Meeting**  
Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may rescind or alter a resolution made at an earlier meeting:
    - (a) by simple majority, where the delegate intending to move the motion has, through the Chief Executive Officer, given written notice of the intended motion to each delegate at least seven (7) days prior to the meeting; or
    - (b) by absolute majority, in any other case.
- 26. **METHOD OF TAKING VOTES**  
The President shall, in taking a vote on any motion or amendment, put the question first in the affirmative, and then in the negative and may do so as often as is necessary to enable formation and declaration of an opinion as to whether the affirmative or the negative has the majority on the voices or by a show of hands or by an electronic key pad voting system.



**27. DIVISION**

The result of voting openly is determined on the count of official voting cards and, immediately upon a vote being taken, a delegate may call for a division.

**28. ALL DELEGATES TO VOTE**

**28.1** At meetings of the Association, a delegate present at the meeting when a question is put shall vote on the question.

**28.2** Each delegate shall be entitled to exercise one deliberative vote on any matter considered.

**29. PRESIDENT'S RIGHT TO VOTE**

The President shall have a casting vote only.

**30. SUSPENSION OF STANDING ORDERS**

**30.1** In cases of urgent necessity or whilst the Association is sitting behind closed doors, any of these Standing Orders may be suspended on a motion duly made and seconded, but that motion shall not be declared carried unless a simple majority of the delegates voting on the question have voted in favour of the motion.

**30.2** Any delegates moving the suspension of a Standing Order shall state the object of the motion, but discussion shall not otherwise take place.

**31. NO ADVERSE REFLECTION ON ASSOCIATION**

A delegate shall not reflect adversely upon a resolution of the Association, except on a motion that the resolution be rescinded.

**32. NO ADVERSE REFLECTION ON DELEGATE**

A delegate of the Association shall not reflect adversely upon the character or actions of another delegate nor impute any motive to a delegate unless the Association resolves, without debate, that the question then before the Association cannot otherwise be adequately considered.

**33. MINUTES**

**33.1** The Chief Executive Officer of the Association is to cause minutes of the meeting to be kept and preserved.

**33.2** The minutes of a meeting are to be submitted to the next Annual or Special General Meeting for confirmation.

**33.3** Copies of the minutes will be supplied to all delegates prior to the meeting.

Attachment 2: Minutes of the 2023 Annual General Meeting



# **WALGA Annual General Meeting Minutes**

**Monday, 18 September 2023**

**Crown Perth**



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**Order of Proceedings**

- 2:00pm** Opening and welcome – WALGA President, Cr Karen Chappel AM JP
- 2:05pm** LGIS Address – Chief Executive Officer, Mr James Sheridan
- 2:15pm** Award Presentations
- 2:45pm** Commencement of Annual General Meeting (to follow formal Agenda)
- 5:00pm** Close of Annual General Meeting

**1. Apologies and Announcements**

*The Chair declared the meeting open at 2:45pm.*

**1.1 Record of Apologies**

- Shire of Dowerin
- Town of Mosman Park
- Shire of Williams

**1.2 Announcements**

Nil

**2. Adoption of AGM Association Standing Orders**

The Annual General Meeting Association Standing Orders were contained within the Agenda

**RESOLUTION**

**Moved:** Cr Paul Kelly, Town of Claremont  
**Seconded:** President Cr Tony Dean, Shire of Nannup

**That the Annual General Meeting Association Standing Orders be adopted.**

**CARRIED**



**3. Confirmation of Previous Minutes**

The [Minutes of the 2022 WALGA Annual General Meeting](#) were contained within the Agenda, along with a report on the action taken on the 2022 AGM resolutions.

**RESOLUTION**

**Moved: President Cr Michelle Rich**  
**Seconded: Mayor Deb Hamblin, City of Rockingham**

**That the Minutes of the 2022 WALGA Annual General Meeting be confirmed as a true and correct record of proceedings.**

**CARRIED**

**4. Adoption of Annual Report**

The [2022-2023 Annual Report](#), including the 2022-2023 Audited Financial Statements, was distributed to Members separately.

**RESOLUTION**

**Moved: Cr Paul Kelly, Town of Claremont**  
**Seconded: President Cr Moira Girando, Shire of Coorow**

**That the 2022-2023 Annual Report, including the 2022-2023 Audited Financial Statements, be received.**

**CARRIED**



**5. Consideration of Executive and Member Motions**

**5.1 Local Governments’ representation at the State Administrative Tribunal relating to planning matters within its district**

*Shire of York*

**RESOLUTION**

**Moved: President Cr Denese Smythe, Shire of York**  
**Seconded: President Cr Rosemary Madacsi, Shire of Toodyay**

**That WALGA lobby the State Government for legislative reform to enable Local Governments the automatic right to be a represented party at all State Administrative Tribunal hearings related to planning matters within its district.**

**CARRIED**

**MEMBER COMMENT**

The Shire of York acknowledges WALGA’s current position on Third Party Appeal rights for decisions made by Development Assessment Panels (DAPs). However, the Shire submits this motion requesting WALGA lobby for legislative change to enable local governments the right to be included as a Party at State Administrative Tribunal (SAT) proceedings relating to planning matters within their districts, even where the relevant DAP has been the responsible authority for considering the matter.

The Great Southern Landfill - Allawuna Farm development proposal is a key case in point. The original planning application for the landfill proposal was considered by the Joint DAP (JDAP) as required due to the cost of the development in accordance with the *Planning and Development (Development Assessment Panel) Regulations 2011*.

While the landfill proposal has been a matter of consideration since around 2011, most recently the JDAP refused the applicant’s request for an extension of time for the development to occur. The applicant subsequently applied to the SAT for a review of the JDAP’s decision.

The *Planning and Development (Development Assessment Panels) Regulations 2011* and the *State Administrative Tribunal Act 2004* do not currently enable local governments the automatic right to be included as a Party to the SAT proceedings.

Hence, although the development proposal is within the district of the Shire of York, and there are substantial impacts to the community and infrastructure should the proposal be approved, the Shire of York is currently unable to be represented at the SAT as it is not recognised as a Party. This significantly impacts the Shire’s ability to provide viewpoints on the development proposal, and the ability for the Shire to appropriately represent and act on behalf of its community. It is clear the current planning system has woeful neglect of the community in planning matters.

Local governments have an intimate knowledge of their communities and relevant planning schemes hence it is considered appropriate that local governments should have the statutory right to ‘opt out’ of such representation, as opposed to having to make special request to the SAT for inclusion as an Intervener or Joinder under Section 36 of the *State Administrative Tribunal Act 2004*.



Making such an application under Section 36 to the SAT can be at considerable cost to the local government, and while larger local governments may have legal teams on staff, small local governments rarely have the skill set within the organisation. Adherence to procurement policies and working within budget constraints may prohibit smaller local governments from participating in the SAT process, which could be of significant detriment of their communities. This is particularly important where there may be a range of short and long term environmental, bushfire, social and safety risks applicable to the development proposal the SAT is determining. In some circumstances these risks may be considered unacceptable for the community and locality.

Relying on the JDAP to appoint appropriate legal representation may jeopardise a local governments' standpoint being given proper consideration at the SAT proceedings. Enabling local governments the statutory right to be included as a Party would reduce that risk.

This scenario is not considered to be unique to the Shire of York and could affect many other local governments throughout the State, hence this Notice of Motion is presented to WALGA's AGM for consideration.

It is noted the State Government is about to undertake changes to the DAP Regulations as part of its [Planning Reform Agenda](#). The Shire of York considers this timely as any further suggestions on other changes to the system could be incorporated into WALGA's advocacy position on the Government's reforms.

#### **SECRETARIAT COMMENT**

Local Government has several responsibilities and functions under the current Development Assessment Panel (DAP) system. This includes receipting the application, undertaking the technical assessment of the proposal, writing the responsible authority report to be presented to the Panel with recommendations, and ensuring compliance of any proposal for the life of the development. Further, two Local Government Elected Members sit on all DAPs and vote on all matters.

Where the DAP makes a decision that is unsatisfactory to the proponent and they appeal the matter to the State Administrative Tribunal (SAT), the matter is managed by the Department of Planning, Lands and Heritage and the State Solicitors Office, as the DAP is a creature of the State.

Local Governments often seek to participate in such SAT matters as an interested third party. There is a strong argument for Local Government participation in such matters, as involvement of assessing officers and their understanding of the proposal and local planning framework can aid the SAT in their decision making.

The motion aligns with the intent of WALGA's [planning advocacy positions 6.3 Third Party Appeal rights and 6.4 Development Assessment Panels](#) in relation to both Third Party Appeal Rights and DAPs. While WALGA does not support the ongoing existence of DAPs, the advocacy position provides a number of recommended changes to the system that seek to address Local Government concerns and increase community involvement and transparency.



**5.2 Land Use Policy**

*Shire of Moora*

**RESOLUTION**

**Moved: President Cr Tracy Lefroy, Shire of Moora**  
**Seconded: Cr Denise Clydesdale-Gebert, Shire of Moora**

**That WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State’s productive agricultural land.**

**CARRIED**

**MEMBER COMMENT**

The future of the Australian agriculture sector holds tremendous potential, with the United Nations Food and Agriculture Organization (FAO) projecting a global population exceeding 9 billion by 2050, accompanied by a 75% increase in food demand compared to 2012. Expanding populations, especially in countries like China, Indonesia, and India, offer significant opportunities for Australia’s agricultural exports.

To harness this potential, it is vital to ensure that our agricultural sector can access the necessary land and water resources. Currently, agriculture remains the dominant land use in Australia, but its share has been declining over the years. Urbanisation, lifestyle living, mining, gas activities, and renewable technology expansion have all contributed to the reduction of productive agricultural land.

The decisions made by governments at all levels can profoundly impact the success of the agriculture sector. We must address the challenges posed by the conversion of agricultural land to other uses, such as carbon sequestration, which may hinder innovative farming practices and compromise agricultural output.

Therefore, WALGA’s commitment to preserving existing agricultural land and actively engaging in strategic land use planning is crucial. We should advocate for cohesive planning frameworks that prioritize the value of agricultural land for agricultural purposes.

**Background**

In 2005/06, approximately 59% of Australia’s land was used for agriculture, covering around 456 million hectares. However, this proportion has been declining, with about a 4% reduction between 1992-93 and 2005-06. Recent data suggests that the decline has accelerated since 2006.

Changes in land use at regional and local levels can significantly impact the agriculture sector, such as displacing agriculture entirely, reducing net productivity, limiting farming practices, and risking essential natural resources like water. This situation is further exacerbated by land conversion to carbon sequestration areas and other non-agricultural uses.

**Issue**

The Shire of Moora notes the alarming loss of Wheatbelt agricultural land due to its conversion for carbon sequestration purposes. This conversion locks significant parcels of land away for extended periods, hindering innovative farming practices and shorter-term restorative initiatives. As such, the Shire urges WALGA to commit to a comprehensive strategic approach that actively preserves existing agricultural land from further loss to unproductive uses.





Local, state and federal governments each have responsibilities and decision-making powers that influence access to land for the agriculture sector. The responsibilities and powers are largely enshrined in planning and environmental protection laws.

The Shire of Moora urges WALGA to commit to an active policy of preserving the existing agricultural land mass from further loss to unproductive uses. The Shire encourages WALGA to actively engage in a comprehensive strategic approach that promotes the value of agricultural land in land use planning and establishes cohesive planning frameworks that ensure the preservation of productive agricultural land for agricultural purposes.

#### **Call-to-Action**

The Shire of Moora urges WALGA to adopt a policy that actively preserves the existing agricultural land mass from further loss to unproductive uses. Additionally, WALGA should engage in a comprehensive strategic approach to promote the value of agricultural land in land use planning and establish cohesive planning frameworks that ensure the preservation of productive agricultural land for agricultural purposes.

By incorporating these suggested edits, your policy motion will become more focused, specific, and persuasive. It will provide a clearer picture of the issue at hand and the actions necessary to address it effectively. Feel free to make further adjustments as needed to align with your local government's preferences and requirements.

#### **SECRETARIAT COMMENT**

Land use planning in Western Australia relies on an interaction between the state planning framework and the local planning framework of each Local Government. The planning framework operates on the principle of 'higher law' where local planning frameworks will only be approved by the State where they are consistent with the objectives, principles and policy measures of the relevant state framework. Policy direction at the state level is generally broader, with the local planning framework expected to deliver state policy measures in more detail in a manner supported by community and in line with local context.

*State Planning Policy 2.5 Rural Planning (SPP2.5)* provides the basis for planning and decision-making for rural and rural living land across Western Australia. The current state planning framework supports protecting prime agricultural land. The first objective of SPP2.5 is:

*to support existing, expanded and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food;*

Further, policy measure 5.1b of SPP2.5 states:

*The WAPC will seek to protect rural land as a state resource by retaining land identified as priority agricultural land in a planning strategy or scheme for that purpose;*

The implementation of these state-wide principles occurs through the local planning framework, including the Local Planning Strategy, Local Planning Scheme and Local Planning Policies.

SPP2.5 encourages Local Governments to identify priority agricultural land in their Local Planning Strategy and, with their community, set objectives and preferred development outcomes for such locations. Such a designation would then flow into a priority agriculture zone in a Local Planning Scheme, with land use permissibility and statutory provisions in line with the principles outlined in the Local Planning Strategy. Following this, a Local Government can develop Local Planning Policies to guide discretionary decision making for proposals on priority agricultural land.



WALGA [advocacy positions 6.1 Planning Principles and 6.2 Planning Reform](#) support the ability of Local Governments to retain the ability to respond to local context and characteristics through Local Planning Frameworks.



**5.3 Transparency – Management Order Determinations**

*Shire of Carnarvon*

**RESOLUTION**

**Moved: President Cr Eddie Smith, Shire of Carnarvon**  
**Seconded: President Cr Cheryl Cowell, Shire of Shark Bay**

**That WALGA:**

1. **Advocates for Department of Planning, Lands and Heritage to consult and collaborate with Local Governments in reviewing and publishing its policies, decision making criteria, guidelines and procedures associated with the administration of management orders;**
2. **Ensure the review recognises the cost burden on local governments in managing reserves and options for supporting local governments in meeting that responsibility; and**
3. **Calls for proactive consultation and advice to Local Government management bodies.**

**CARRIED**

**MEMBER COMMENT**

The Shire of Carnarvon, like most Local Governments across the State, have many reserves it manages on behalf of the State Government. The reserve is a form of tenure over Crown Land.

The reserve is usually created for the care of land that is used for community benefit or in the delivery of government services, and local governments have accepted management orders for reserves which comes with the responsibility for the care and control of the reserve, a responsibility that comes at a cost, sometimes a significant cost to the local government.

An extract from the Department of Planning, Lands and Heritage (DPLH) website states:

*“Reserves are not usually granted for long-term economic development or for a commercial purpose or benefit.”<sup>1</sup>*

The use of the word “usually” is ambiguous and subject to interpretation. The question therefore becomes, in what circumstance are leases on reserved land appropriate for a management body to be the lessor? The Shire of Carnarvon is seeking greater transparency on when and how this clause should be applied.

The Shire of Carnarvon has had several examples where an opportunity to recoup reserve management costs via a commercial lease has been offered, but not been able to be progressed due to the stipulation that the local government cannot enter into a commercial leases for a reserve; instead the Shire has been required to relinquish the reserve, or a portion of the reserve, so that the area can be leased direct by the State to the lessee so that the State benefits financially from the lease.

The Shire of Carnarvon is seeking support for a review of that considers the cost to local government for maintaining reserves on behalf of the State and considers and provides transparency for how and

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<sup>1</sup> DPLH, (August, 2023) *Crown Land Reserves*. <https://www.wa.gov.au/organisation/department-of-planning-lands-and-heritage/crown-land-reserves>



when commercial leasing could be considered to allow local governments an opportunity to realise a financial return to reinvest into community facilities.

### **SECRETARIAT COMMENT**

A number of Local Governments have recently requested WALGA advocate for the State Government to review Management Order administration, specifically management body leasing approvals.

There have been examples of DPLH delays in resolving matters that enable new, variations to or revocation of Management Orders. The Departments website provides only limited information/guidance and does not provide management bodies (Local Governments) with access to the policies, decision making criteria, procedures and guidelines applied to the administration of Management Orders.

WALGA has been informed that DPLH, under delegated authority, is refusing some Local Government requests for new or renewed leasing of Crown Land subject to Management Orders.



**5.4 Regional and Remote Housing**

*Shire of East Pilbara*

**RESOLUTION**

**Moved: President Cr Anthony Middleton, Shire of East Pilbara**  
**Seconded: Cr Wendy McWhirter-Brooks, Shire of East Pilbara**

**That WALGA advocates to the WA State and Commonwealth Governments to address the dire shortage of affordable key worker family housing options in regional and remote towns to encourage families to live and work in regional and remote towns. Social housing is addressed at both the State and Federal levels.**

**CARRIED**

**MEMBER COMMENT**

A lack of affordable key worker housing continues to limit small business expansion and attract key workers and their families to remote and regional areas of WA.

Government does a good job addressing the supply of social housing but more investment is needed to provide housing for key workers in remote and regional areas.

Businesses and families should be encouraged to invest in our regional towns and a key part of the solution is addressing shortages in the cost of housing for workers.

**SECRETARIAT COMMENT**

A lack of affordable key worker housing is a significant barrier to economic development in many regional areas of the state. This issue was a key finding of research undertaken by WALGA last year to review WALGA's Economic Development Framework and gain contemporary information about how Local Governments in Western Australia support economic development which involved a survey of Local Governments and a series of focus group discussions which also identified barriers and challenges for the sector.

The State Government allocated \$61.6 million in additional funding for the Government Regional Officer Housing (GROH) Program in the 2023-24 State Budget to add new supply and refurbish existing homes to assist with the attraction and retention of key workers in regional areas. WALGA is advocating for the State Government to work with Local Governments on the delivery of this investment to ensure it does not further tighten the housing market in regional WA. The Department of Communities will also spend \$1.1 million to undertake a comprehensive review and reform of the GROH program.

In recent months, State Council approved WALGA's 2023-24 Budget, which included an additional resource to progress the economic development policy agenda. Issues related to housing will be a priority for this new role. The new role is expected to commence in October 2023.



**5.5 Proposed New WALGA Constitution**

*Executive Motion*

**VOTING REQUIREMENT: SPECIAL MAJORITY**

*Amendments to the Constitution require endorsement by a Special (75 percent) Majority of Members at a General Meeting, whether present and voting or not.*

**MOTION**

**Moved:** Mayor Rhys Williams, City of Mandurah  
**Seconded:** President Cr Stephen Strange, Shire of Bruce Rock

**That a new WALGA Constitution giving effect to an alternate governance model be adopted, as per the attached.**

**LOST**

**Executive Summary**

- On [5 July](#), a special majority of State Council resolved to put two items to Members at the 2023 WALGA Annual General Meeting (AGM):
  1. To consider a new Constitution to give effect to an alternate governance model; and
  2. To amend the existing Constitution to retain the current governance model with some necessary changes.
- This is the first item, which considers a new Constitution to give effect to an alternate governance model for WALGA as per the [Best Practice Governance Review Final Report](#).
- The alternate governance model would establish a new Board above the existing State Council and Zone structure.
- Membership of the Board would be drawn from State Council representatives, as well as the option to appoint up to 3 ‘independent’ Members.
- The Board would be responsible for the overall governance of WALGA, including financial oversight and strategic direction.
- The role of State Council under the new model would primarily be focused on policy development and advocacy priorities.

**Attachment**

- [Proposed New WALGA Constitution](#)

**Background**

In March 2022, State Council commissioned the Best Practice Governance Review and appointed a Steering Committee to oversee the Project.

Following the endorsement of a set of Governance Principles by Members at the [2022 Annual General Meeting](#) (AGM), the Steering Committee put forward a [Consultation Paper](#) for feedback from Members. Informed by the Governance Principles, the Paper detailed five possible model options for WALGA’s governance structure (including the Current Model).

A total of 99 Council-endorsed submissions were received in response to the model options. After considering both the submissions received and results of independent research conducted with the sector, the Steering Committee produced its [Final Report](#) and recommendation to State Council in February 2023.



At the meeting on [1 March](#) this year, State Council resolved that:

1. *The Best Practice Governance Review Stage 3 Final Report be received;*
2. *The proposed changes to WALGA’s governance structure as per the revised Model 1, detailed in the Stage 3 Final Report, be noted;*
3. *Members be engaged on the detail of the model and a Final Report be presented to the May 2023 State Council meeting for consideration;*
4. *Any recommendation to the 2023 AGM include Option 5 as the Current Model and Option 1 as an alternative to the Current Model; and*
5. *Subject to points 1, 2, 3 and 4 above, constitutional changes be developed for consideration by State Council.*

As per point 3 above, feedback was subsequently sought from Members in relation to the proposed alternate model.

A further report detailing the feedback was presented to State Council at its last meeting on [3 May](#). At that meeting, State Council resolved to receive the report, and that:

- Two sets of constitutional changes be developed for consideration by State Council at the July 2023 meeting to be put to the 2023 Annual General Meeting, that:*
- a. *Give effect to the revised Model 1, as per the Best Practice Governance Review Final Report; and*
  - b. *Refine the current constitution to address inconsistencies and other issues while maintaining the current governance model.*

As per the resolution above, two versions of the Association Constitution were presented to State Council for consideration at the meeting on 5 July:

1. The first being a new Constitution, giving effect to an alternate governance model, as per the [Best Practice Governance Review Final Report](#); and
2. The second being a marked-up version of the current Constitution, which retains the current governance model of WALGA, with necessary changes.

State Council [resolved](#) by special majority to put both versions to Members for consideration at the 2023 AGM.

**Comment**

This item (recommending a new Constitution to give effect to the alternate model) will be presented first, as only one version of the Constitution can be endorsed. If this item does not receive 75 percent approval from Members, the next item (recommending amendments to the *current* Constitution but otherwise maintaining the current governance model) will be presented.

If this item (for a new Constitution) is successfully passed by a special majority of Members, the second item will not be put to the vote.

Amendments to the Constitution require endorsement by a special (75 percent) majority at State Council, as well as a 75 percent majority of Members at a General Meeting.

Assistance was provided by legal firm, Jackson McDonald, in preparing the new constitution for the alternate model.



The following provides a summary of the governance structure under the alternate model, as established by the proposed new WALGA Constitution:

Body	Composition and Term	Role
<b>Board</b>	<p>Minimum of 8 up to a maximum of 11 Board members:</p> <ul style="list-style-type: none"> <li>• President of State Council</li> <li>• Deputy President of State Council</li> <li>• 6 members elected from and by State Council members (3 from Metropolitan; 3 from Country)</li> <li>• Up to 3 ‘independent’ members appointed by the Board for their skills which can include Elected Members. State Council members are not eligible.</li> </ul> <p>Board members elected for a 2 year term; maximum Board Tenure Limit is 8 years (4 terms).</p> <p>The President and Deputy President is limited to 2 terms, maximum limit of 4 years. This maximum is in addition to the Board Tenure Limit, which means a person serving as President or Deputy President (or both) could be a Board member for up to 16 years.</p>	<p>The President is the Chair and the Deputy President is the Deputy Chair.</p> <p>The Board is responsible for the overall governance of WALGA, strategic direction, financial oversight, approving the annual budget, appointing the CEO etc.</p> <p>The Board must consult with State Council before changing boundaries of the Constituencies and/or allocating Ordinary Members to Zones and Constituencies.</p> <p>All Board members have a deliberative vote and it makes decisions by simple majority vote, except to change the powers of the Association, or representation or voting rights on State Council or the number of Zones, which requires an Absolute Majority decision of both the Board and State Council. Amending the Constitution requires a Special Majority decision of the Board, before being put to Members. The Board will meet at least 6 times per year.</p>
<b>State Council</b>	<p>26 State Council members:</p> <ul style="list-style-type: none"> <li>• The President elected from and by the 24 State Council Representatives (Ex officio).</li> <li>• 12 elected by and from Metropolitan Zones</li> <li>• 12 elected by and from Country Zones</li> <li>• The President of Local Government Professionals Australia WA (Ex-officio) – does not have a right to vote.</li> </ul> <p>The Deputy President is elected from amongst and by the 24 State Council members from the alternative constituency to the President. (That is, if the President is from a Metropolitan Zone, the Deputy will be elected from the 12 Country Zone representatives).</p> <p>Once the President is elected, the Zone that they were elected to represent, appoints a replacement to State Council.</p> <p>The primary State Council members elected by the Zones are the primary State Council members, the deputies may attend the State Council meetings and vote if the primary representative is unable to attend. Only primary State Council members are eligible to be elected to the Board.</p>	<p>The President chairs State Council meetings but does not have a deliberative vote (has a casting vote).</p> <p>State Council elects the President, Deputy President and members to the Board.</p> <p>State Council considers matters referred to it by the Board for consultation or approval. State Council decisions are made by voting as per the current process.</p> <p>State Council will meet at least 3 times per year.</p> <p>State Council and the Board composition is based upon the principle that there should be equal representation from both Constituencies.</p>





WALGA

	<p>State Council members are not eligible to be appointed as an independent Board member.</p> <p>State Council members are elected for a two year term. There is no tenure limit for State Council members.</p>	
<p><b>Zones</b></p>	<p>There are:</p> <ul style="list-style-type: none"> <li>• 5 Metropolitan Zones; and</li> <li>• 12 Country Zones.</li> </ul> <p>The boundaries of the Zones (i.e. Metropolitan v Country) are determined by the Board (in consultation with State Council) and documented in the Corporate Governance Charter.</p> <p>The Zones comprise of representatives from Ordinary Members as determined by the Board (in consultation with State Council).</p> <p>The number of Zones and the number of representatives that may be elected by a Zone to State Council are determined by an Absolute Majority decision of both the Board and State Council.</p>	<p>The Zones elect members to State Council, as follows:</p> <ul style="list-style-type: none"> <li>• Each Country Zone elects one primary representative and one deputy representative to State Council.</li> <li>• In the Metropolitan constituency:             <ul style="list-style-type: none"> <li>○ The North Zone elects 3 primary representatives and a deputy for each to State Council.</li> <li>○ The South Zone elects 3 primary representatives and a deputy for each to State Council.</li> <li>○ The other 3 Zones each elect 2 primary representatives and a deputy for each to State Council.</li> </ul> </li> </ul>



**5.6 Proposed Amendments to WALGA’s Constitution**

*Executive Motion*

**VOTING REQUIREMENT: SPECIAL MAJORITY**

*Amendments to the Constitution require endorsement by a Special (75 percent) Majority of Members at a General Meeting, whether present and voting or not.*

**MOTION**

**Moved:**       **President Cr Phil Blight, Shire of Wagin**  
**Seconded:**   **Cr Chris Mitchell, Shire of Broome**

**That the WALGA Constitution be amended to retain the current governance model but with necessary changes, as per the attached mark-up.**

**LOST FOR LACK OF A SPECIAL MAJORITY**

**Executive Summary**

- On [5 July](#), a special majority of State Council resolved to put two items to Members at the 2023 WALGA Annual General Meeting (AGM):
  1. To consider a new Constitution to give effect to an alternate governance model; and
  2. To amend the existing Constitution to retain the current governance model with some necessary changes.
- This is the second item, which proposes amendments to the existing Constitution to make some necessary changes whilst still retaining the current governance model.
- The proposed changes are intended to address inconsistencies that have emerged after several rounds of amendments since the Constitution was first adopted by WALGA in 2001.

**Attachment**

- [WALGA Constitution – Proposed Amendments Mark-Up](#)

**Background**

In March 2022, State Council commissioned the Best Practice Governance Review and appointed a Steering Committee to oversee the Project.

Following the endorsement of a set of Governance Principles by Members at the [2022 Annual General Meeting](#) (AGM), the Steering Committee put forward a [Consultation Paper](#) for feedback from Members. Informed by the Governance Principles, the Paper detailed five possible model options for WALGA’s governance structure (including the Current Model).

A total of 99 Council-endorsed submissions were received in response to the model options. After considering both the submissions received and results of independent research conducted with the sector, the Steering Committee produced its [Final Report](#) and recommendation to State Council in February 2023.

At the meeting on [1 March](#) this year, State Council resolved that:



1. *The Best Practice Governance Review Stage 3 Final Report be received;*
2. *The proposed changes to WALGA's governance structure as per the revised Model 1, detailed in the Stage 3 Final Report, be noted;*
3. *Members be engaged on the detail of the model and a Final Report be presented to the May 2023 State Council meeting for consideration;*
4. *Any recommendation to the 2023 AGM include Option 5 as the Current Model and Option 1 as an alternative to the Current Model; and*
5. *Subject to points 1, 2, 3 and 4 above, constitutional changes be developed for consideration by State Council.*

As per point 3 above, feedback was subsequently sought from Members in relation to the proposed alternate model.

A further report detailing the feedback was presented to State Council at its last meeting on [3 May](#). At that meeting, State Council resolved to receive the report, and that:

- Two sets of constitutional changes be developed for consideration by State Council at the July 2023 meeting to be put to the 2023 Annual General Meeting, that:*
- a. *Give effect to the revised Model 1, as per the Best Practice Governance Review Final Report; and*
  - b. *Refine the current constitution to address inconsistencies and other issues while maintaining the current governance model.*

As per the resolution above, two versions of the Association Constitution were presented to State Council for consideration at the meeting on 5 July:

1. The first being a new Constitution, giving effect to an alternate governance model, as per the [Best Practice Governance Review Final Report](#); and
2. The second being a marked-up version of the current Constitution, which retains the current governance model of WALGA, with necessary changes.

State Council resolved by special majority to put both versions to Members for consideration at the 2023 AGM.

### **Comment**

This item (recommending amendments to the *current* Constitution but otherwise maintaining the current governance model) will only be presented to Members if the first item (recommending a new Constitution to give effect to the alternate model) does not receive 75 percent approval from Members.

If the first item (for a new Constitution) is successfully passed by a special majority of Members, this item will not be put to the vote.

Amendments to the Constitution require endorsement by a special (75 percent) majority at State Council, as well as a 75 percent majority of Members at a General Meeting.

The proposed amendments to the Constitution under this item will provide necessary changes, but otherwise retain the current governance model. The proposed changes are intended to fix inconsistencies that have emerged after several rounds of amendments since the Constitution was first adopted in 2001, as well as to address some potential issues that have been raised by State Council.

- There are several proposed amendments to the definitions contained in clause 2 Interpretation. In particular:
  - the inclusion of new definitions for "General Meeting", "Ordinary Meeting" and "Special Meeting"; and



- the refinement of the current definitions for “Constituency”, “Country Constituency” and “Metropolitan Constituency” to move away from defining boundaries by way of the Metropolitan Region Planning Scheme.
- The deletion of clause 9(2) in light of clause 12(2)(b), which empowers State Council to decide the “allocation or change in allocation of any representation or voting rights on the State Council”, rather than Members. Similarly, clause 14(3) to be amended to again empower State Council to decide the number of Zones, rather than the Members at a General Meeting.
- A new reason for disqualification has been included in clause 22(k) that refers to a State Councillor, Deputy State Councillor, President or Deputy President vacating their office once they become a candidate for election to a State or Federal Parliament “on or after the date the election writ is issued”. This addition was prompted by State Council discussions in [September 2021](#) which resulted in similar changes to the Corporate Governance Charter.
- The deletion of clause 33(1)(c) as it deals with a non-Constitutional topic.
- In Schedule One, the meaning of subclause (f) was unclear and so has been deleted.
- The Register of Delegate Powers, Authorities, Discretions and Duties in Schedule Two has been amended to only include those powers as referred to in the Constitution, with those other powers to be captured in the Corporate Governance Charter.
- Finally, there has been a general tidy up of defined terms throughout the Constitution (that is, terms that are defined in clause 2 and require capitalisation).



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## 6. Closure

*Upon the completion of business, the Chair declared the meeting closed **3:24pm**.*

**Attachment 3: Action Taken on Resolutions of the 2023 Annual General Meeting**

Resolution	Comment/Update
<p><b>5.1 Local Governments' representation at the State Administrative Tribunal relating to planning matters within its district</b></p> <p><b>That WALGA lobby the State Government for legislative reform to enable Local Governments the automatic right to be a represented party at all State Administrative Tribunal hearings related to planning matters within its district.</b></p>	<p>The Environment Policy Team met on 16 February 2024 and resolved to:</p> <ol style="list-style-type: none"> <li>Note the 2023 AGM resolution, that WALGA lobby the State Government for legislative reform to enable Local Governments the automatic right to be a represented party at all State Administrative Tribunal hearings related to planning matters within its district.</li> <li>Note that the resolution is consistent with the intent of WALGA Advocacy Position <i>6.3 Third Party Appeal Rights</i> and <i>6.4 Development Assessment Panels</i>.</li> <li>Request that WALGA continue to pursue advocacy consistent with these positions as part of the Planning reform process.</li> </ol> <p>The right for Local Governments to be a represented party at all State Administrative Tribunal hearings related to planning matters within its district is supported in principle by the WALGA Secretariat. This will be considered as part of the review of the DAP Advocacy Position commencing in September 2024.</p>
<p><b>5.2 Land Use Policy</b></p> <p><b>That WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.</b></p>	<p>This resolution was referred to the WALGA People and Place Policy Team in December 2023. A suite of three related policy positions were considered by a joint meeting of the WALGA Environment and Infrastructure Policy Teams on 10 July 2024.</p> <p>State Council endorsed the following positions on 4 September 2024 (Agenda Items 8.2, 8.3 and 8.4):</p> <p><b><i>Energy Transition Engagement and Community Benefit Framework</i></b></p> <p><i>It is essential that the energy transition currently underway delivers economic opportunities, ensures reliable and affordable electricity, and the greatest possible benefits for the community.</i></p>

	<p><i>WALGA calls on the State Government to develop a comprehensive framework to manage the impact of the energy transition that includes local engagement and the realisation of local community benefits from energy transition projects as a priority.</i></p> <p><b>Renewable Energy Facilities</b></p> <p><i>The growth in the number, size, and complexity of renewable energy facilities across Western Australia is expected to continue as energy generation and other traditional industries de-carbonise their facilities and operations. The renewable energy state planning framework requires changes to ensure it is fit for purpose to guide the ongoing development of this sector.</i></p> <p><i>WALGA calls on the State Government to:</i></p> <ol style="list-style-type: none"> <li><i>1. Adopt a new State Planning Policy for renewable energy facilities, to replace the existing Position Statement: Renewable energy facilities, that:             <ol style="list-style-type: none"> <li><i>a. Facilitates the orderly development of renewable energy facilities across Western Australia;</i></li> <li><i>b. Outlines the key planning and environmental considerations, for the location, siting, design and operation of renewable energy facilities and their associated infrastructure;</i></li> <li><i>c. Provides a framework that clearly stipulates the minimum required documentation and technical reports that need to be submitted with proposals for renewable energy facilities;</i></li> <li><i>d. Supports the development of Local Planning Policies by Local Governments to further guide locally appropriate planning consideration of renewable energy facilities;</i></li> <li><i>e. Provides a clear relationship with:                 <ol style="list-style-type: none"> <li><i>i. State Planning Policy 2.5 - Rural planning and Development Control Policy 3.4 - Subdivision of rural land, to ensure planning decisions adequately balance the need to protect and</i></li> </ol> </i></li> </ol> </i></li> </ol>
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	<p><i>preserve rural land for rural purposes;</i></p> <p><i>ii. State Planning Policy 2.4 - Planning for Basic Raw Materials to ensure proposals for renewable energy facilities consider their impact on basic raw material supply at the earliest stage of the planning process; and</i></p> <p><i>iii. State Planning Policy 2.9 - Planning for Water to ensure water resources impacted by renewable energy facilities are identified and adequately managed.</i></p> <p><i>f. Includes policy measures to address:</i></p> <p><i>i. possible negative impacts on or alienation of productive agricultural land;</i></p> <p><i>ii. their proximity to lot boundaries with particular attention to potential negative, impact on town sites and sensitive land uses;</i></p> <p><i>iii. potential negative impacts on airport operations;</i></p> <p><i>iv. their appropriateness in the 'General Industry' zone and impacts and suitable location on heavy industry sites;</i></p> <p><i>v. the need for local engagement and the realisation of community benefits from the development of renewable energy facilities.</i></p> <p><i>2. Review the definition of 'renewable energy facility' considering the increasing size and scope of facilities and consider creating definitions based on the scale of the facility (Utility-scale and other), and the form of facility (solar energy and wind energy).</i></p> <p><i>3. Provide guidance to Local Governments on the consideration of green hydrogen production facilities on rural land where it is an incidental use to a renewable energy facility.</i></p> <p>WALGA is advocating to State Government <b>Priority Agriculture</b></p>
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	<p>WALGA calls on the State Government to:</p> <ol style="list-style-type: none"> <li>1. Amend the Planning and Development (Local Planning Schemes) Regulations 2015 to:             <ol style="list-style-type: none"> <li>a. Create a new model zone under Schedule 1, Part 3, Clause 16 for land identified as high quality agricultural land known as the 'Priority Agriculture' zone, with the following objectives:                 <ol style="list-style-type: none"> <li>i. to retain priority agricultural land for agricultural purposes; and</li> <li>ii. limit the introduction of sensitive land uses which may compromise existing, future and potential agricultural production.</li> </ol> </li> <li>b. Define 'Priority Agriculture' zone under Schedule 2, Part 1, Clause 1 to align with the definition provided in State Planning Policy 2.5 – Rural planning.</li> </ol> </li> <li>2. Review the areas which have been identified by the Department of Primary Industries and Regional Development as high quality agricultural land and expand the extent of mapping to address the whole of Western Australia.</li> <li>3. Undertake a 'health check' of State Planning Policy 2.5 - Rural planning and Development Control Policy 3.4 - Subdivision of rural land, in consultation with relevant stakeholders.</li> </ol> <p>These positions are included in <a href="#">WALGA's 2025 State Election Priorities Platform</a> and have been raised in meetings with the Minister for Energy and the Premier.</p>
<p><b>5.3 Transparency – Management Order Determinations</b></p> <p><b>That WALGA:</b></p> <ol style="list-style-type: none"> <li>1. <b>Advocates for Department of Planning, Lands and Heritage to consult and collaborate with Local Governments in reviewing and publishing its policies, decision making criteria, guidelines and</b></li> </ol>	<p>This item was considered by State Council at its December 2023 meeting (Agenda item 7.2).</p> <p>The following Advocacy Position was endorsed:</p>

<p>procedures associated with the administration of management orders;</p> <p>2. Ensure the review recognises the cost burden on local governments in managing reserves and options for supporting local governments in meeting that responsibility; and</p> <p>3. Calls for proactive consultation and advice to Local Government management bodies.</p>	<p><b><i>Crown Land and Management Order Administration - Land Administration Act 1997</i></b></p> <p><i>WALGA advocates to the Department of Planning, Lands and Heritage (DPLH) to:</i></p> <ol style="list-style-type: none"> <li>1. <i>Apply the following principles when dealing with matters affecting Local Government's role in managing Crown land:</i> <ol style="list-style-type: none"> <li>a. <i>Local Government is an equal partner with State Government in managing, developing and administration of Crown land for community benefit.</i></li> <li>b. <i>Local Government should be provided timely advice and consulted where State Government proposals impact management of or investment in Crown land.</i></li> <li>c. <i>Ensure timely communication with Local Government where DPLH intends to challenge an intention to levy leasing or land use revenues under a power to lease arrangement.</i></li> <li>d. <i>Decision-making criteria, policy and procedure transparency contributes to whole of government efficiency, effectiveness and accountability.</i></li> </ol> </li> <li>2. <i>Publish the policies and procedures that underpin decision making regarding:</i> <ol style="list-style-type: none"> <li>a. <i>Establishing, varying or revoking management orders.</i></li> <li>b. <i>Leasing Crown land or facilities, subject to a management order.</i></li> <li>c. <i>Decision review where a management body or proponent lessee is dissatisfied with a decision or process.</i></li> </ol> </li> </ol>
<p><b>5.4 Regional and Remote Housing</b></p> <p><b>That WALGA advocates to the WA State and Commonwealth Governments to address the dire shortage of affordable key worker family housing options in regional and remote towns to encourage families to live and work in regional and remote towns. Social housing is addressed at both the State and Federal levels.</b></p>	<p>WALGA continues to advocate for State Government to address the critical shortage of housing in Western Australia, especially for regional and remote locations. This issue is identified as a priority in the <a href="#">WALGA 2025 Election Platform</a>.</p> <p>Following WALGA advocacy and feedback from State Council to the Department of Communities Deputy Director General, Housing and Assets at the 10 July 2024</p>

	<p>State Council Strategic Forum, the Department of Communities has:</p> <ul style="list-style-type: none"> <li>• undertaken to conduct a workshop to discuss options to introduce flexibility to the Government Regional Officer Housing Program parameters,</li> <li>• asked for Local Government feedback on opportunities to optimise partnership opportunities with Local Government that make capital investment in housing supply viable, and</li> <li>• <a href="#">opened a Local Government Call for Submissions for social and affordable housing and key worker accommodation</a> on Monday 2 September.</li> </ul> <p>The Director of the Housing Supply Unit within the Treasury presented at the September 2024 Strategic Forum and acknowledged the challenges faced by regional Local Governments including demand for GROH housing and challenges with headworks.</p>
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**ITEM 13     MATTERS FOR CONSIDERATION – HEALTH & BUILDING**

*No matters for consideration*

**ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES****14.1 Worksafe Inspection - Tuesday 30th July 2024**

<b>Responsible Officer</b>	Natalie Ness, Chief Executive Officer
<b>Reporting Officer</b>	Sarah Caporn, Executive Manager, Works & Services
<b>Attachments</b>	Nil
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

Mr Jesse Blackburne, a WorkSafe Inspector appointed under *Section 156 of the Work Health and Safety Act 2020* attended and inspected the Shire of Quairading Works Depot and Waste Management Facility on Tuesday 30<sup>th</sup> July.

Our Shire was not specifically targeted as having any concerns; Worksafe are implementing an overarching programme to improve WHS activities within all WA Local Governments and will be focusing on high risk areas such as Works Depots and Waste Facilities.

There were five Improvement Notices issued to the Shire and a response was needed by 20<sup>th</sup> September.

For Council's information these were:

**1. Drill press in workshop needs a guard –**

*This press was purchased with the refurbishment of the Depot in 2016. Unfortunately, the manufacturer didn't install a guard when it was built so the EMWS must seek aftermarket option. It's not a piece of equipment that's used often – in fact we can't remember it being turned on in the last two years that Sarah has spent at the Depot. Easily available guards won't fit our machine, and our first order was cancelled by the supplier so we are still seeking a source for this item. Item in progress.*

**2. Safety Data Sheets need to be compiled for all hazardous chemicals –**

*This applied to both hazardous cleaning and gardening supplies. Our Depot Admin Officer has now completed a SDS file for both areas and an SDS for all the hazardous chemicals contained there. Item complete.*

**3. Containment Bunding needed for our chemical storage –**

*Bunding has been ordered, picked up and installed. Item complete.*

#### 4. Fall prevention barrier required at Tip drop off –

*It was actually really good to get some clarification around this matter and what was needed to meet WorkSafe requirements. The drop off bays have an approximately 1-1.2m fall. We found and ordered exterior grade retractable barriers to alert people to the fall hazard at Waste Site. They will fit onto the existing bollards and will be extended when the Waste Site is open to the public and retracted when it's not. They can also be retracted when the bay is in use so they won't impede the delivery of rubbish like a hard fence would be. Item complete.*



#### 5. Better management of major hazards of compressed gas and lithium batteries –


*Certification of the large Depot air compressor, mobile unit on Q661 and the tank on the Squirrel cherry picker was completed by Compressed Air Installations WA on Tuesday 3<sup>rd</sup> September. Item complete.*

*Delivery of lithium batteries to the Waste Site is a matter of public education. The EMWS work with the EMED and Shire's Communication Officer to support the State Government campaign alerting the public that these should not be disposed of via street bins. Ideally, staff will separate them out and send for recycling with our existing E-Waste collection service 'Tidy Up'. Staff are also progressing a Quairading Waste Site information booklet. Item in Progress.*

With many of these items now rectified or in progress, the EMWS has responded to WorkSafe on each Improvement Notice and await their approval of the progress.

The EMWS was gratified with commitment shown by Council and the improvements the Shire has made with regards to our WHS matters and that this was a short list of achievable items needing rectification. The inspection was also a wonderful opportunity for Works staff to undertake a massive tidy up and sort out in the workshop, so it was a pleasing result for everyone.

## 14.2 Update on Works & Services Programme

<b>Responsible Officer</b>	Natalie Ness, Chief Executive Officer
<b>Reporting Officer</b>	Sarah Caporn, Executive Manager, Works & Services
<b>Attachments</b>	1. Roads Not Graded 2023, updated to 20 Sept 2024 <a href="#">↓</a> 
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

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### OFFICER RECOMMENDATION

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

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### IN BRIEF

- Preparation works are underway for road construction season.
- Gardens are busy commencing projects and mowing spring flush.
- Plant and training tasks are progressing.

### MATTER FOR CONSIDERATION

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

### PROJECT UPDATES

#### Construction:

**Winter Maintenance:** The winter maintenance programme continues. Earthstyle have now finished grading the unsealed end of Cubbine Road, east of the Quairading-Cunderdin Road, following the Shire filling major potholes in the gravel. Quairading Earthmoving continued into the Dulbelling area and is working towards South Caroling. Like the majority of farming businesses, one more rain would be ideal to give a bit more moisture into the road and get a nice cut and seal on these roads. The Shire has been training our new operators this season and they are finally at the point of being able to split and work independently. One grader will continue working back towards town north of the Quairading-Bruce Rock Road and one south. An update on the list of roads not completed in Winter 2023 is provided as Attachment 1 for Council's reference.

The Rural Road Spraying programme is now also complete. We achieved 100% of roads this year where we normally only focus on the sealed network. The spray ute is now focusing on vacant blocks and open areas around the Quairading and Dangin townships.

Potholing continues as needed. We are moving away from the cold mix asphalt bags (our preferred repair material) and going back to bitumen emulsion with aggregate. We have also recently received our shipment of 10mm Crack Mat which we'll trial on those serial spots.

**2024/25 projects*****Regional Road Group:***

As Council are aware, the proposed sections of Regional Roads Group construction are 2.12km on Quairading-Bulyee Road (SLK 7.58 to 9.70) and 2km on the Old Beverley Rd East (SLK 7.12 to 9.12) utilising both RRG and LRCI funding.

Samples of the existing material have now been taken and we are awaiting results to ensure the correct additives are included. The Request for Quotes will need to be prepared and circulated via the WALGA Preferred Supplier panel to secure contractors very soon.

Gravel will be sourced from the Hammonds Hill pit for both projects as it's currently the best gravel the Shire can access. The EMWS has been working to secure more gravel sources and has a couple of new pits to test. We tested pits off Toapin and Hayes Roads with the road samples but with a CBR or strength ratio of 50% (Main Roads specifications won't allow anything under 80% to be used in road construction), things are not looking promising. The partial size distribution was missing the finer materials which binds the gravel together once wet. The EMWS will explore how some further samples respond to added cement or crushing to create those fines as well as angular stones for improved compaction and therefore strength in the road.

***Reseals:***

During 2024/25, there are two sections of sealed roads scheduled for resealing within the townsites – Walker St in Quairading and Dangin Tce in the Dangin townsite. Walker St works will also include gravel fill in front of the Shire's Top Yard gates in Loudon St. The scope will be included within the sealing Request for Quote with the two sections of RRG construction to minimise mobilisation costs.

***Unsealed Roads – Gravel Resheets:***

Gravel resheets are planned for Andrews Road (SLK 0.00 – 2.00) and Cubbine Road (SLK 29.42 to 32.00). As mentioned above, sourcing adjacent gravel is going to be a key component to ensuring minimised cartage costs. These will be scheduled after the main construction is completed, likely March/April 2025.

***Footpaths:***

The footpath project for the Medical Centre access in McDonald Street is now completed.





**Grounds & Gardens:**

**Sportsgrounds:** The Oval was mowed and swapped over from Winter Sports across to hosting the QDHS Sports Carnival with the addition of some long jump pits. With the weather warming up, irrigation will be turned on and checked in the coming week or so. Procurement is also completed for the cricket net fencing with CAI Fencing engaged for both the cricket and Waste Site projects.

**Townsite Maintenance:** Gardens staff have been navigating a strong spring flush to slash and whippersnip reserves and Shire-managed blocks around town ahead of the fire season. It was looking glorious for about five minutes before the next round of zinnias appeared. Our staff will persevere! Mowing and weeding continues to be also a major component of work in the main street precinct.

**Waste Site:** Waste site continues to operate well with many positive comments received from residents. Weather conditions have not been kind for staff to undertake any sort of burn for the green waste so that remains pending. The bulk collection seems to have been well received by the community with many households participating in the opportunity in both Quairading and Dangin.

With the EMWS focus on project managing the roadworks and major plant purchase, operations of the Containers for Change Refund Point has not been progressed other than we have a new dedicated attendant. Things are typically busier in the lead up to Christmas, so we'll continue with a weekend junior for additional support for the time being.

**Caravan Park:** Our order of a coin operation unit for the existing washer and a new guest dryer is complete. The new dryer has arrived and has already been installed at time of writing.

**Properties & Projects:**

**Parker House** – As per a verbal report at the last Council meeting, the landscaping at Parker House is now completed and it looks great! What a difference some trimming of existing trees and defining the garden beds makes. We have approximately \$8,000 of budget remaining so it is suggested we utilise this on some garden spinners and bench seating.



[Ornament – Wind Spinner Grevillea - Bronze - Guildford Garden Centre](#)

**Other Property Updates** - Sandy Smith has visited Quairading to measure for new blinds in the Medical Centre, in particular the Consulting Rooms; CRC Coordinators Office and a replacement for a front window blind at 7 Edwards Way.

We had a major leak in the Gillet St units and the hot water service. Given the age of the building, pipes were allowed to run through the floors of the showers. Unit 4 had a hot spot on the floor and no hot water coming through pipes for any tenants. This has now been dug up and repaired – we even still had some of the original tiles in the shed to repair the U4 shower pan.

The water submeters have now been installed for tenants at Arthur Kelly Village. They have each received notification of water expense charges being added to their tenancy agreements.

**Plant Updates:**

The second tipper truck, a UD CW 26 460, has now arrived and is the new favourite of the Works team.



Officers have also progressed procurement of a 90HP gardens tractor with a New Holland T5S.90 the preferred make and model, supplied by McIntosh & Son in Cunderdin. It's due for delivery next week and should have arrived in the Shire at the time of the Council meeting.

The Request for Tender for the smooth drum roller and grader has been presented to suppliers via the WALGA Preferred Supplier programme and the preferred supplier and officer evaluation is anticipated for the October OCM.

**Training Updates:**

Our two Supervisors have just completed 2-days of Project Management Essentials training with LG Professionals.

The 3-day Basic Traffic Controller and Traffic Management registered units have been booked for those staff needing the ticket (along with some from surrounding Shires) for the first week of October.

Works staff will complete the Bush Fire Safety Awareness training on Monday 7<sup>th</sup> October.

Our Supervisor of Grounds and Gardens along with one of our Plant Operators will complete their HR truck licences next week ahead of the summer construction period.

**ENVIRONMENT**

*Local Government Act 1995*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

All programmes are currently costed within the 2024/25 Annual Budget and remain within their current allocations.

**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	<p>Moderate</p> <p><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></p>
Health	N/A
Reputation	<p>Medium</p> <p><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></p>
Operations	<p>Medium</p> <p><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></p>
Natural Environment	N/A

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

**COMMENT**

Nil.

### Roads Not Graded in Winter 2023

Road Name	Length	Date completed in 2024
Black	4.2	26/08
Bond	5.47	22/07
Brighthouse	2.9	17/07
Dall	2.9	
Dangin South	7.2	13/09
Harvey	1.18	16-17/07
Hayes East	5.63	20/09
Haythornthwaite	2.74	11/07
Heal	2.57	
Horsley	5.8	24-25/07
Old Yoting	9.23	
Pannell	4.10	5/06
Robb Lane	4.51	3/08
Shenton	5.15	
Simpson	2.97	30/07
Solomon	15.26	
Solomon South	5.31	closed due to flooding
Stacey Bus	2.46	
Stones	8.76	29/07
Sunny Vale	3.19	
Wamenusking	13.57	22-24/07
Wamenusking East	7.62	06/08
Yacklin	8.43	10/09
Yoting South	14.42	

**ITEM 15    MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY**

*No matters for consideration*

**ITEM 16 URGENT COUNCILLOR'S BUSINESS**

**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 31 October 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 \_\_\_\_\_ pm.