

Ordinary Council Meeting

Notice of Meeting | 25th May 2023

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on 25th May 2023 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



Nicole Gibbs
CHIEF EXECUTIVE OFFICER
Date: 19 May 2023

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

Council Officers

Ms NJ Gibbs	Chief Executive Officer
Ms SE Caporn	Executive Manager, Works & Services
Ms T Brown	Executive Manager, Corporate Services
Ms BJ Hadlow	Executive Officer

Observers/Visitor

Nil

Apologies

Ms NJ Ness	Executive Manager, Economic Development
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Leave of Absence Previously Granted

Nil

ITEM 3 PUBLIC QUESTION TIME

No matters for consideration

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

No matters for consideration

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

No matters for consideration

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 – 27 April 2023

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on the 27 April 2023 be confirmed as a true and accurate record.

BUSINESS ARISING

**ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO
RECOMMENDATIONS)**

No matters for consideration

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

No matters for consideration

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING**10.1 Toapin Weir Reserve - Reserves 17433 and 22358****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Nicole Gibbs, Chief Executive Officer**Attachments** 1. Letter to Water Corp - 4 March 2016 [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council direct the CEO to attempt to negotiate possession of Toapin Weir - Reserves 17433 and 22358.

IN BRIEF

Toapin Weir (Reserves 17433 and 22358) is owned by the Water Corporation, a holding dating back to when the Weir was used to supply the Shire with drinking and other purpose water. The Weir was decommissioned by the Water Corporation in the 1980s and was then repurposed by the Shire as a short stay recreational area for tourists.

On 24 February 2016, Council considered the vesting of Toapin Weir at its Ordinary Council Meeting because the Water Corporation was then receptive to the transfer of the land to the Shire. However, Council attached conditions to the transfer of the land, which the Water Corporation rejected (see Attachment [1]).

On the 02 May 2023 Natalie Ness (Executive Manager, Economic Development) and Nicole Gibbs (CEO), met with Kathy Bolt, Water Corporation. The Water Corporation is now receptive to continuing the negotiation.

MATTER FOR CONSIDERATION

That Council consider directing the CEO to attempt to negotiate possession of Toapin Weir - Reserves 17433 and 22358.

BACKGROUND

Toapin Weir (Reserves 17433 and 22358) is valuable to the residents of Quairading, the value being in:

- Personal use;
- Aboriginal significance; and
- As a prized tourist destination.

The Weir is owned by the Water Corporation because the Weir used to be a main water source for the Shire. The Weir was decommissioned by the Water Corporation over 30 years ago and was

then repurposed by the Shire as a short stay recreational area for tourists. The venue continues to attract a growing number of tourists every year and has great marketing and promotion value.

In 2016, Council wanted the Water Corporation to transfer Reserves 17433 and 22358 to the Shire via a management order vested in the Shire. On 24 February 2016, Council considered the vesting of Toapin Weir at its Ordinary Council Meeting because the Water Corporation was then receptive to the transfer of the land to the Shire (Resolution 136-15/16). However, Council attached conditions to that transfer of the land, which the Water Corporation rejected (see Attachment [1]). The Water Corporation considered the proposed conditions 'onerous and unreasonable' for a piece of land they had no further interest in, and so the negotiation ceased.

On the 02 May 2023 Natalie Ness (Executive Manager, Economic Development) and Nicole Gibbs (CEO), met with Kathy Bolt, Water Corporation. The Water Corporation is now receptive to re-opening and continuing the negotiation.

The CEO has requested that the Water Corporation consider transferring Reserves 17433 and 22358 to the Shire on a freehold basis. As a condition of this transfer, the Water Corporation would be required to investigate and confirm the stability and safety of the Weir structure and remove the asbestos building.

The negotiation continues.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Asset Management Policy

FINANCIAL IMPLICATIONS

At this stage of negotiation there are no financial implications.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.2 Community:** Provide social and cultural activities for all members of the community
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 4.2 Natural Environment:** Conservation of our natural environment
- 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

The CEO and EMED will continue consultation and negotiations with Water Corp until an agreement is reached that is satisfactory to both parties.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Non-compliance with work health and safety legislation increases the risk and potential liability to the public, staff and Councillors.

RISK ASSESSMENT

	Option 1
Financial	Low <i>At this stage of the negotiation there are no financial implications.</i>
Health	N/A
Reputation	Low <i>Council is already managing and maintaining the Reserve, if Council take over the reserve there will be minimal reputational risk.</i>
Operations	Low <i>Council is still in the negotiation stages of the process, but it is anticipated that there will be minimal impact on operations as Toapin Weir is already maintained by Council.</i>
Natural Environment	Low <i>Council will continue to maintain and look after the native flora and fauna, while still marketing it as a desirable tourist destination.</i>

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

COMMENT

Nil.



Shire of Quairading

10 Jennaberring Road, Quairading WA 6383 ~ P.O. Box 38, Quairading WA 6383

Telephone (08) 9645 1001 ~ Fax (08) 9645 1126

All correspondence to be addressed to Chief Executive Officer

Your Ref:

Our Ref: TOAPIN WEIR VESTING
WAT 1

GAF: JLC

4th March 2016

Mr David Morgan
Senior Property Planner
Water Corporation
P O Box 100
LEEDERVILLE WA 6902

Dear David

Toapin Weir – Reserves 17433 and 22358

I refer to your email dated 23rd February 2016 and advise that Council considered the Vesting of Toapin Weir (Reserves 17433 and 22358) at its Ordinary Meeting held on Wednesday 24th February 2016.

I advise that Council has resolved as follows: -

- 1. That Council authorise the Chief Executive Officer to request and sign a three (3) year extension of the existing Licence on the same Terms and Conditions.*
- 2. That Council request Vesting of the Reserve(s) subject to Terms and Conditions agreed to between the Parties.*
- 3. That the Shire's proposed usage of the site is: Passive Recreation, Community Interest as a point of Historical Significance, Tourist Attraction, Low Level Camping and Nature Presentation.*
- 4. That the Water Corporation undertake a full Site and Structural Assessment and undertake any necessary remedial work and provide a copy of the Report to Council.*
- 5. That the Water Corporation and Council reach agreement on meeting the costs of Long Term Maintenance Preservation.*
- 6. That subject to the Water Corporation's agreement to Points 2 to 5 above, the Chief Executive Officer publicise the proposal and invite Community Comment.*
- 7. That the Water Corporation is requested to fund preparation of a Master Plan for the site which includes Consultation with Council and Community input.*

.../2

I invite you to contact the Writer to further progress the Lease Extension and Vesting process.

Yours faithfully

A handwritten signature in black ink, appearing to read 'G. Fardon', with a long, sweeping flourish extending upwards and to the right.








GRAEME A FARDON
Chief Executive Officer

10.2 Edwards Way Development

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Natalie Ness, Executive Manager Economic Development

Attachments

1. Evoke Living Homes 2022 Brochure [↓](#) 
2. Evoke Living Homes - The Willow [↓](#) 
3. Fox Modular Designs - The Kakadu [↓](#) 
4. Fox Modular Designs - Specifications [↓](#) 
5. Fox Modular Designs - The Breezeway [↓](#) 
6. Fox Modular Designs - PIQUE Specifications [↓](#) 
7. Edwards Way Subdivision Map [↓](#) 

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council:

1. Note the budgeted amount of \$350,000 to build a house on Edwards Way may need to be rolled over to the new financial year (2023/24) to allow for further research into the project to ensure Council find the best and most innovative use of the money.
2. Approve moving the build from Lot 1 to Lot 8 Edwards Way.

IN BRIEF

Council have made a commitment of bringing new people and business to town. Currently there are residential blocks that were developed at Edwards Way, which have been for sale for 20 years with little to no interest in them.

Rural Country Builders were being considered for the build, however the houses provided are all quoted at more than the \$350,000 capped spend limit.

At the March 2023 Ordinary Council Meeting, the Executive Management Team recommended that further research was required to be conducted to allow for the opportunity for a more innovative building solution to be investigated that comes under or near the \$350,000 capped spend limit.

The Executive Management Team have researched an additional two modular housing companies including Evoke Living Homes and Fox Modular Designs.

MATTER FOR CONSIDERATION

That Council consider:

1. Note the budgeted amount of \$350,000 to build a house on Edwards Way may need to be rolled over to the new financial year (2023/24) to allow for further research into the project to ensure Council find the best and most innovative use of the money.
2. Approve moving the build from Lot 1 to Lot 8 Edwards Way.

BACKGROUND

Council have been in discussions about the best way to optimise the vacant land in Quairading and this includes the residential blocks that were developed and subdivided on Edwards Way. The lots have been for sale for 20 years with little to no interest in them.

At the December Ordinary Council Meeting Council endorsed the following:

Resolution: 140 – 22/23

That Council:

- 1. Approve the CEO expending an amount capped at \$350,000 for the construction of one four-bedroom two-bathroom home on Lot 5 Edwards Way, Quairading; and*
- 2. Approve the sale of 8 Dall Street, Quairading and 64 Coraling Street, Quairading for market value after the construction of Lot 5 (323) Edwards Way, Quairading is complete.*

The company that had been decided to go through for the build was Rural Building Co, and the sales agent was Mr Matthew Heale. The reason Rural Building Co was initially chosen is because there are only two building companies that will build in the Wheatbelt region, and the houses through Rural Building Co appeared to be more competitive. The CEO and the EMED met with Cr Hayes to decide what house design would be most appropriate to build. While in discussion, it was decided that Lot 5 was not the most appropriate location as there is an occupied house next door at 7 Edwards Way, Quairading.

It was decided by the CEO, EMED and Cr Hayes that moving the location of the house to Lot 1 (326) is necessary so not to disturb the current resident at 7 Edwards Way. There was no reason to subject the tenant to noise and other pollution when there were other options.

Quotes received from Rural Building Co for the selected houses were all are over the \$350,000 capped spend limit, or not suitable for Council's requirements.

The Executive Management Team recommended at the March 2023 Ordinary Council Meeting that further investigation was required to be made into this project to allow opportunity for a more innovative building solution to be investigated that comes under or near the \$350,000 capped spend limit.

In late March and early April 2023, the CEO, EMED and Cr Hayes researched two additional modular housing companies to find a more cost-efficient building solution, including Evoke Living Homes and Fox Modular Designs.

Evoke Living Homes were selected because they are one of Western Australia's premier rural building specialists, dedicated to providing a personalised building experience to create beautiful homes. Their unique process allows them to build in as little as 15 weeks.

Fox Modular Designs were selected because for more than a decade they've been designing and building the highest quality modular buildings across Perth and Western Australia. Fox Modular Designs have helped change the idea of modular homes, with award-winning designs that add a new dimension to modern living. Their unique process allows Fox Modular Designs to build in as little as 16 weeks.

The favoured house from Evoke Living Homes that came close to the capped amount of \$350,000 was as follows –

1. Attachment [1 - 2] - The Willow (\$312,000)

On Tuesday, 28th March 2023 Cr Hayes met with Fleur Draffin, Sales & Marketing Team Leader from Evoke Living Homes, who confirmed non-standard items to be considered and not included in the above price would total approximately \$77,000, including:

- Flooring - \$12,000
- Airconditioning - \$25,000
- Carport/Veranda - \$20,000
- Power/Water/Sewer Connections - \$20,000.

The favoured house designs from Fox Modular that came in under (or close to) the capped amount of \$350,000 are as follows – please note the costs listed below do not include siteworks or finishing items.

1. Attachment [3 - 4] – The Kakadu with Fox Modular Specification included (\$289,412)
2. Attachment [5 - 6] – The Breezeway with PIQUE Specification included (\$356,412)

Fox Modular Designs Sales and Design Consultant, Mr Warren Blignaut, has confirmed the following:

- Pricing of both The Kakadu and The Breezeway is to turnkey specification as per Attachments [4] and [6]
- Transportation to Quairading will be approximately \$6,500.00 per module (both designs have two modules)
- Site related costs need to be looked at in more detail.

It is now recommended by the CEO, EMED and Cr Hayes to move the location from Lot 1 (326) to Lot 8 (301) because of aesthetic reasons of the modular design of the home compared with built houses on Reid Street. A map of the Edwards Way subdivision has been included in Attachment [7].

This project may need to be rolled over into the new financial year (2023/2024) if a suitable solution has not been found before the end of the current financial year.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Business Continuity Management Policy

FINANCIAL IMPLICATIONS

The project has been endorsed by Council. Further research will need to be made to ensure Council are getting the best value for the money being put into the project.

This project was required to be included as an item in the 2022/2023 budget review as the expenditure had been endorsed by Council in recommendation 140 – 22/23, and it was expected a suitable house would have been found before the end of the financial year. Unfortunately, as there has been one suitable build available for the capped amount, the \$350,000 may need to be rolled over to the 2023/2024 financial year to allow for further research. As this is a large sum of Council money, Officers do not want to rush into a decision without adequate investigation and consideration of all potential options.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives

CONSULTATION

The CEO and EMED met with Cr Hayes to brainstorm the best house to bring to Council. The CEO and EO have also been in consultation with Mr Heale from Rural Building Co to ensure we are getting the best house for the capped amount that can be spent.

Cr Hayes has also been in consultation with Ms Fleur Draffin, Sales and Marketing Team Leader with Evoke Living Homes and the EMED has been in consultation with Mr Blignaut from Fox Modular Designs to ensure we are getting the best house for the capped amount that can be spent.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

The resale value/return on investment for local properties remains low.

RISK ASSESSMENT

	Option 1
Financial	Low <i>If Council chooses to sell the house, Council can also choose the market in which the house is sold.</i>
Health	N/A
Reputation	<i>High</i> <i>The residential blocks have been sitting vacant for many years which does not look good for Council. It is important for the community to see growth in the area.</i> <i>Building houses has the potential to bring new people to town through staff. It also means Council will be able to sell off any old houses that are costing a lot of money to maintain.</i>

Operations	Low <i>The house build will be undertaken by an independent builder. The Shire will only be responsible for landscaping.</i>
Natural Environment	N/A

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

COMMENT

Nil.

2022

Modular & Steel Framed Home Designs



We build homes that are a reflection of our clients, and not simply an “off the shelf” solution to rural living.



COMPANY PROFILE

At Evoke Living Homes, we create lifestyles.

Our promise to you

We promise to bring memorable lifestyles to reality by building quality framed homes with accelerated turnaround times and unbeatable customer service. It's our guarantee.

OUR ETHOS

We are Western Australia's premier rural building specialists, dedicated to providing a personalised building experience to create beautiful homes.

The Evoke Living Homes goal is to Plan, Inspire and Deliver the highest quality homes to suit your lifestyle, budget and needs.

Our unique process allows us to build considered, customised and creative designs in as little as 15 weeks.

STEEL FRAMED HOMES

Each of our home designs are built using prefabricated frames, meaning less things to consider such as the unpredictable Australian weather.

By using the steel framed construction method, build times are faster, homes are better insulated and the home is more structurally sound in all conditions.

Evoke Living Homes exclusively builds with framed construction simply because it is the smarter and more efficient way to build.

BUILT FOR YOUR LIFESTYLE

When you choose to build with Evoke Living Homes, we will work with you to ensure that you receive a house that you will proudly call your home.

Our experience means that we are the experts in our field and can offer you customised solutions to ensure your home matches your lifestyle.

WHY CHOOSE EVOKE

To realise your dream lifestyle, choose Evoke Living Homes.

We have helped hundreds of proud WA residents on their dream build journey.

“From the beginning the experience [of building with Evoke] was great. All the fittings throughout are perfect, including the gas oven, stove top and solar hot water system. The house was on time and on budget. The finish of the home exceeded my expectations leaving me happy to show it off.”

- Mark and Kerry Juhren

FAST TURNAROUND

We pride ourselves on meeting client deadlines and delivering on our 15 week build promise. The experience and professionalism of the Evoke Living Homes staff is what allows us to achieve this fast turnaround.

From start to finish, our team will consult, communicate and liaise with you, your contractors and building authorities to ensure a smooth and efficient build.

RURAL BUILD SPECIALISTS

As a Northam-based building company, we understand the complexity of building homes in rural and regional WA. Our understanding of remote locations provides us the knowledge to build on even the most difficult sites. From bushfire to flood plain areas, Evoke Living Homes are the trusted rural building specialists.

All Evoke Living Homes are designed with the above factors considered and are constructed to meet energy efficiency ratings, as well as assessed individually to ensure your home meets relevant Bush Fire Attack Level (BAL) regulations to ensure you and your families are kept safe.

UNBEATABLE CUSTOMER SERVICE

We pride ourselves on delivering exceptional customer service to each and every client that chooses Evoke Living Homes. By viewing every client as an individual, with individual needs and requirements, we can truly offer a personalised home design and building experience.

This personalised approach makes for unbeatable customer service and that's the Evoke Living Homes promise.



"I cannot thank everyone at Evoke Living Homes enough for listening to what I wanted my new home to include. They ensured nothing was left out and that I would be 100% happy with where I now reside. Special thanks to Brian Rutter for everything he assisted me with and going out of his way to make my house what is, I believe, the best ever!"

- Leonie Phillips

OUR PROCESS

The Evoke Living Homes Process

There are no secrets when you work with Evoke Living Homes. We work alongside you to create your dream home and dream lifestyle.



OUR PROCESS



ENQUIRY & EXPLORATION

Work with our experienced team to find the design that will make your dream lifestyle a reality. We'll talk through your unique requirements and help you choose a modular or custom designed home. We'll even visit your build site to make sure the chosen design will fit the landscape perfectly.



FINAL DESIGN

Now it is time for you to give final approval on the colour schemes and unique specifications for your home!

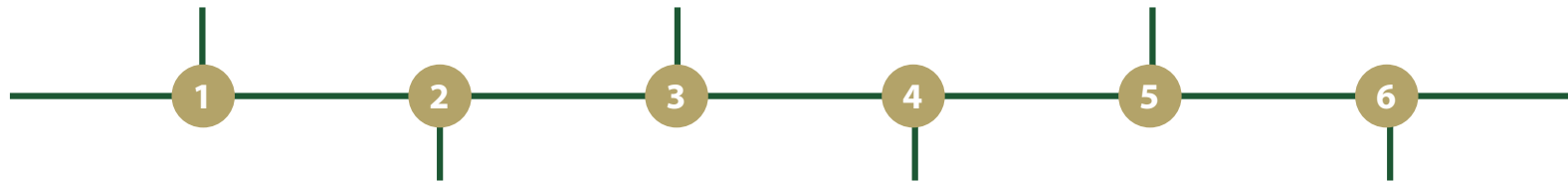
Our experienced team will sit with you to simplify the process and leave you feeling excited and confident in the decisions you have made.



CONSTRUCTION

Your new home can be ready in as little as 15 weeks from the day concrete is poured!

During this time your consultant will be in touch with you regularly with progress reports and photos, plus you are welcome to visit our manufacturing yard at any time to see how your new home is coming along!



PRE-CONTRACT

Our team will make it easy for you to understand the technicalities of building your home and will ensure you are always aware of the progress of your home build.

This stage includes:

- Your new home drawings and quote
- The plan preparation agreement (PPA)
- BAL assessments, soil classifications and certifications



SITE PREPARATION

Evoke Living Homes take the complexity out of site preparation. Whether that be liaising with your chosen contractors or completing site works on your behalf, you can trust the experts to ensure a safe building area.



COMPLETION & FINAL INSPECTION

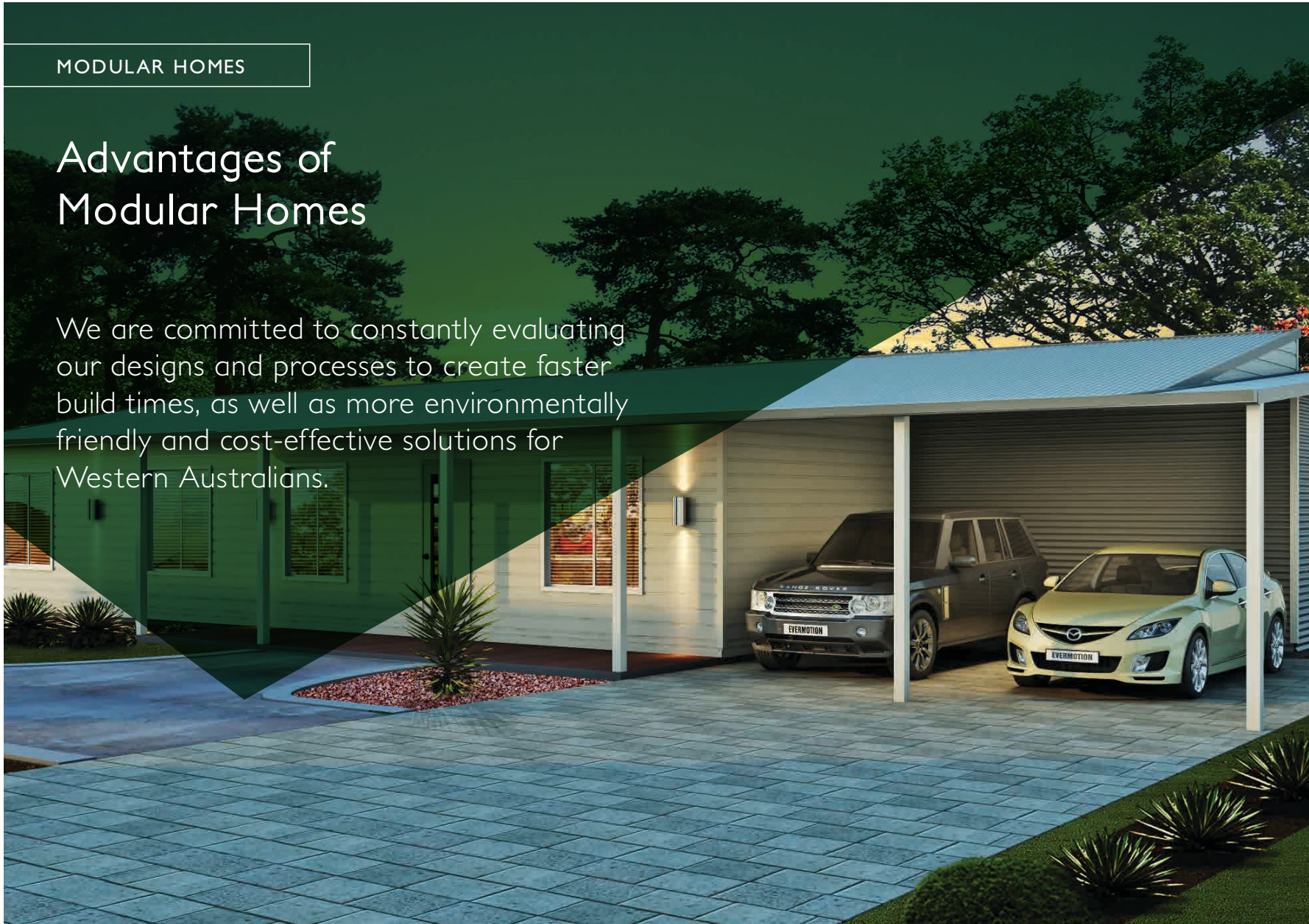
Your modular home will be delivered to the site on low-loaded trucks, with auxiliary structures such as carports, verandahs and porches constructed on site. We will also invite you to join us in a full home inspection to ensure your expectations have been met.

Delighted with a unique home that will provide the ideal foundation for your dream lifestyle, its now time to move in!

MODULAR HOMES

Advantages of Modular Homes

We are committed to constantly evaluating our designs and processes to create faster build times, as well as more environmentally friendly and cost-effective solutions for Western Australians.



MODULAR HOMES

Advantages of Modular Homes

Individual modules are built in our construction yard, and delivered to site for assembly and installation.

“I bought a 4 x 2 modular house from [Evoke Living Homes]. It was the best choice for me and I looked at a lot before making this important decision. Building a modular home reduced the site costs making it good value for money.”

- Mark and Kerry Juhren

LOW SITE COSTS

Modular homes are for people who enjoy efficiency and incredible value for money. Individual modules are built in our construction yard, and delivered to site for assembly and installation. If you are looking for a quality home that can be built quickly and cost-effectively, than this is the perfect solution for you.

A DESIGN TO SUIT YOU

We live, breathe and build for Western Australia. Our fantastic range of modular houses are built for our state’s naturally challenging climate and landscapes. The modular series offers designs to suit projects as small as a self-contained granny flat, to a full specification four bedroom luxury home.

CUSTOMISABLE

Do you have a tight deadline but you want a home with your personal touch? All Evoke Living Homes are able to be fully customised so you can have the best of both worlds. With our experienced team beside you, we will find you the perfect house to match your ideal lifestyle. With our advice and your vision, we will work together to build your dream home.

SUSTAINABLE LIVING

At Evoke Living Homes, sustainable living is a big focus. If part of your dream is to build an eco-friendly home, our team can make this a reality. Our steel-framed building method is suited to the WA climate and thus provides a energy efficient option. You

can also collaborate with our design team who can work with you to include energy efficient principles to increase your energy rating.

During the design stage we will make sure the orientation of your home makes the most of natural lighting, passive solar energy and cross-flow ventilation. Optional extras that can easily be included in your home include solar hot-water systems, off-grid solar power systems, increased bulk-insulation and water tanks just to name a few.

Because all of our homes are built off-site, the environmental impact on your site is reduced by up to 90%. Building in a factory also allows us to avoid waste and retain any excess materials for use on our next project.

Evoke Living Home Designs

Your Lifestyle. Your Home.

All Evoke Living Homes are constructed off-site and then transported to you, ensuring quality control, cost efficiency and shorter build times. Plus, all home designs can be customised to suit your needs. Through detailed consultation, we will work with you to create a design that is both functional and personalised to your dream lifestyle.

Disclaimer

All pictures shown are for illustration purposes only.

1 & 2 Bedroom
Homes



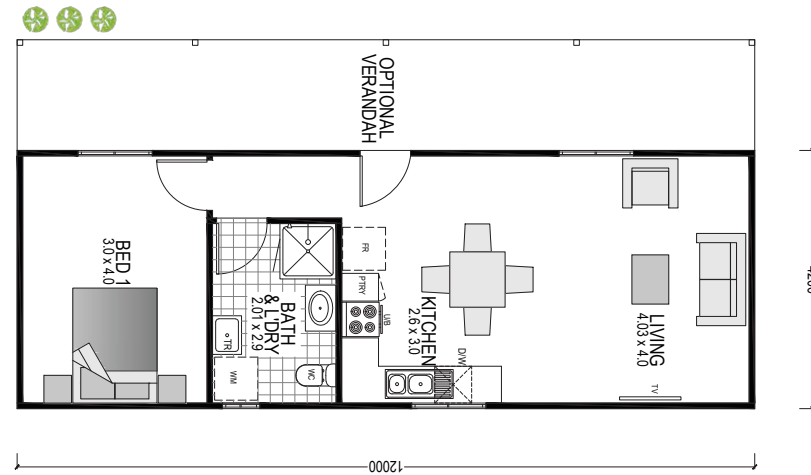
1 & 2 BEDROOM HOMES

The Seaview



Area 50.4m²

Perfect for a granny flat or idyllic weekender - the flexibility of this design is endless. Complete with a combination bathroom/laundry, kitchen and living area, this house has all it takes to be a home. Don't need all those features? Don't stress, we can modify the layout to suit you.



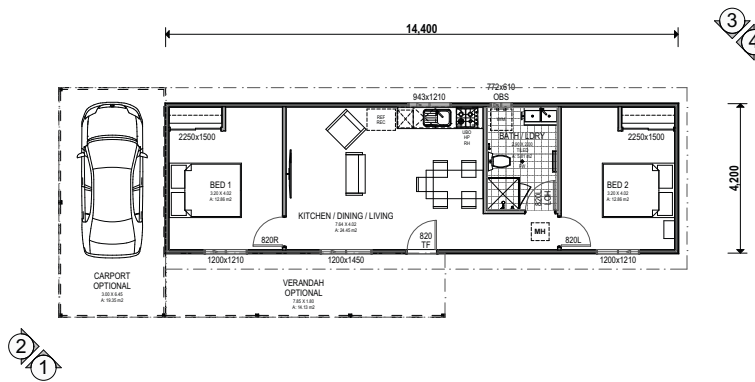
1 & 2 BEDROOM HOMES

The Farmstay

2  1 

Area 60.48m²

A fully self-contained unit or a relaxing retreat? The Farmstay gives you both. With two bedrooms and optional verandah or carport, this design merges creativity with functionality. Perfect for resting and relaxing, the open plan communal living area is the heart of this home.



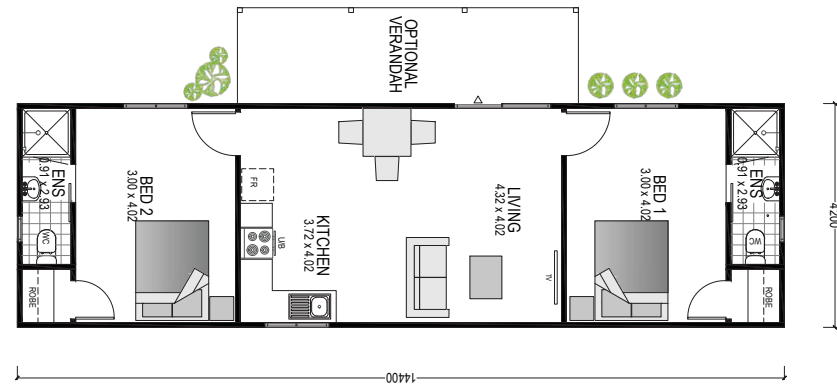
1 & 2 BEDROOM HOMES

The Oakhill



Area 60.48m²

Whether you're chasing the dream of a getaway granny-flat or downsizing with distinction, The Oakhill is the perfect option for both! Including a walk-in wardrobe and ensuite for each bedroom - you're sure to enjoy living in this amazing home.



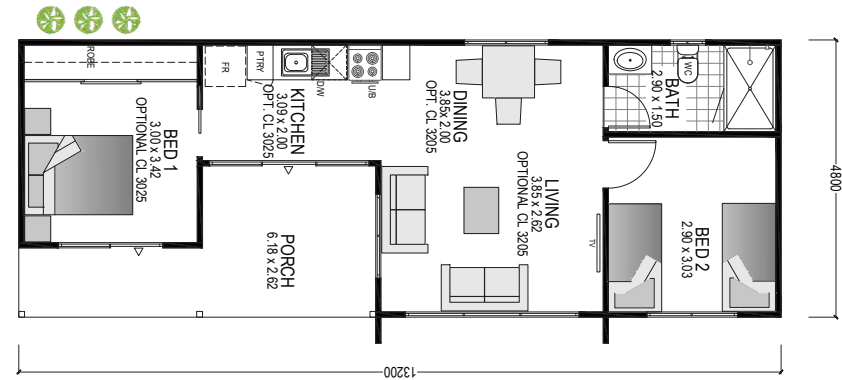
1 & 2 BEDROOM HOMES

The Hut

2  1 

Area 63.36m²

Luxurious living for two (or one), The Hut is an amazing option for those looking to create the perfect getaway. The porch wraps around from the kitchen to the main bedroom, allowing for seamless integration between the indoor and outdoor entertainment areas.



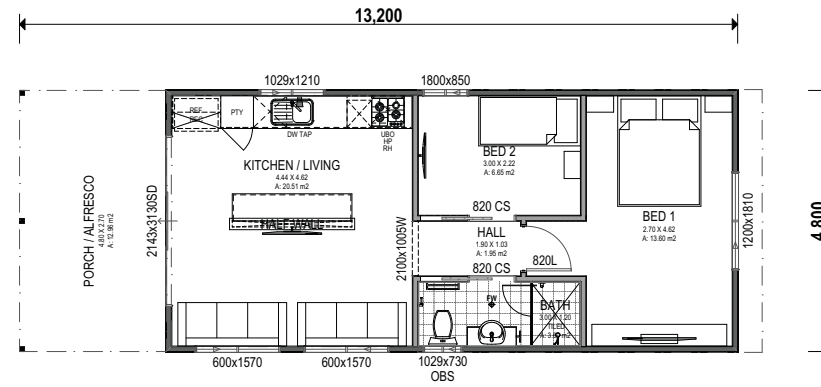
1 & 2 BEDROOM HOMES

The Saltbox

2  1 

Area 63.36m²

Looking for something a little different? You'll be impressed by The Salt Box! This 2 bedroom home can be your perfect weekender. The tiled porch is perfect for relaxing after a long day or entertaining your family and friends.



1 & 2 BEDROOM HOMES

Ocean Retreat



Area 63.36m²

Designed for two, the creative layout of The Ocean Retreat blends the shared living space with separate living quarters inclusive of ensuites. If you're someone who likes to make the most of the outdoors, we can also offer you the option of a pergola to enjoy your natural surroundings.



3+ Bedroom Homes

Disclaimer

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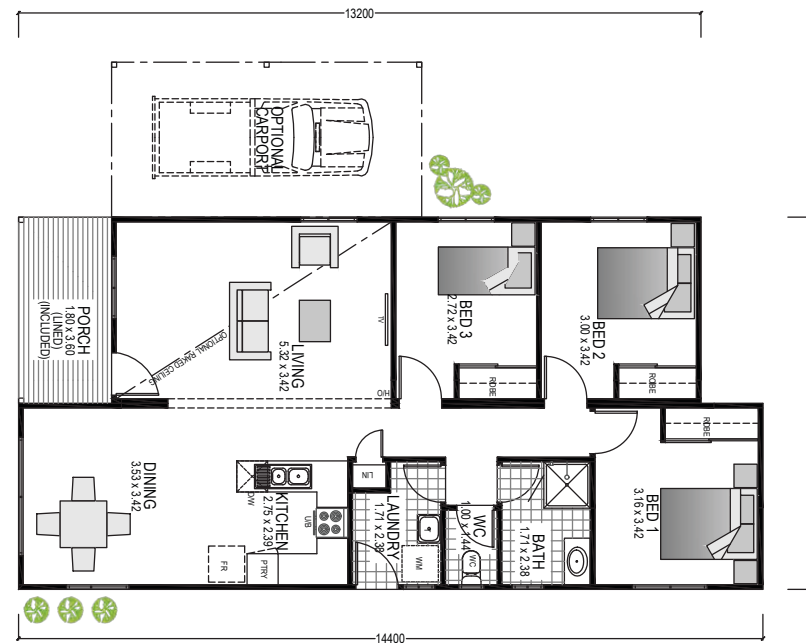
3+ BEDROOM HOMES

The Rocklea

3  1 

Area 99.36m²

Perfect for the first home buyer market, The Rocklea provides all the basics for a young family or simply those looking to enter the housing market! This design offers an optional rake ceiling, a large family area combined with kitchen and dining as well as great storage space throughout the home.



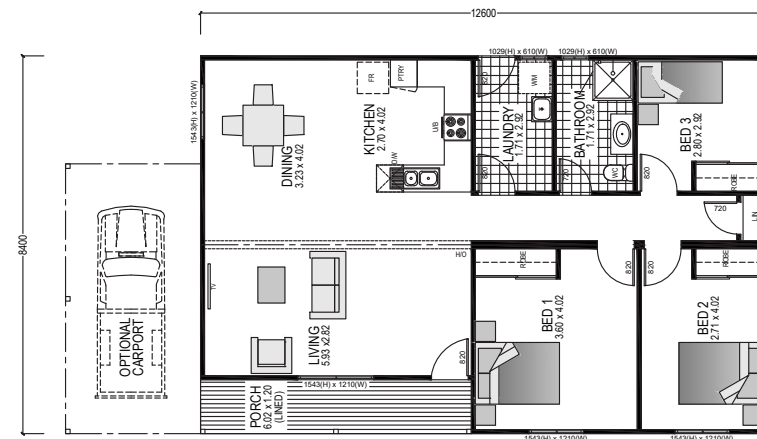
3+ BEDROOM HOMES

The Tuart

 3  1

Area 105.84m²

An inspiring and beautiful design, The Tuart offers large bedrooms, dedicated livingroom and a front porch. At one end of the house you'll find the three bedrooms, complete with built in robes. At the other, you will find a large country kitchen inclusive of a pantry and dishwasher recess. This is the perfect house for a first home owner or someone looking to downsize.



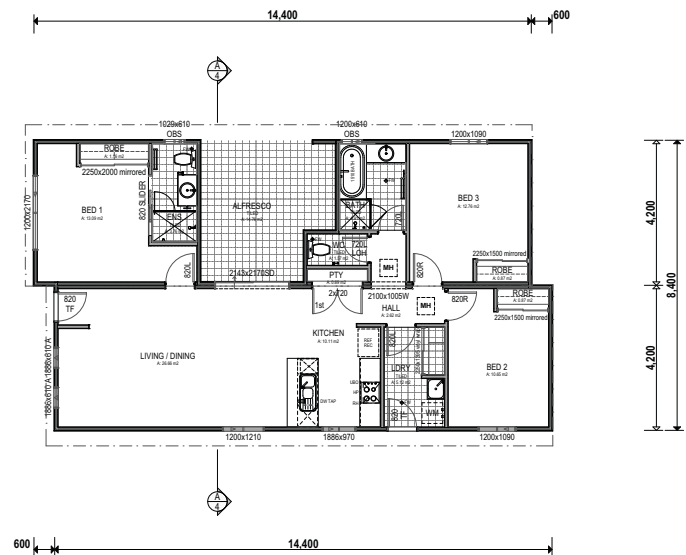
3+ BEDROOM HOMES

The Avon

3  2 

Area 120.96m²

Looking for the ideal family home? The Avon has it all. Boasting open plan living with an optional rake ceiling to the kitchen, dining and living area, this design also includes an alfresco, extending the entertaining areas to the outdoors. This is the perfect home for those looking to live a luxurious lifestyle at an affordable price.



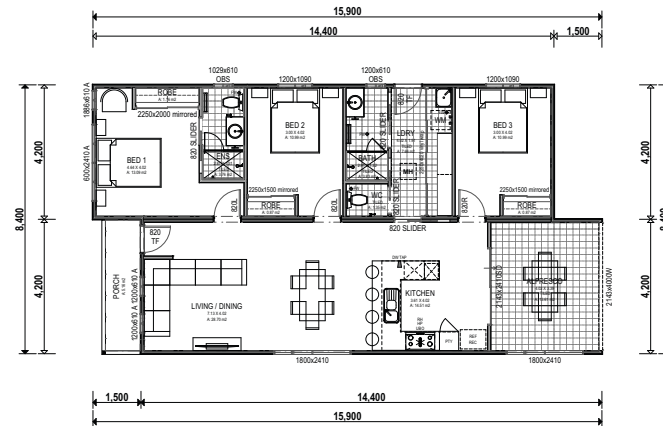
3+ BEDROOM HOMES

The Avon 2

 3  2

Area 120.96m²

While keeping the practicality and open plan design of the Avon, the Avon 2 is perfect for those who love entertaining or want to take advantage of their landscape. The indoor/outdoor flow provides a beautiful open space, with the modern façade making it an ideal option for a young family or those looking to downsize in style.



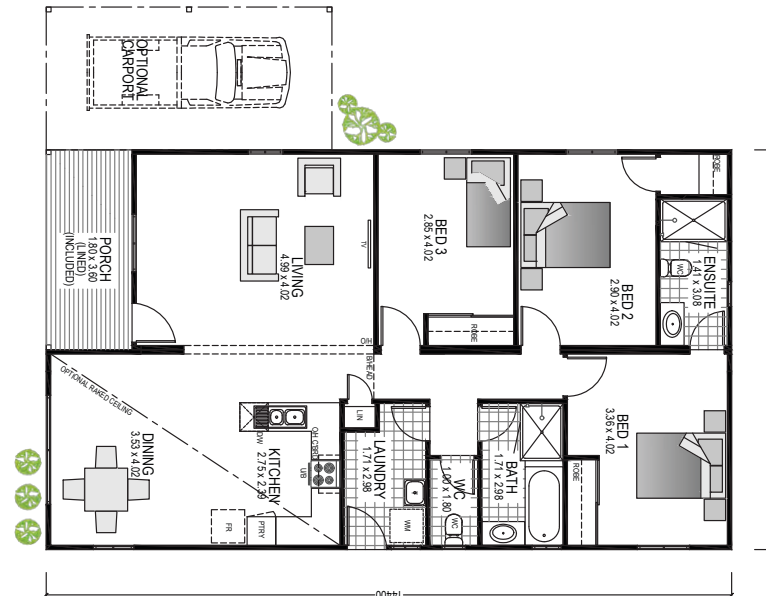
3+ BEDROOM HOMES

The Willow

3  2 

Area 120.96m²

Perfect for modern family living, The Willow provides open plan living with an optional rake ceiling to both kitchen and dining. The bedrooms are spacious and the master bedroom offers a complete ensuite. A tiled porch at the entrance of the home truly makes this a welcoming home for families of all sizes.



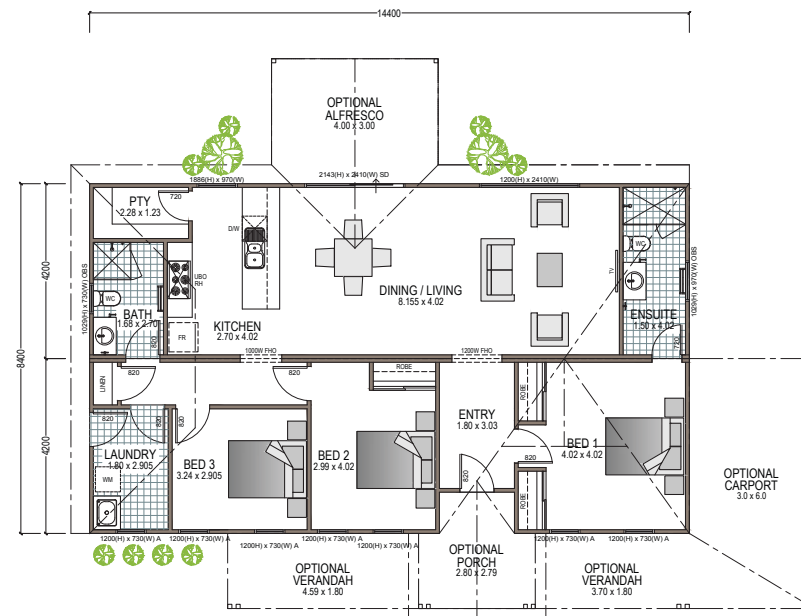
3+ BEDROOM HOMES

The Preston

 3  2

Area 119.18m²

This versatile beautiful home welcomes its residents with a grand entrance, and is designed with it's living areas at the rear of the house to overlook your backyard. Featuring a generous kitchen, pantry and living areas, the simple yet luxurious design is perfect for any family or individual wanting the perfect balance between beauty and practicality.



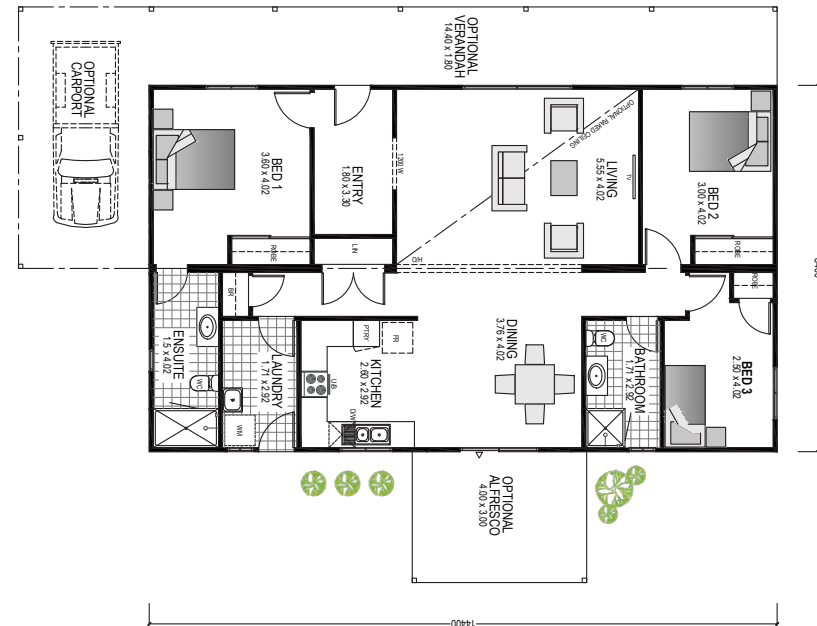
3+ BEDROOM HOMES

The Meadows

3  2 

Area 120.96m²

The Meadows has a central living area with an optional rake ceiling, a country style open kitchen and a master bedroom separate to the other bedrooms. This design is perfect for a family looking to enjoy quality time in shared spaces. Extend the functional space of this home with an optional alfresco to add extra dimension to your home.



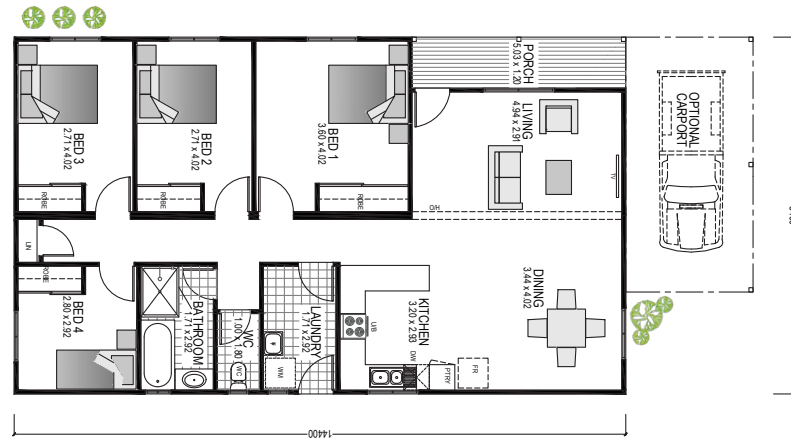
3+ BEDROOM HOMES

The Oakdale

4  1 

Area 120.96m²

Are you looking for extra room without the extra cost? The Oakdale is the perfect option for a growing family. With four bedrooms and one bathroom, this house could be your dream home. Including a large country kitchen and dining area, a tiled porch and plenty of storage space, you're sure to fall in love with The Oakdale.



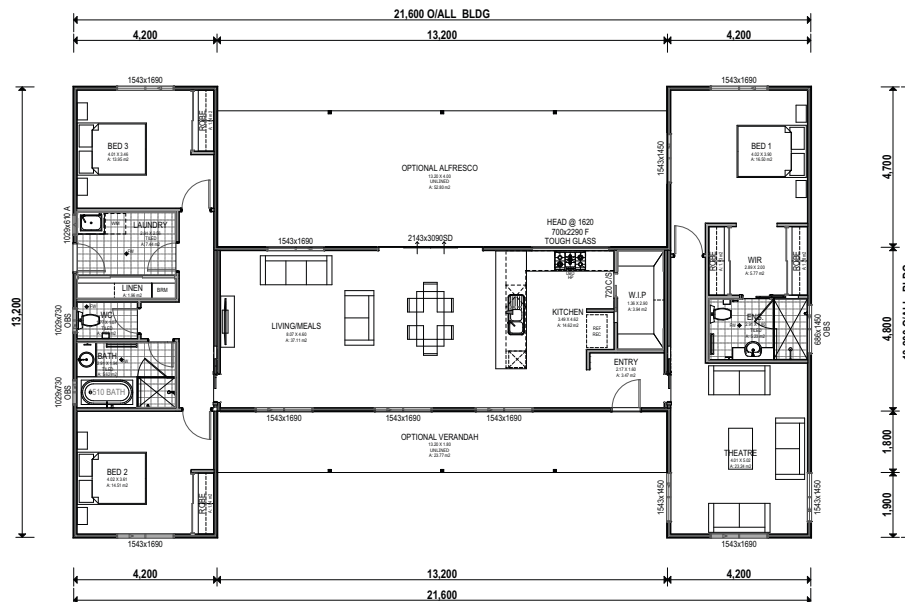
3+ BEDROOM HOMES

The Melaleuca



Area 174.24m²

The Melaleuca is the ideal mix of style and comfort. The popular gable façade allows for large feature windows at the front of the home providing a welcoming entrance and stunning street appeal. The central living zone is light-filled and spacious, allowing you to take advantage of views, and the option of having raked ceilings. It is also ideally positioned to separate the bedroom wings and provide easy access to the rear alfresco from the main living areas.



3+ BEDROOM HOMES

The Melaleuca home design is available in two stunning façades as an optional extra, giving you the opportunity to benefit from the smart design, in a home that matches your landscape and your lifestyle.

The Melaleuca Modern



The Melaleuca Farmhouse



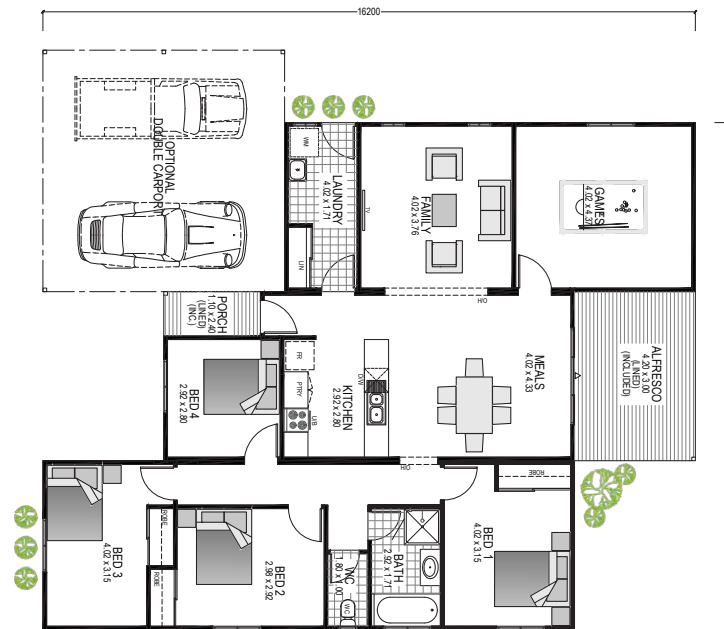
3+ BEDROOM HOMES

The Northwood

4  1 

Area 156.72m²

The Northwood is more than just an elegant family home. This functional design includes a central galley kitchen, pantry and dishwasher recess, with the laundry adjacent. An affordable home, the family, games and dining area all meet to create a great living space for families of all sizes.



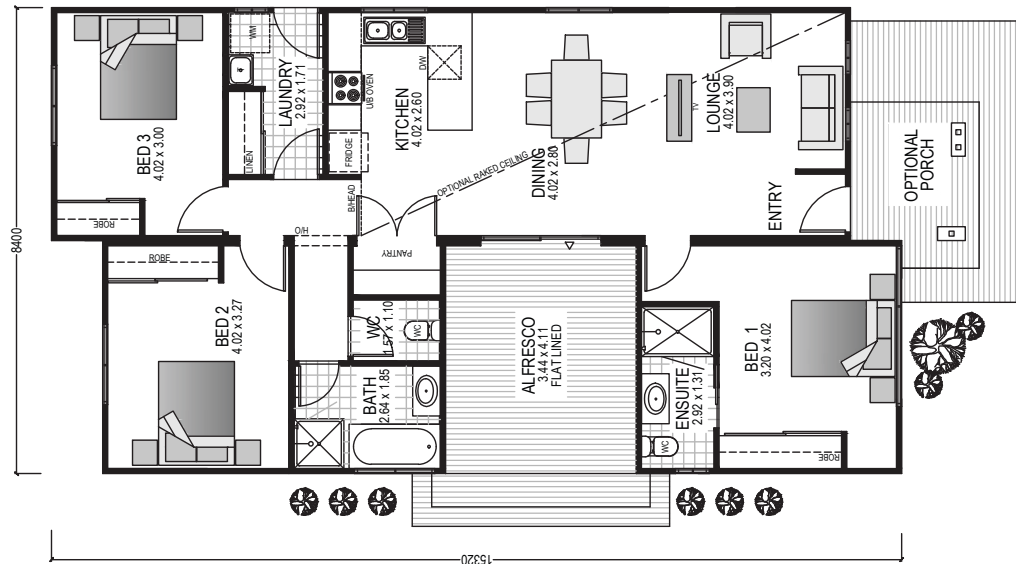
3+ BEDROOM HOMES

The Adair



Area 120.28m²

The ultimate in country living, The Adair takes advantage of an included alfresco to incorporate natural light and open spaces. Featuring generous bedrooms and living spaces, The Adair is perfect for young families or those looking to make the most of their home.



3+ BEDROOM HOMES

The Adair home design is available in two stunning façades as an optional extra, giving you the opportunity to benefit from the smart design, in a home that matches your landscape and your lifestyle.

The Adair



The Adair Alternate



3+ BEDROOM HOMES

The Akora

3  2 

Area 174.24m²

Perfect for a family, The Akora provides spacious living areas, an open dining area and an alfresco ready for entertaining. This home is perfectly designed to be nestled in the country but wouldn't be out of place in the city. If you're looking for a home where city living meets country comfort, look no further.



3+ BEDROOM HOMES

The Akora home design is available in two stunning façades as an optional extra, giving you the opportunity to benefit from the smart design, in a home that matches your landscape and your lifestyle.

The Akora



The Akora Alternate



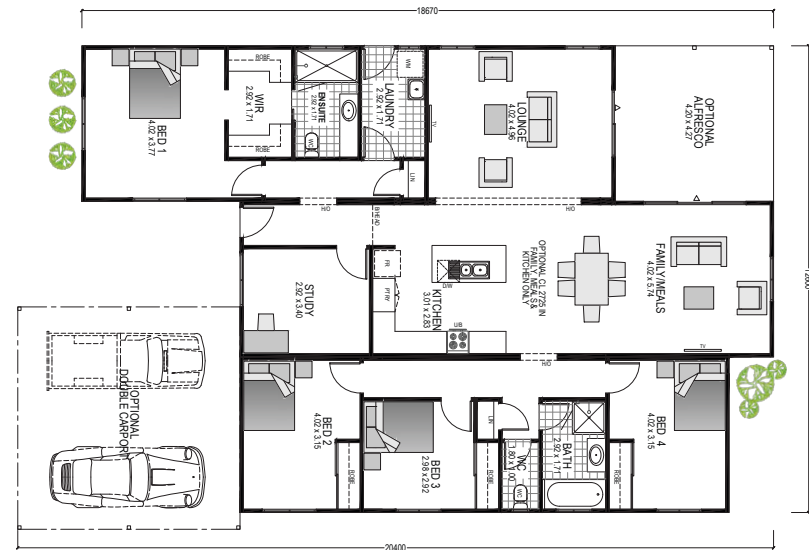
3+ BEDROOM HOMES

The Karana

4 + Study 2

Area 176.4m²

The Karana offers everything you need to live your best life. The spacious master bedroom includes a walk in robe and double sink vanity for your private ensuite. This design features an optional raised ceiling in the centre of the home as well as two living areas and a galley style kitchen which gives the whole house a feeling of warmth and comfort. This is the perfect option for families looking for more space.



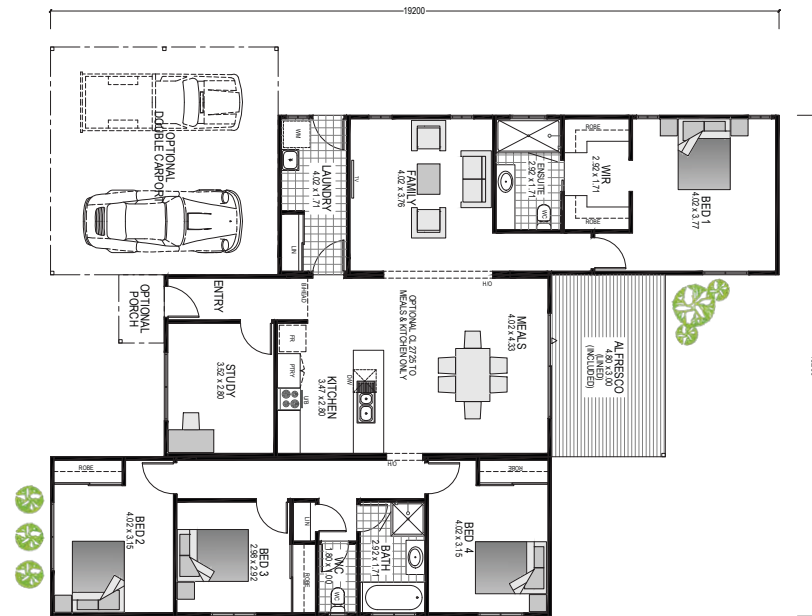
3+ BEDROOM HOMES

The Hamelin

4 + Study 2

Area 174.24m²

Ideal for a busy family, The Hamelin offers a central living area, optional extra ceiling height through this area gives volume to this space. The galley style kitchen gives great access to the laundry while the meals area will accommodate great family gatherings. Bed one offers tranquillity through the walk in robe to the ensuite. This design also includes a separate study and tiled alfresco area. It's the home that's perfect for everyone.



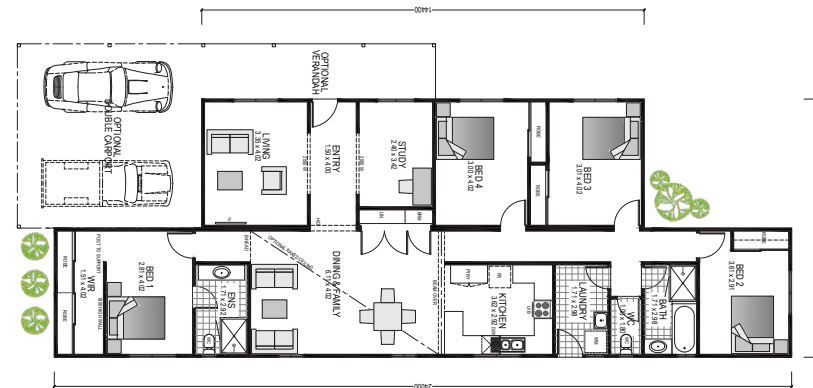
3+ BEDROOM HOMES

The Acadia

4 + Study 2

Area 161.28m²

Country living comes to mind with The Acadia, this inspired home makes the most of the view to the farm or wildflowers. Two large separate living areas and a large country kitchen, make this home perfect for entertaining. The master bedroom includes a walk in robe and double sink vanity in the ensuite. Bedroom two, three and four are of equal size complimented by robes and ease of access to a shared bathroom. The Acadia is a great option for the whole family.



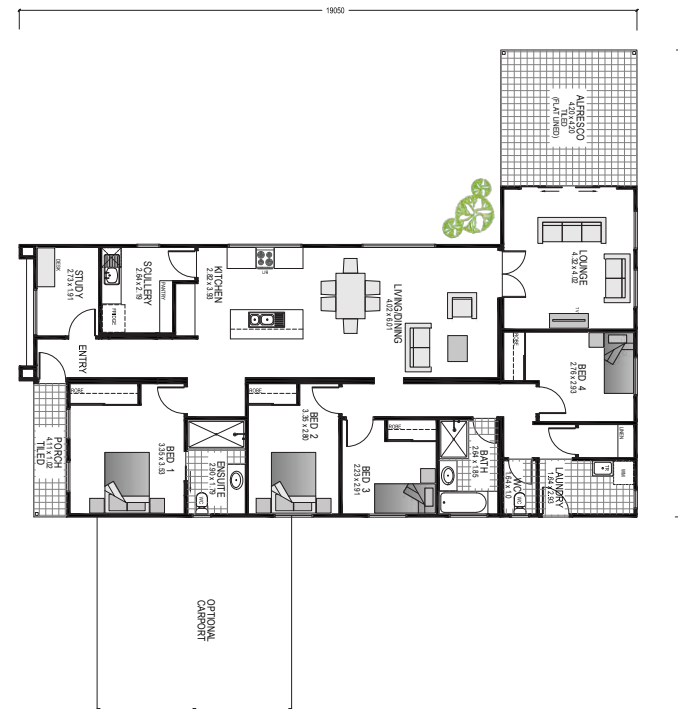
3+ BEDROOM HOMES

The Glades

4 + Study 2

Area 181.44m²

The Glades is home to functional spaces and beautiful places. The design includes a study, two living/lounge rooms, a galley kitchen and scullery and generous sized bedrooms. The master bedroom features a built in robe and ensuite, while three bedrooms are off to the rear of the house with their own shared bathroom, separate WC and Walk in Linen. These features make for a perfect family retreat.



3+ BEDROOM HOMES

The Four Winds

4 + Study 2

Area 237.60m²

A perfect family home, The Four Winds is a superior entertainer providing a generous living area, kitchen and pantry as well as a powder room, balancing grandeur with practicability and functionality. Featuring divided parent and children quarters, as well as a large theatre and games room, The Four Winds offers luxury and relaxation in one place.



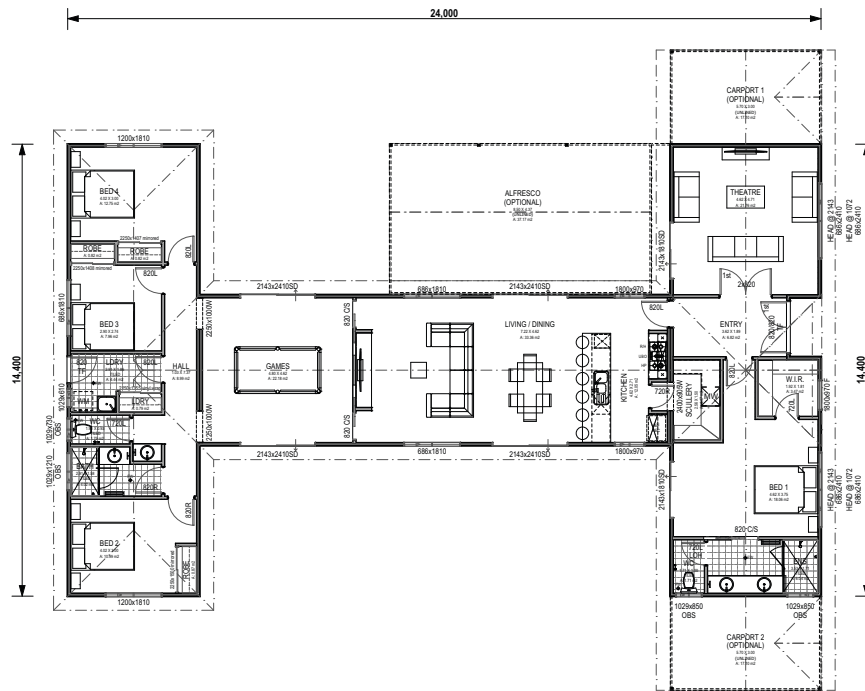
3+ BEDROOM HOMES

The Belvoir

4  2 

Area 203.05m²

A perfect family retreat for the Hills, this home has the ultimate luxurious layout. Designed with separate zones in mind, The Belvoir features a central living room that connects the large master bedroom at one end of the house and three bedrooms at the other. With lots of natural light, ventilation and an optional front and rear verandah, The Belvoir is visually appealing from all angles and is sure to impress.



The Belvoir is the perfect family retreat, and has the ultimate luxurious layout.

GET IN TOUCH

Get in Touch

We know that we can build the best home for you, furthermore, we know we can do it on time and on budget, that's our promise to you. Contact us today to find out how Evoke Living Homes can work with you to create the home of your dreams.

Call us on **1300 138 653** or visit **evokelivinghomes.com.au** for more information or to arrange a personalised visit to one of our beautiful display homes.

Evoke Living Homes Head Office

61 Old York Road, Northam 6401

T 1300 138 653

E sales@elhomes.com.au

W evokelivinghomes.com.au



The Evoke Living Homes goal is to plan, inspire and deliver the highest quality homes to suit your budget and needs.




2



2


67.68M²

CUSTOM



THIS 3D IMAGE IS FOR ILLUSTRATION PURPOSES ONLY. PLEASE SEE ADDENDA & CONTRACT FOR SPECIFIC COLOURS & FINISHES

 EVOKE LIVING HOMES <small>— CREATING LIFESTYLES —</small>	61 OLD YORK ROAD, NORTHAM WA 6401 PHONE: 1300 138 653 EMAIL: sales@elhomes.com.au	SIGNATURES CLIENT:/...../..... CLIENT:/...../..... BUILDER:/...../.....	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">VARIATIONS</th> <th colspan="3">VARIATIONS</th> </tr> <tr> <th></th> <th>DATE:</th> <th>INT:</th> <th></th> <th>DATE:</th> <th>INT:</th> </tr> </thead> <tbody> <tr> <td>REVA</td> <td>17/02/23</td> <td>PC</td> <td></td> <td></td> <td></td> </tr> <tr> <td>REVB</td> <td>03/03/23</td> <td>PC</td> <td></td> <td></td> <td></td> </tr> <tr> <td>REVC - WD</td> <td>24/03/23</td> <td>RI</td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	VARIATIONS			VARIATIONS				DATE:	INT:		DATE:	INT:	REVA	17/02/23	PC				REVB	03/03/23	PC				REVC - WD	24/03/23	RI																CLIENT NAME: 2x2 SITE ADDRESS: XX XX	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>DRAWN: LD</td> <td>DATE: 17/02/23</td> </tr> <tr> <td>SALES: XX</td> <td>COASTAL: XX</td> </tr> <tr> <td>CLIMATE ZONE: X</td> <td>WIND REGION: X</td> </tr> <tr> <td>SHEET No: 1 OF 8</td> <td>JOB No. XXX</td> </tr> </table>	DRAWN: LD	DATE: 17/02/23	SALES: XX	COASTAL: XX	CLIMATE ZONE: X	WIND REGION: X	SHEET No: 1 OF 8	JOB No. XXX
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NOTES:

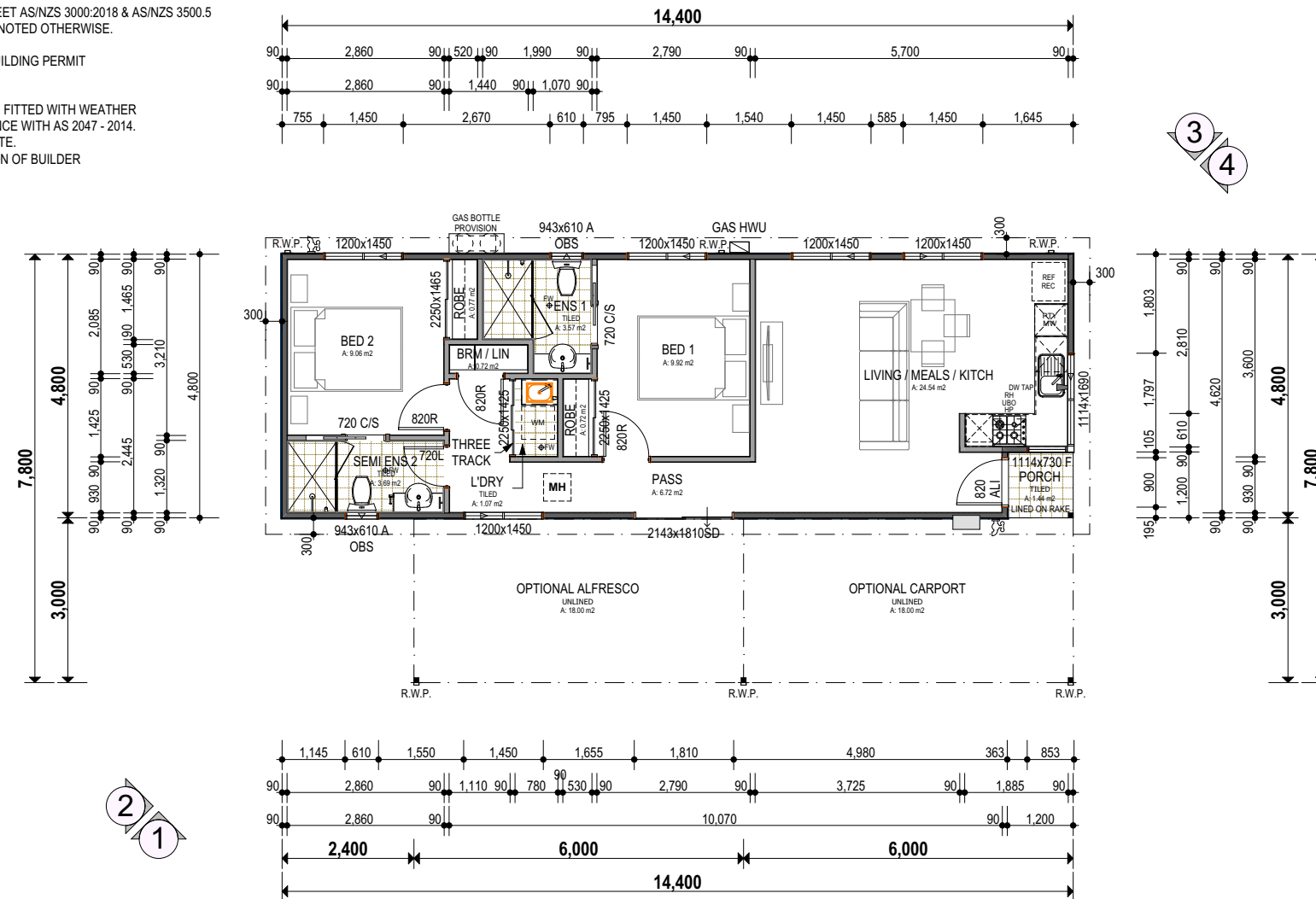
- CLIENT SUPPLIED MATERIALS & LABOUR - REFER TO CONTRACT & ADDENDA.
- BUILDER TO VERIFY ALL DIMENSIONS, LEVELS & CONTOURS ON SITE BEFORE CONSTRUCTION.
- DIMENSIONS ARE TO FRAME STUDS ONLY & DO NOT INCLUDE LININGS OR CLADDINGS.
- HEIGHTS ARE FROM TOP OF SLAB. NO ALLOWANCE MADE FOR FLOOR COVERINGS.
- THE NATIONAL CONSTRUCTION CODE OF AUSTRALIA FORMS PART OF THESE DRAWINGS, ALL THE NCC REQUIREMENTS ARE TO APPLY INCLUDING THOSE NOT SHOWN OR MENTIONED HERE IN.
- SMOKE DETECTOR TO NCC 3.7.5.2
- BUILDER IS TO PROVIDE ALL FLASHINGS AS NECESSARY TO WATERPROOF THE BUILDING.
- WET AREA FLOORS TO BE WATERPROOFED IN ACCORDANCE WITH AS3740 - 2010 "WATERPROOFING OF WET AREAS WITHIN RESIDENTIAL BUILDINGS.
- TILING TO WET AREAS BY BUILDER, UNLESS NOTED OTHERWISE.
- ELECTRICAL & PLUMBING FINAL LOCATIONS AT DISCRETION OF TRADES TO MEET AS/NZS 3000:2018 & AS/NZS 3500.5
- GUTTERS AND DOWNPIPES TO DISPERSE WATER TO GROUND LEVEL UNLESS NOTED OTHERWISE. LOCATIONS AS DISCRETION OF BUILDER.
- SOAKWELLS / STORMWATER IN ACCORDANCE WITH NCC REQUIREMENTS & BUILDING PERMIT CONDITIONS TO BE UNDERTAKEN **BY CLIENT**
- BW ----- DENOTES WALL BRACING 3KN CAPACITY TO 1684 - 2010.
- EXTERNAL DOORS & OPENABLE WINDOWS SERVING HABITABLE ROOMS TO BE FITTED WITH WEATHER SEALS IN ACCORDANCE WITH NCC 3.12.3.3. ALL WINDOWS TO BE IN ACCORDANCE WITH AS 2047 - 2014.
- FULL HEIGHT TIMBER EXTERNAL OPENINGS TO NOT SIT DIRECTLY ON CONCRETE.
- MANHOLE & WALL VENT FINAL LOCATIONS SUBJECT TO CHANGE AT DISCRETION OF BUILDER
- CABINET WORKS SUBJECT TO CHANGE AT DISCRETION OF CABINET MAKER

ALLOW FULL ROOF SHEET AT RANGEHOOD FLUE & MOVE CEILING BATTENS TO SUIT

CEILING HEIGHT: 2400 THROUGHOUT

CALCULATIONS

	AREA	PERIMETER
ALFRESCO	18.00	18.00
BUILDING	67.68	38.40
CARPORT	18.00	18.00
PORCH	1.44	4.80
	105.12 M ²	79.20 M

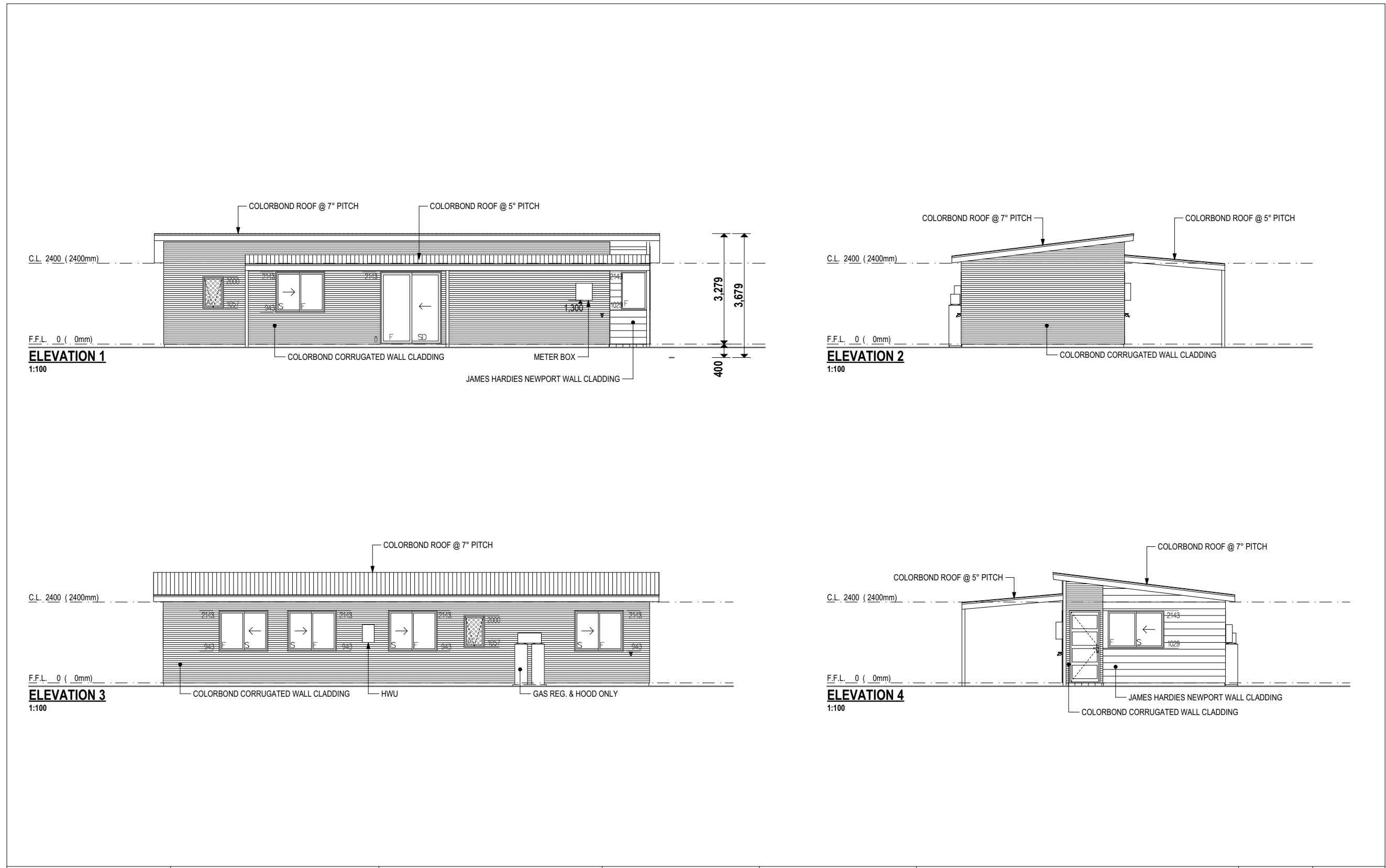



FLOOR PLAN
1:100

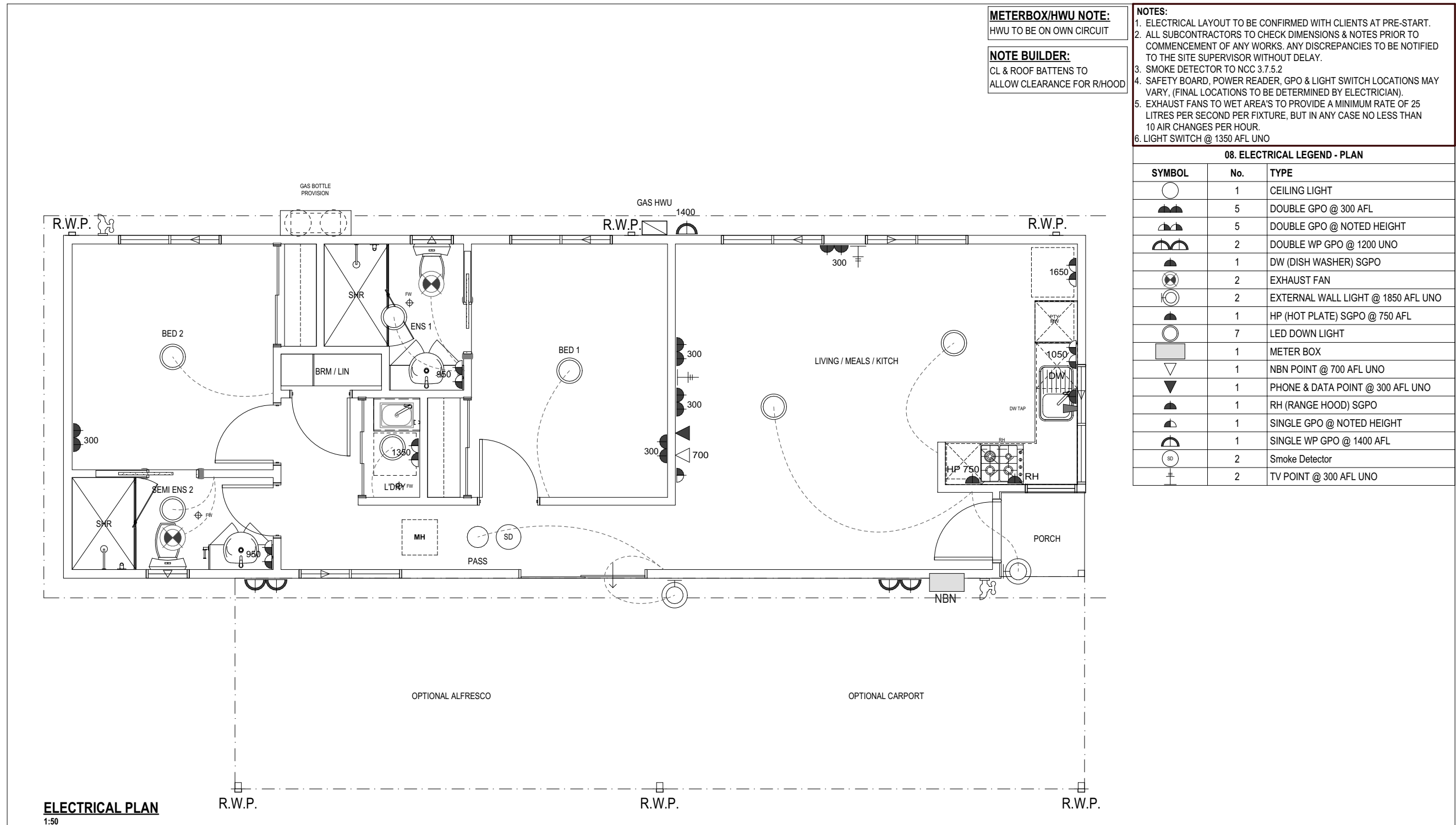
PRELIMINARY

THIS DESIGN HAS NOT BEEN ENERGY ASSESSED, GLAZING & INSULATION SUBJECT TO CHANGE TO MEET BCA REQUIREMENTS

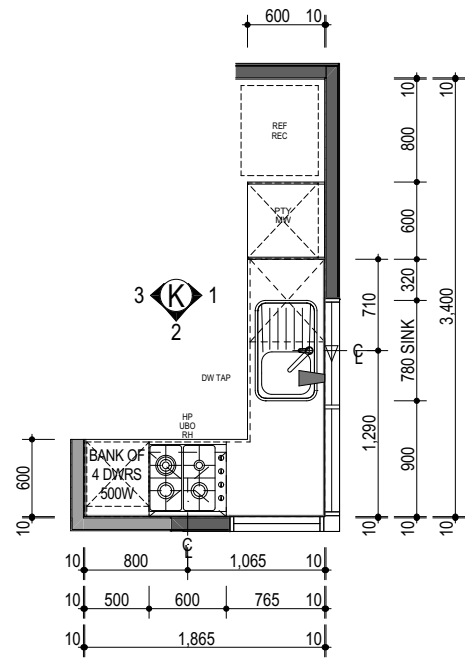
<p>61 OLD YORK ROAD, NORTHAM WA 6401 PHONE: 1300 138 653 EMAIL: sales@elhomes.com.au</p> <p>© COPYRIGHT THIS DRAWING IS THE COPYRIGHT OF WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES & MAY NOT BE COPIED IN PART OR FULL WITHOUT THE WRITTEN PERMISSION OF EVOKE LIVING HOMES.</p>	SIGNATURES CLIENT: CLIENT: BUILDER:	VARIATIONS <table border="1"> <thead> <tr> <th></th> <th>DATE:</th> <th>INT:</th> </tr> </thead> <tbody> <tr> <td>REVA</td> <td>17/02/23</td> <td>PC</td> </tr> <tr> <td>REVB</td> <td>03/03/23</td> <td>PC</td> </tr> <tr> <td>REVC - WD</td> <td>24/03/23</td> <td>RI</td> </tr> </tbody> </table>		DATE:	INT:	REVA	17/02/23	PC	REVB	03/03/23	PC	REVC - WD	24/03/23	RI	VARIATIONS <table border="1"> <thead> <tr> <th></th> <th>DATE:</th> <th>INT:</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		DATE:	INT:							CLIENT NAME: 2x2 SITE ADDRESS: XX XX	DRAWN: LD DATE: 17/02/23 SALES: XX COASTAL: XX CLIMATE ZONE: X WIND REGION: X SHEET No: 2 OF 8 JOB No. XXX
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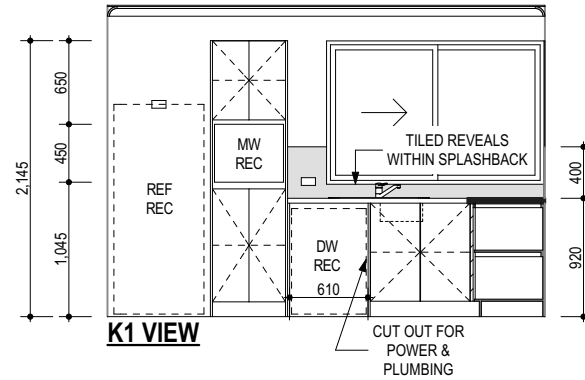
 <p>EVOKE LIVING HOMES — CREATING LIFESTYLES —</p>	<p>61 OLD YORK ROAD, NORTHAM WA 6401 PHONE: 1300 138 653 EMAIL: sales@elhomes.com.au</p> <p>© COPYRIGHT THIS DRAWING IS THE COPYRIGHT OF WBS MODULAR PTY LTD T/A S EVOKE LIVING HOMES & MAY NOT BE COPIED IN PART OR FULL WITHOUT THE WRITTEN PERMISSION OF EVOKE LIVING HOMES.</p>	<p>SIGNATURES</p> <p>CLIENT:</p> <p>CLIENT:</p> <p>BUILDER:</p>	<p>VARIATIONS</p> <table border="1"> <thead> <tr> <th></th> <th>DATE:</th> <th>INT:</th> </tr> </thead> <tbody> <tr> <td>REVA</td> <td>17/02/23</td> <td>PC</td> </tr> <tr> <td>REVB</td> <td>03/03/23</td> <td>PC</td> </tr> <tr> <td>REVC - WD</td> <td>24/03/23</td> <td>RI</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		DATE:	INT:	REVA	17/02/23	PC	REVB	03/03/23	PC	REVC - WD	24/03/23	RI										<p>VARIATIONS</p> <table border="1"> <thead> <tr> <th></th> <th>DATE:</th> <th>INT:</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		DATE:	INT:																<p>CLIENT NAME: 2x2</p> <p>SITE ADDRESS: XX XX</p>	<p>DRAWN: LD DATE: 17/02/23</p> <p>SALES: XX COASTAL: XX</p> <p>CLIMATE ZONE: X WIND REGION: X</p> <p>SHEET No: 3 OF 8 JOB No. XXX</p>
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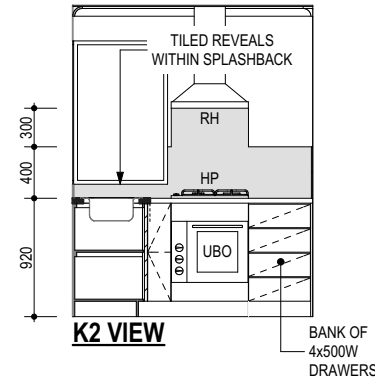
<p>61 OLD YORK ROAD, NORTHAM WA 6401 PHONE: 1300 138 653 EMAIL: sales@elhomes.com.au</p> <p>© COPYRIGHT THIS DRAWING IS THE COPYRIGHT OF WBS MODULAR PTY LTD T/A S EVOKE LIVING HOMES & MAY NOT BE COPIED IN PART OR FULL WITHOUT THE WRITTEN PERMISSION OF EVOKE LIVING HOMES.</p>	SIGNATURES CLIENT: CLIENT: BUILDER:	VARIATIONS <table border="1"> <thead> <tr> <th>REVISION</th> <th>DATE</th> <th>INT.</th> </tr> </thead> <tbody> <tr> <td>REVA</td> <td>17/02/23</td> <td>PC</td> </tr> <tr> <td>REVB</td> <td>03/03/23</td> <td>PC</td> </tr> <tr> <td>REVC - WD</td> <td>24/03/23</td> <td>RI</td> </tr> </tbody> </table>	REVISION	DATE	INT.	REVA	17/02/23	PC	REVB	03/03/23	PC	REVC - WD	24/03/23	RI	VARIATIONS <table border="1"> <thead> <tr> <th>REVISION</th> <th>DATE</th> <th>INT.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	REVISION	DATE	INT.							CLIENT NAME: 2x2 SITE ADDRESS: XX XX	DRAWN: LD DATE: 17/02/23 SALES: XX COASTAL: XX CLIMATE ZONE: X WIND REGION: X SHEET No: 4 OF 8 JOB No. XXX
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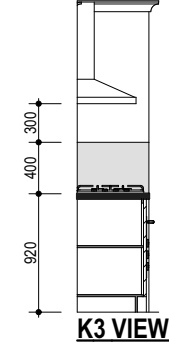
KITCHEN PLAN
1:50



K1 VIEW

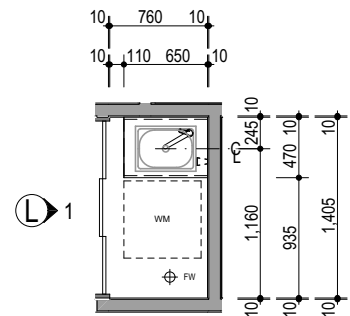


K2 VIEW

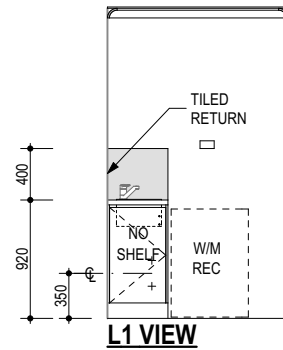


K3 VIEW

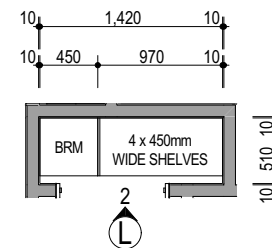
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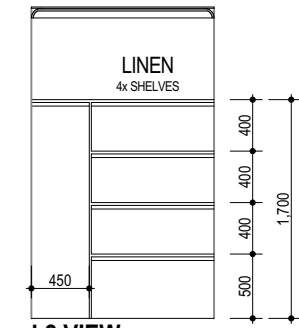
LAUNDRY PLAN
1:50



L1 VIEW



BRM / LINEN PLAN
1:50



L2 VIEW



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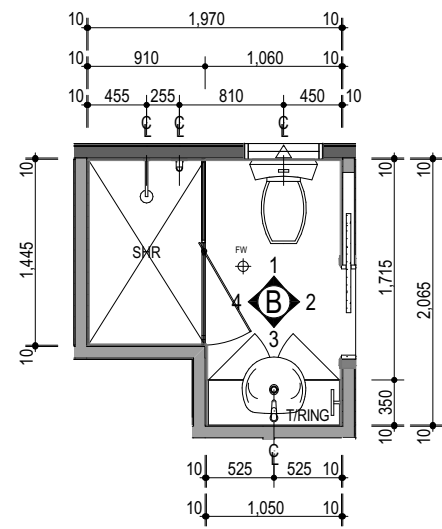
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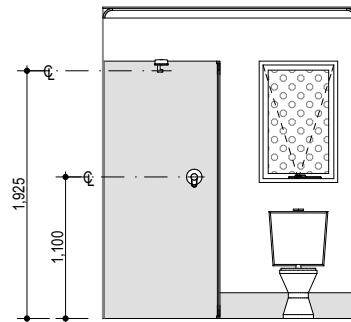
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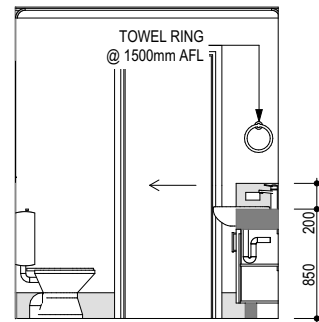
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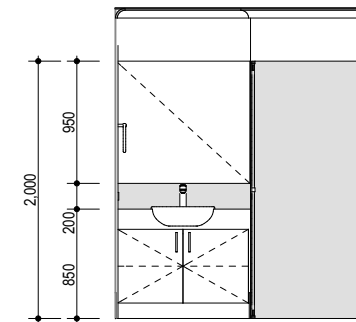
ENSUITE 1 PLAN
1:50



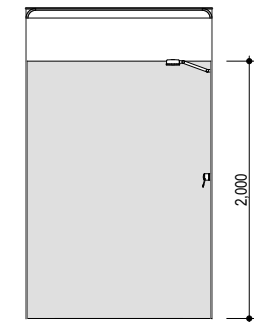
E1 VIEW



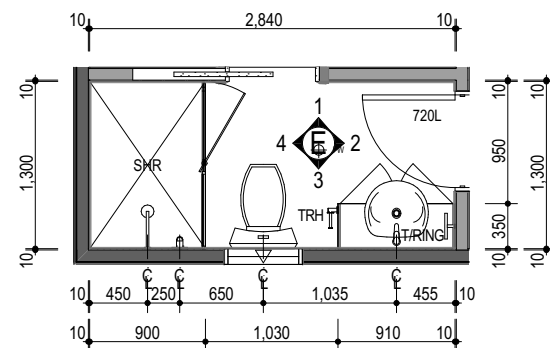
E2 VIEW



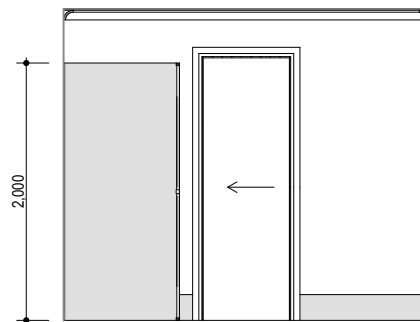
E3 VIEW



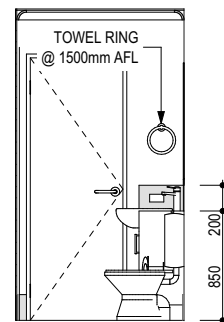
E4 VIEW



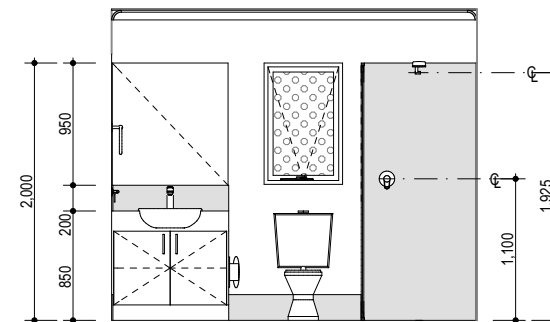
SEMI ENSUITE 2 PLAN
1:50



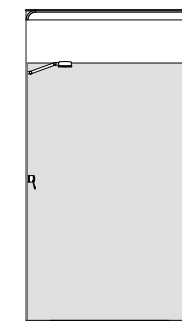
E5 VIEW



E6 VIEW



E7 VIEW



E8 VIEW

NOTE: SHOWER FLOOR TILES TO BE LAID AT A 45° ANGLE TO ACHIEVE ADEQUATE FALL.
ALL OTHER BATHROOM TILES TO BE LAID STRAIGHT UNO IN ADDENDA.



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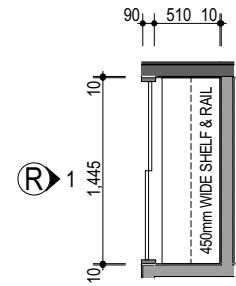
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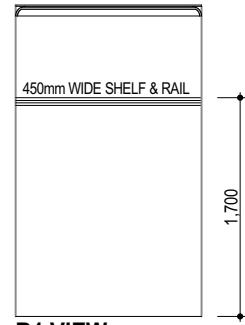
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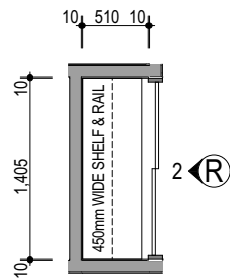


ROBE 1 PLAN
1:50

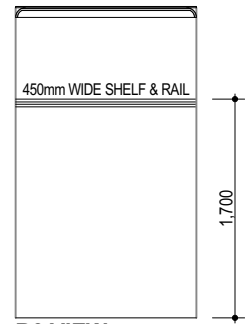


R1 VIEW


NOTE: ALL BI-PASS DOORS TO BE RECESSED BACK 10mm



ROBE 2 PLAN
1:50



R2 VIEW

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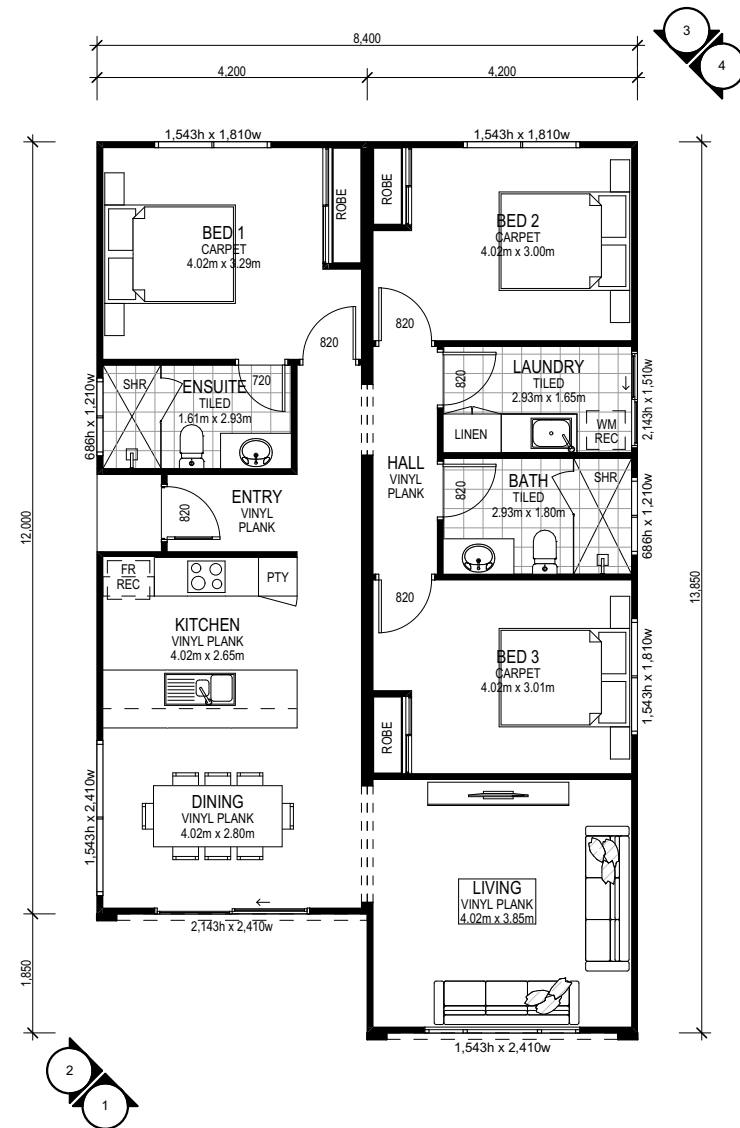
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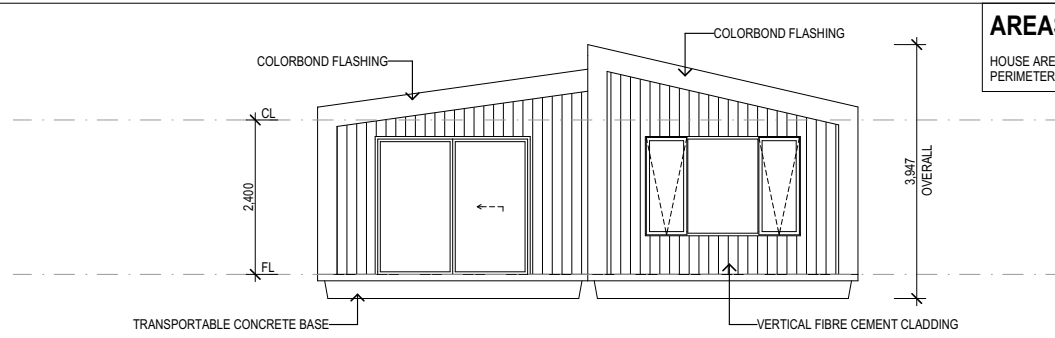
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 SITE ADDRESS:
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SALES:	XX	COASTAL:	XX
CLIMATE ZONE:	X	WIND REGION:	X
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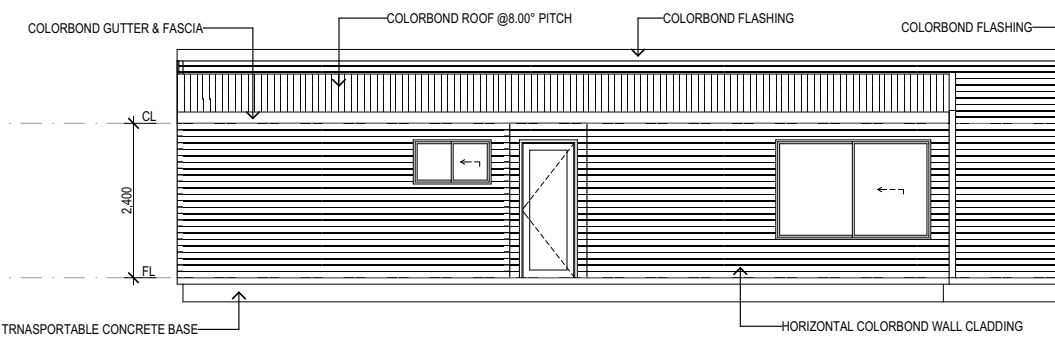
KAKADU



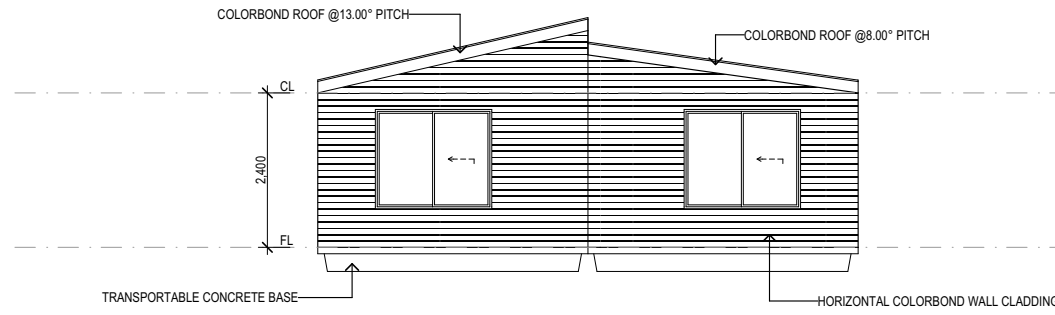
FLOOR PLAN
SCALE: 1:100



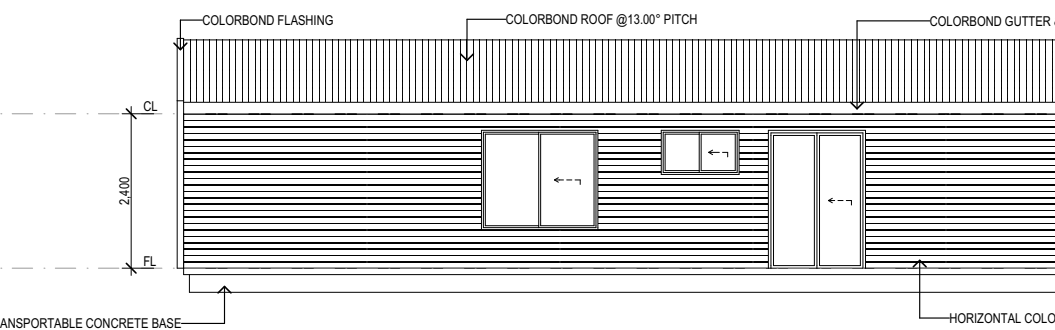
ELEVATION 1
SCALE: 1:100



ELEVATION 2
SCALE: 1:100



ELEVATION 3
SCALE: 1:100



ELEVATION 4
SCALE: 1:100

AREAS:
HOUSE AREA: 108.35m²
PERIMETER: 44.50m

ARCHICAD EDUCATION VERSION



FOX MODULAR
13 BOOM STREET
GNANGARA
WESTERN AUSTRALIA
6077
t: 08 6377 8335

w: www.foxmodular.com.au
e: info@foxmodular.com.au

PROJECT DETAILS

JOB NO:
BUILDING: **KAKADU**
CLIENT: **tbc**
ADDRESS: **tbc**

DRAWING DETAILS

PAGE: 1
DRAWING: FLOOR PLAN & ELEVATIONS
SCALE: 1:100
DRAWN: FW
CHECKED:
DATE: 3/06/2022

REVISIONS

NO.	DESCRIPTION	DATE

NOTES

WRITTEN DIMENSIONS TAKE PREFERENCE OVER SCALE. THESE PLANS ARE TO BE READ IN CONJUNCTION WITH THE PROJECT SPECIFICATIONS, ENGINEERS DESIGNS, COMPUTATIONS, AND GEOTECHNICAL REPORTS. WRITTEN SPECIFICATIONS TAKE PRECEDENCE OVER THESE DRAWINGS UNLESS NOMINATED IN THE CONTRACT OR SPECIFICATION.

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OWNER 1: _____
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OWNER 1: _____
DATE: _____



Fox Modular



Build outside the box.

Build outside the box with Fox.

For more than a decade, we've been designing and building the highest quality modular buildings across Perth and Western Australia. Our innovative designs, efficiency and attention to detail sets us apart from the rest.

Redefining what's possible in modular building and design.

While we're traditional about many things – good customer service, family values and local support – we also believe in challenging the norm. For more than a decade, we've helped to change the idea of modular homes, with award-winning designs that add a new dimension to modern living.



WINNER 2021, 2022
HIA Perth
Modular and
Prefabricated
Home of the Year



WINNER 2021
HIA WA
Modular and
Prefabricated
Home of the Year





What Sets Us Apart

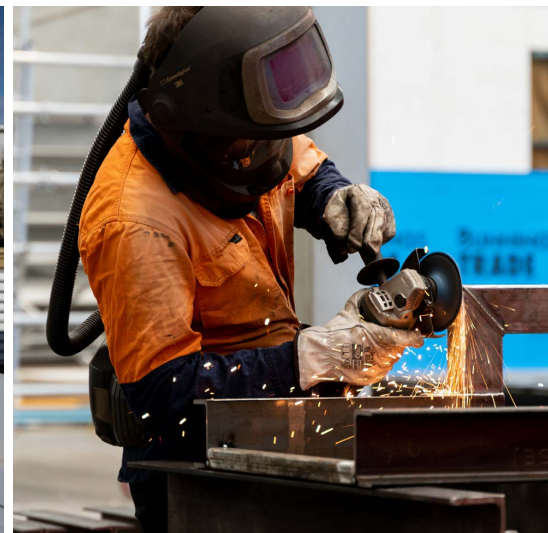
Fox Modular has been a trusted name in WA since 2009. Our personalised project management ensures we walk through the entire project with our customers, every step of the way.

Our state-of-the-art home manufacturing facilities in Gnangara, Malaga and Bibra Lake total over 40,000sqm of production space, allowing us to handcraft a beautiful and fully completed house in a fraction of the time of a traditional build.

These secure facilities have stockpiles of materials on hand, so shortages are no issue. Our team of trades are always on hand and can walk from project to project, and your build is constantly monitored and quality controlled by our team of supervisors.

When we're busy in the construction phase, we make every effort to control our construction waste and recycle resources wherever we can. We also source the highest quality local materials available, supporting local communities along the way.

For over a decade, we've shown the possibilities of manufactured buildings - from breathtaking modular homes and gorgeous studios to workers' accommodation, farmhouses and stunning regional retreats.



Building Options

Designing and building modular homes and buildings is what we do best. Over the years, we've refined our processes to make the journey as stress-free and simple as possible.

We have a complete range of base model designs suited for the diverse landscapes of Western Australia and to suit all family sizes and budgets. Our in-house Architect and design team are on hand for any modifications and customisation required. We'll be with you every step of the way, helping you to bring your ideas to life.

We offer three building options for our clients:

Fox Build & Install

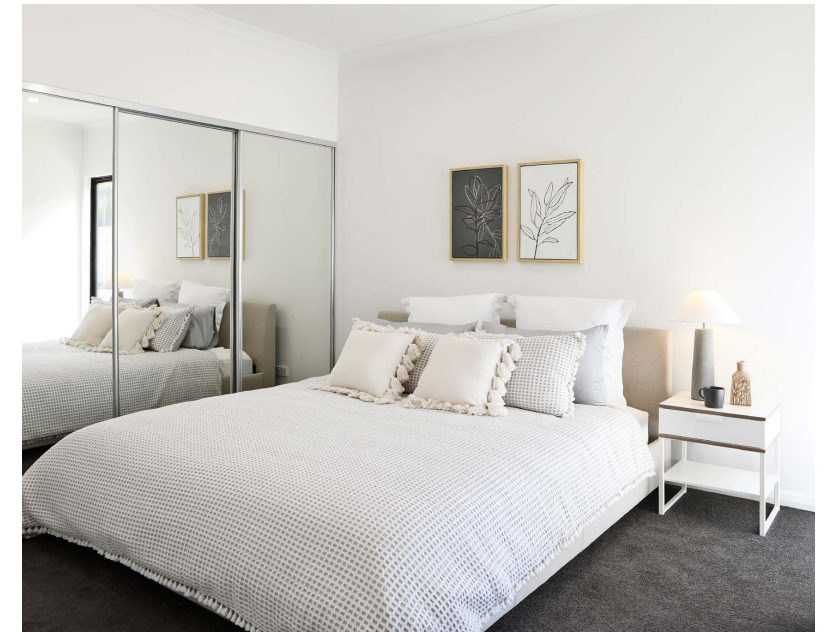
Depending on your location, if it is feasible for us to use our vast network of trades we can look after the whole process. From design through to installation, we'll look after every step until you are in your new home.

Owner-Builder

For those in remote areas, it can be more economical to act as an owner-builder, engaging local trades for the installation of your home. We'll still build your home and assist with paperwork, then once your home has been delivered, your local trades will complete the finishing touches.

Supply Only

Fox will manufacture your new home and you take care of the rest - easy as that!



Indicative Floorplan

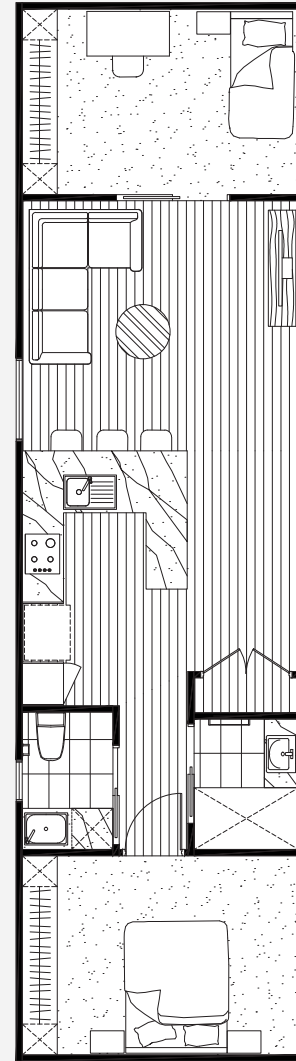


Monaco

2 1

Size
64.6m²

Dimensions
4.2m x 15.4m



Indicative Floorplan

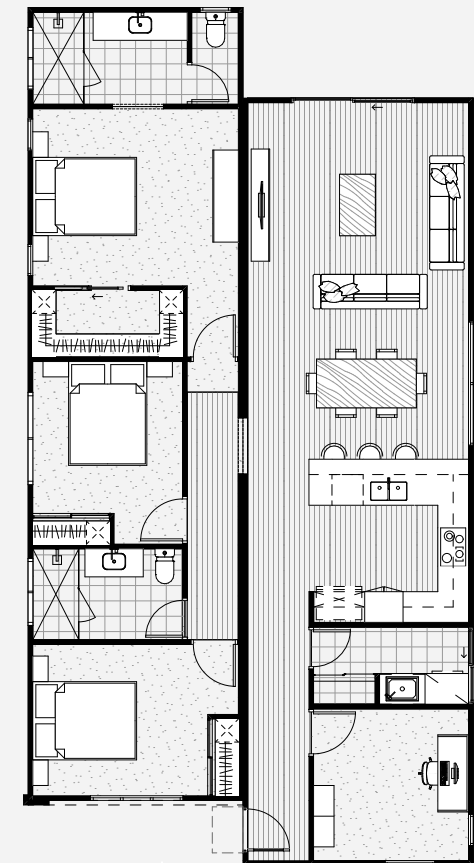


Foxy

3 2

Size
132.6m²

Dimensions
8.7m x 16.8m



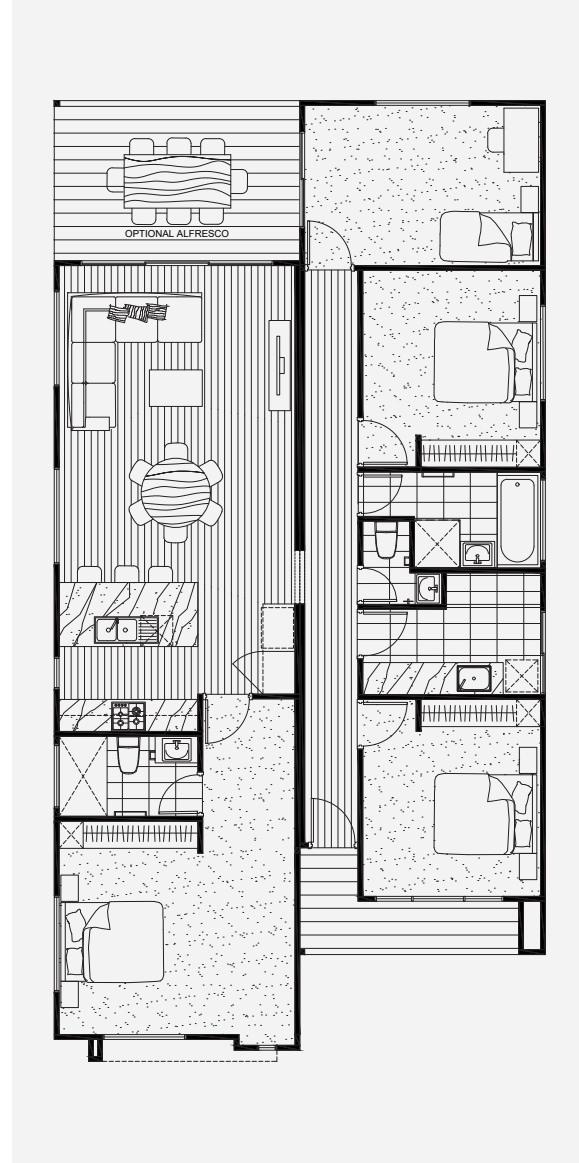
Indicative Floorplan



Macpherson

4 2

Size
135.27m² **Dimensions**
9.2m x 18m



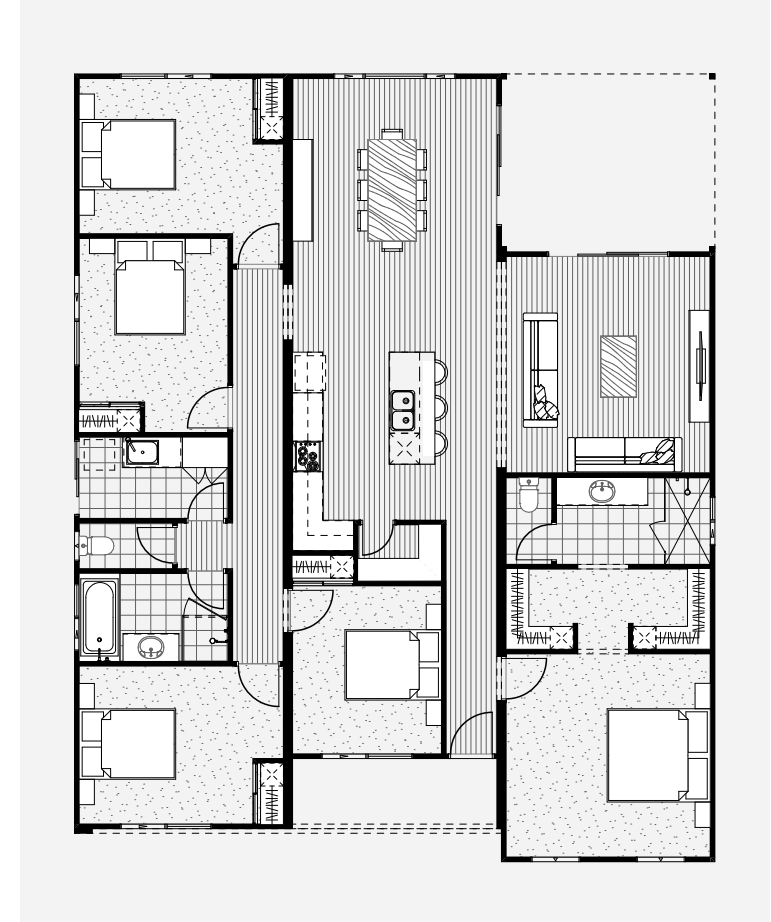
Indicative Floorplan



Davenport

5 2

Size
169.47m²
Dimensions
12.6m x 15m





Our Quality Inclusions



Westinghouse kitchen ovens, hot plates and rangehoods are innovative, stylish and clever – making them the perfect match for our home designs. With over 60 years of experience, Westinghouse brings incredible value to every home. These purposeful and quality-driven products will not only stand the test of time, but truly help to bring your kitchen and entertaining space to life.

alder

When it comes to the finest quality, Alder definitely turns it on. Alder tapware comes standard in all our Fox Modular designs, bringing a fresh and contemporary feel to every bathroom, kitchen and laundry space. With superior finishes, quality workmanship, excellent functionality and a range of options, Alder is the flawless choice.



Aussies can't get enough of COLORBOND® steel – and neither can we. That's why we've made COLORBOND® a standard inclusion option for the exterior cladding of your Fox Modular modular home design. COLORBOND® have been delivering excellence in steel for over 50 years. Easy to maintain and ready to stand up to everything our climate can throw at them, COLORBOND® cladding and roofing products are second to none.



We've made sourcing the best windows an open and shut case, thanks to our strong partnership with Jason Windows. As the glass experts, Jason Windows bring strength, quality and energy-efficiency to each of their products. The powder coated aluminium windows and doors used throughout all our Fox Modular designs helps to add lasting good looks and value to your new home.



For a brand you can really lean on, it has to be polytec. From your kitchen benchtop to your bathroom surfaces, polytec's craftsmanship and quality can be found throughout your new Fox Modular home. With a large range of colours and styles available, polytec will leave you feeling inspired.



Make your home a sanctuary with Seima, a wholly Australian owned company specialising in the design and production of quality bathroom and plumbing products including tapware, ceramic basins, stainless steel sinks, toilets and cabinets.



The bedrooms in your home will become cosy havens thanks to the included range of carpets for you to choose from - First View, Rosaline and Summit Point - which are available in a variety of colours. The range is supplied by Trevors Carpets, a proudly WA-owned and operated brand just like us.



The versatile Polaris vinyl plank range by Godfrey Hirst takes the look, feel and design of natural timber floors and adds a few extra touches. It is durable and easy to maintain, with an exquisite colour range providing endless options for a variety of interiors.



Stay comfortable all year around thanks to your split system reverse cycle air conditioner by Mitsubishi Electric, which will be installed in the main living area.



Fox Modular Specification

EXTERNAL

- Designer front facade
- Aluminium glazed door to entry
- Precast concrete base
- Termite barrier to all external walls
- Engineered steel wall frames and roof trusses
- Fibre cement sheeting to eaves and external ceilings
- External painting and finishing
- Colorbond® cladding horizontally laid with thermal break
- R2.5 insulation to walls
- Colorbond® sheeted roof with Anticon
- Colorbond® downpipes, slotted gutters and flashings
- Jason Windows powder coated aluminium doors and windows including mesh fly screens
- Breezlock to all windows
- Obscure glazing to bathrooms, ensuites and toilets
- Gas instantaneous hot water system
- 2 external taps

INTERNAL

- Vinyl plank flooring to main living areas and passageways
- Carpet to bedrooms and robes with underlay
- Painting to all walls, ceilings, doors, door frames, skirtings and architraves (Wattyl White throughout)
- Built-in wardrobes including shelf and rail, four open shelves and sliding mirrored doors
- Linen cupboard with four shelves
- Internal flush panel doors with lever set door furniture
- Internal steel joinery with timber architraves
- Plasterboard lined walls and timber skirting
- 2400mm high plasterboard lined internal ceilings with R4 insulation batts including cornice

KITCHEN

- Precform edge laminate benchtops
- Laminated custom cabinetry with ABS edging and soft close hinges
- Overhead cupboards and laminated pantry
- Westinghouse 600mm stainless steel electric oven
- Westinghouse 600mm stainless steel gas hot plate
- Westinghouse 600mm stainless steel rangehood
- Tiled splashback to underside of overhead cupboards

- Seima stainless steel 1 3/4 bowl sink with single drainer
- Alder mixer tap (chrome or black)
- Dishwasher recess with cold plumbing and single GPO

ELECTRICAL

- Split system reverse cycle air conditioner to main living area
- Double power points throughout
- Hardwired smoke detectors
- 1 external up down light to entry
- 1 external weatherproof power point
- 8 LED downlights per module

BATHROOM AND ENSUITE

- Precform edge laminate benchtops
- Laminated cupboards with ABS edging and soft close hinges
- Seima above counter china basin
- Seima 1520mm acrylic bath (where included)
- Ceramic floor and wall tiles to wet areas from standard range
- Hobless shower recess
- Framed pivot doors to showers
- Seima dual flush back to wall toilet suite with soft close lid and china cistern
- Frameless mirror to full width of vanity
- Flumed extractor fan
- Chrome hand shower with rail
- Alder tapware to bath, shower and vanity
- Chrome floor waste

LAUNDRY

- Seima stainless steel 45L trough
- Precform edge laminate benchtops
- Laminated cupboards with ABS edging and soft close hinges
- Alder mixer tap((chrome or black)
- Chrome washing machine tapset
- Chrome floor waste

GENERAL

- 10 year structural warranty
- Indemnity insurance
- 6 month maintenance period
- Contour survey*
- Soil classification*
- Energy assessment
- Structurally certified design
- Shire and Water Corporation application fees
- Prestart colour and materials consultation

*Price/s provided are GST inclusive and based on Fox base inclusions, prices are subject to change without notice. Contour survey and Soil classification included for Perth Metro only. Pricing provided is for Perth Metro only, regional loading may apply. Renders, elevations and photos are for illustrative purposes only. Upgrades, site works, transport and installation costs are calculated per project. LPG bottles, furniture and decorative accessories are not included. BC 103 080 BP 102 022.





Our modular home designs are available anywhere and everywhere in Western Australia, and are made to suit blocks of all shapes and sizes. Choose from two bedroom to five bedroom modular home designs, all finished to the highest standards of quality and comfort.



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BREEZEWAY

AREAS:

HOUSE AREA: 119.89m²
PERIMETER: 70.01m²



FOX MODULAR

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GNANGARA
WESTERN AUSTRALIA
6077
t: 08 6377 8335

w: www.foxmodular.com.au
e: info@foxmodular.com.au

PROJECT DETAILS

JOB NO:
BUILDING: **BREEZEWAY**
CLIENT: **tbc**
ADDRESS: **tbc**

DRAWING DETAILS

PAGE:
DRAWING: FLOOR PLAN
SCALE: 1:100
DRAWN: FW
CHECKED:
DATE: 28/02/2022

REVISIONS

No.	Description	Date

NOTES

WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALE. THESE PLANS ARE TO BE READ IN CONJUNCTION WITH THE PROJECT SPECIFICATIONS, ENGINEERS DESIGNS, COMPUTATIONS, AND GEOTECHNICAL REPORTS. WRITTEN SPECIFICATIONS TAKE PRECEDENCE OVER THESE DRAWINGS UNLESS NOMINATED IN THE CONTRACT OR SPECIFICATION.

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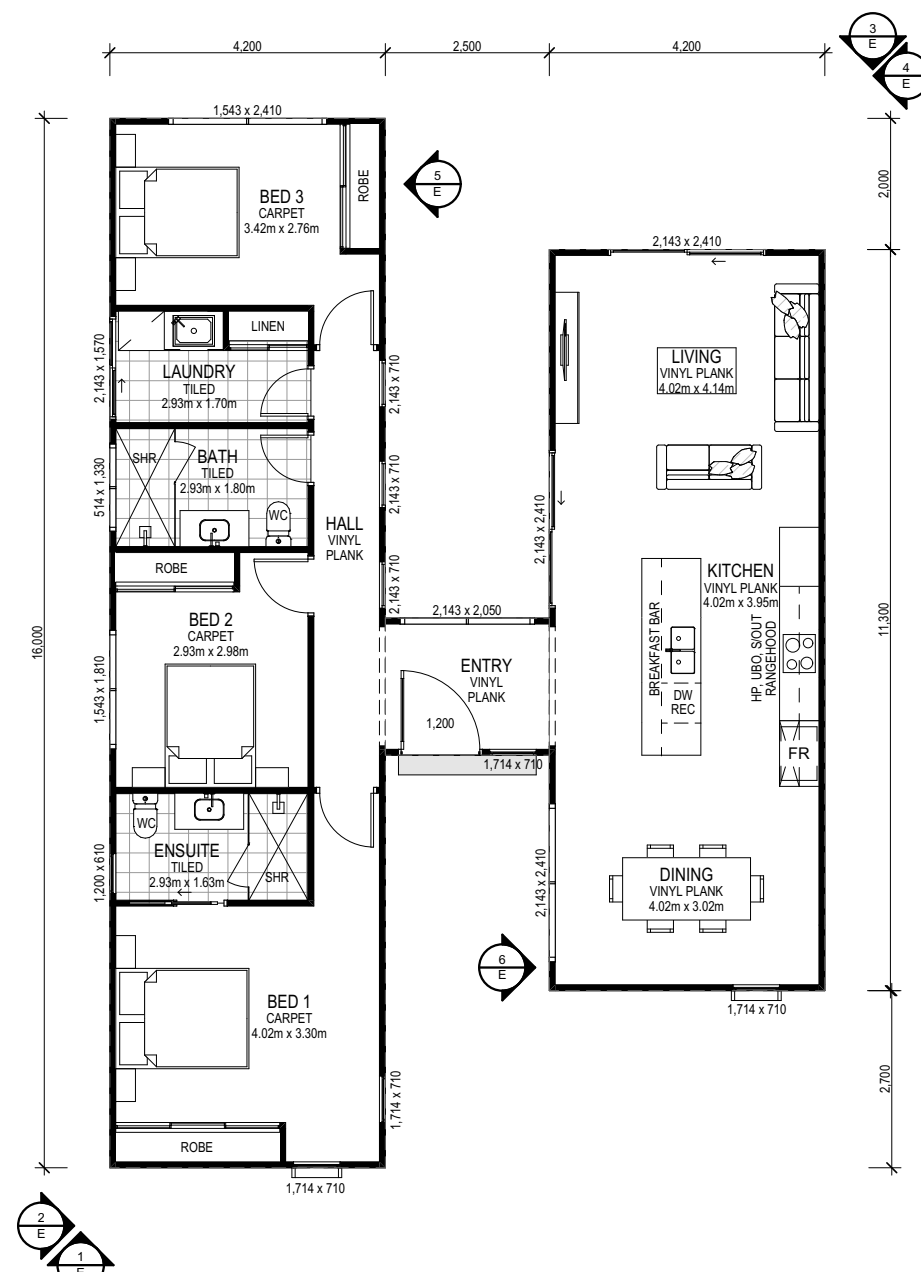
FURTHER NOTES (IF REQUIRED)

OWNER 1: _____

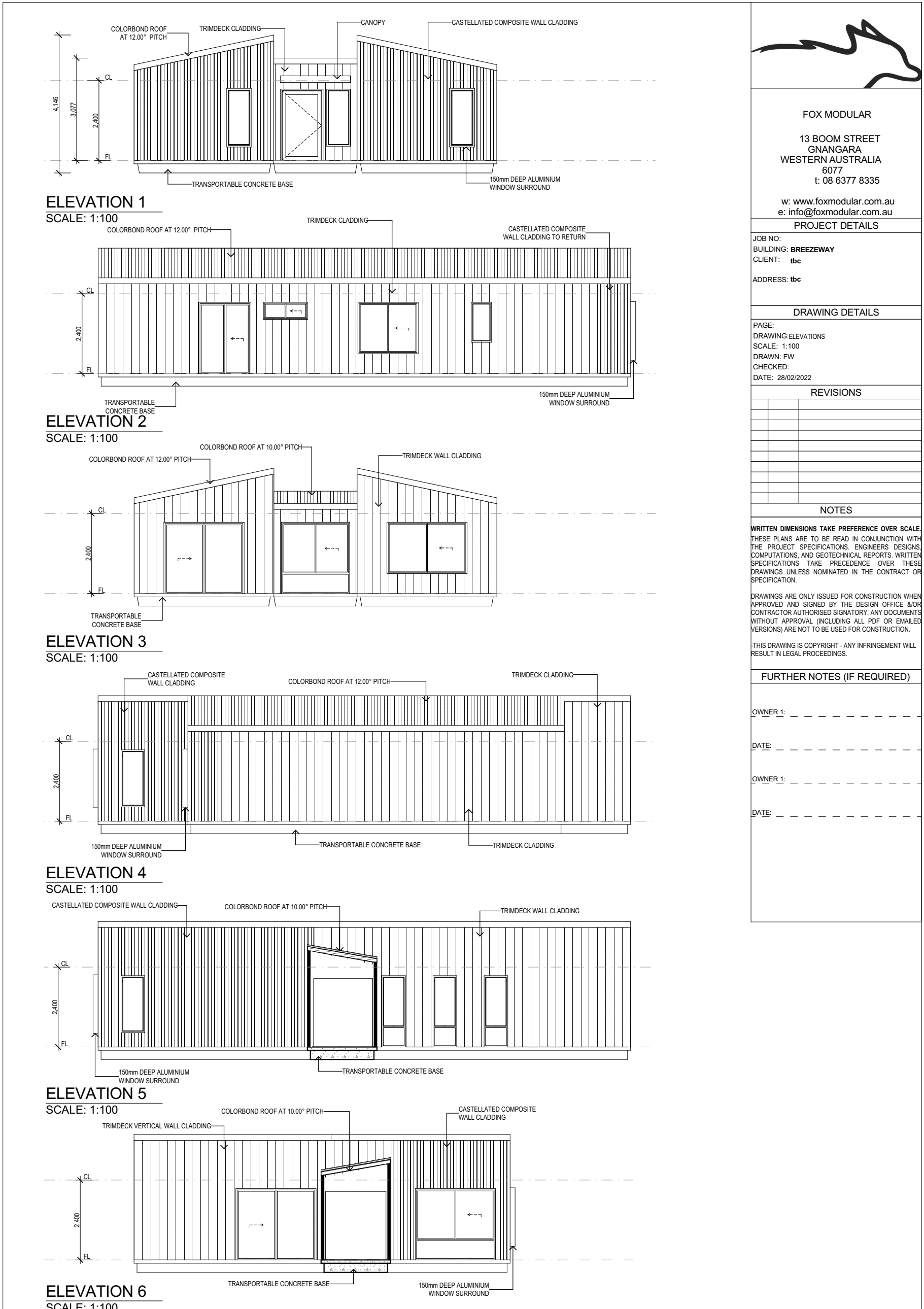
DATE: _____

OWNER 1: _____

DATE: _____



FLOOR PLAN
SCALE: 1:100



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6077
t: 08 6377 8335

w: www.foxmodular.com.au
e: info@foxmodular.com.au

PROJECT DETAILS
JOB NO:
BUILDING: **BREEZEWAY**
CLIENT: **tbc**
ADDRESS: **tbc**

DRAWING DETAILS
PAGE:
DRAWING: ELEVATIONS
SCALE: 1:100
DRAWN: FW
CHECKED:
DATE: 28/02/2022

REVISIONS

NO.	DESCRIPTION	DATE

NOTES

WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALE.
THESE PLANS ARE TO BE READ IN CONJUNCTION WITH THE PROJECT SPECIFICATIONS, ENGINEERS DESIGNS, COMPUTATIONS, AND GEOTECHNICAL REPORTS. WRITTEN SPECIFICATIONS TAKE PRECEDENCE OVER THESE DRAWINGS UNLESS NOMINATED IN THE CONTRACT OR SPECIFICATION.

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FURTHER NOTES (IF REQUIRED)

OWNER 1: _____

DATE: _____

OWNER 1: _____

DATE: _____

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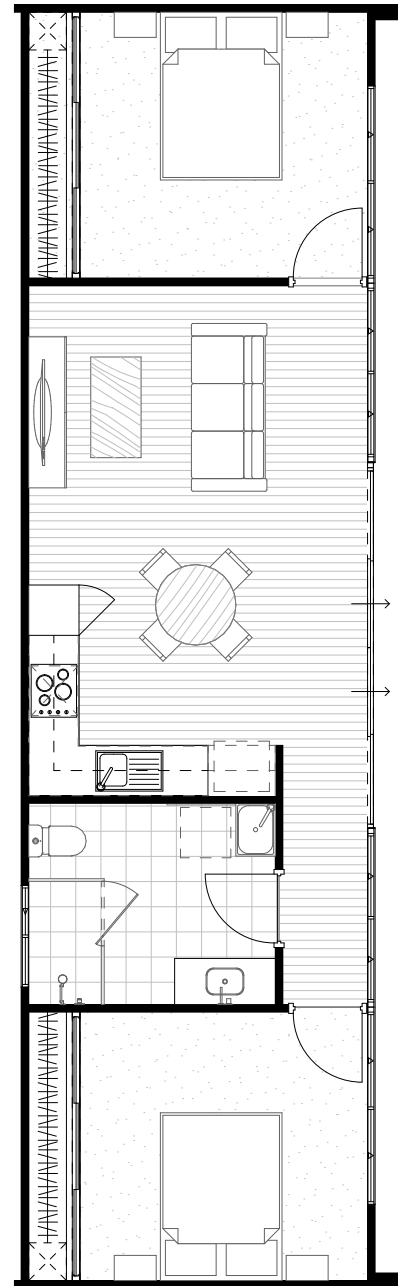
When you create a home with PIQUE, you're creating a future-focused, aesthetically beautiful home design using the latest in modular building techniques. It's where industrial efficiency meets personal liveability. Where efficient, cost-effective industrial methods are perfectly blended with a sense of care and craftsmanship. All so you can move into your beautiful home, faster and easier. That's PIQUE.

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Indicative floorplan

Berlin



Size
61.4m²

Dimensions
4.5m x 15.3m

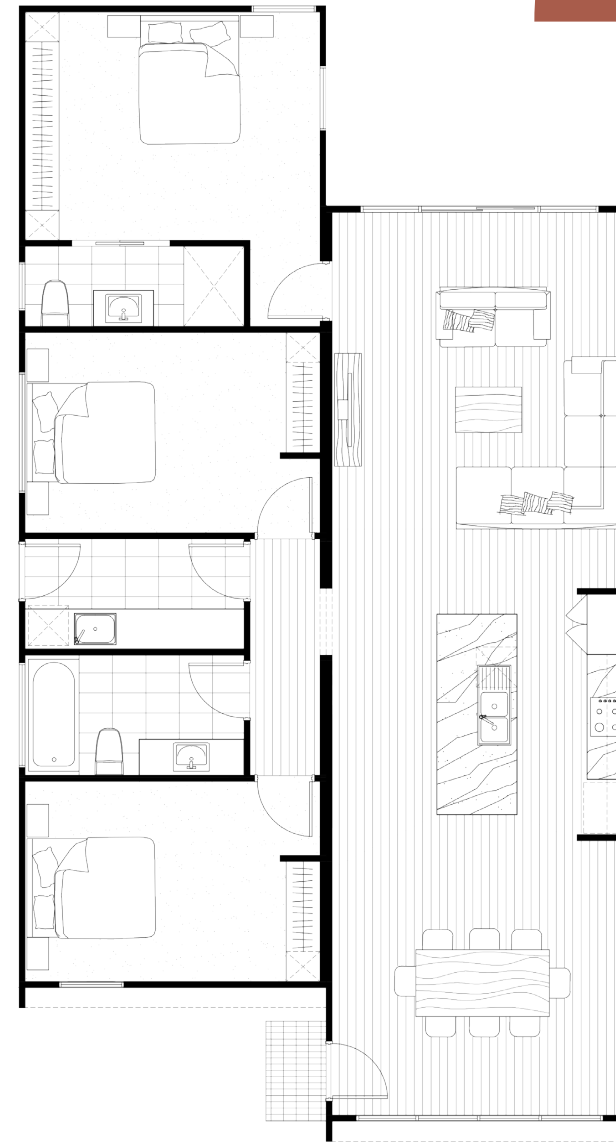
2 1

The ultimate in modular sophistication, the Berlin was specifically designed to be capable of adapting to all modern requirements. With configurations from a studio or home office layout to a one or two-bedroom design, PIQUE can build the perfect Berlin for you.



Indicative floorplan

Hemsworth



Size
133.4m²

Dimensions
9.2m x 17m

3 2



This stunning three-bedroom design is an absolute showstopper, with plenty of natural light and style. The Hemsworth has plenty of admirers and is a perfect home for anyone who is looking for something a little bit different.

Indicative floorplan

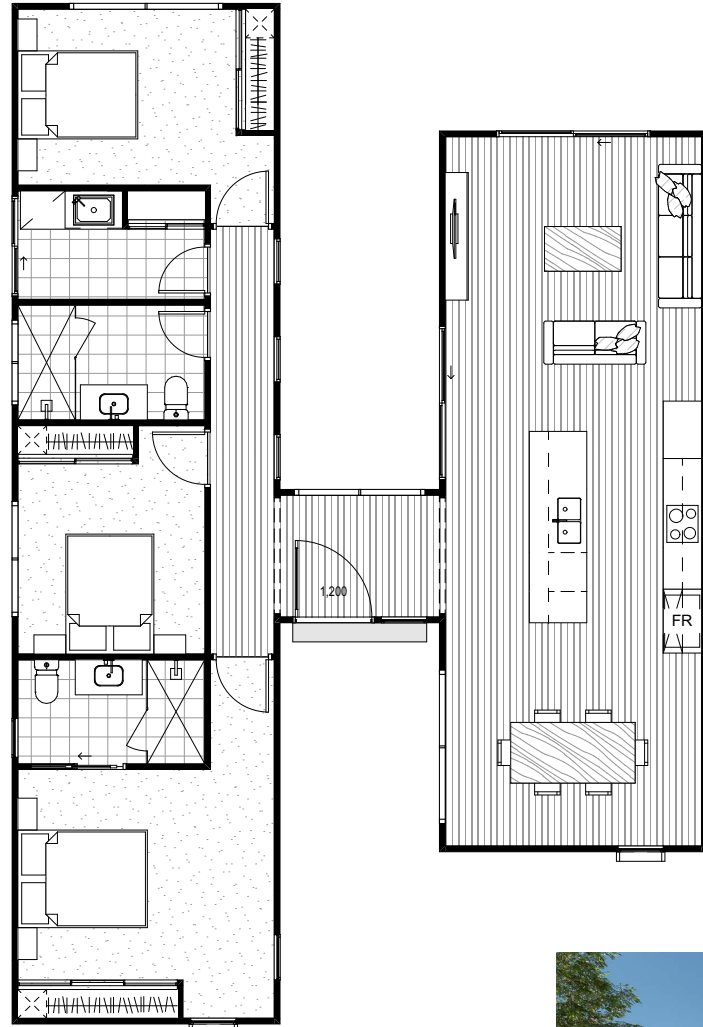
Breeze

Size
116.81m²

Dimensions
10.9m x 15.5m

3  2 

A beautiful home for anyone who is dreaming of coastal living, perfectly designed to enjoy the stunning sunsets of Western Australia. The Breeze is a family home that would be a comfortable fit for young or old families.



Indicative floorplan

Kardonay

Size
181.38m²

Dimensions
22.4m x 15.3m

4  2 

An open plan living, dining and centralised kitchen in the Kardonay creates a smooth transition into the outdoor thanks to large expanses of glass, providing a gathering place for the family to relax and relish the view. The master bedroom, ensuite, study and home theatre are secluded in their own private wing providing the ultimate adult's retreat.





Our Quality Partnerships



Westinghouse are part of the Electrolux Group, one of the world's largest producers of premium appliances - refrigerators and freezers, ovens, cooktops, range hoods, washing machines and tumbler dryers, dishwashers, air conditioners and vacuum cleaners - for both domestic and professional use.



With over 78 years of experience, Caroma is a European inspired range of plumbing products. From creating the world's first dual flush toilet which has saved the average household around 32,000L of water each year, Caroma has continued to create products designed to make life easier. Caroma products also undergo stringent testing and have a competitive warranty so you can enjoy your Caroma products for many years to come.



Strong, secure and energy smart, COLORBOND® steel is tried and tested in Australian conditions to look great and deliver outstanding, long life performance. With 22 colours in the range, including a range of thermally efficient light colours, you can choose a roof colour that sets the theme for your whole home, or complements your other building material choice.



QSTONE engineered stone is composed of up to 94% natural quartz and up to 6% advanced resin, making it a stain resistant, durable, hardwearing surface, resistant to scratches, impact, cracking and corrosive materials.



Jason Windows has been supplying quality products to the West Australian building industry for over 50 years. The company pioneered the introduction of aluminium windows and doors in WA in the early 1960s. As a result, Jason Windows has become the benchmark for product design, strength, and service. Furthermore, the company has continued to be seen as such. For decades, WA's leading builders specify Jason Windows in their homes, with many entrusting their windows, doors and security screen supply, installation, and service exclusively to Jason Windows.



Trevors Carpets is Western Australia's largest supplier of timber, luxury vinyl planks, hybrids, laminate, vinyls and of course carpets, with more than 40 years experience in delivering to both retail and commercial customers.

Standard Specification

EXTERNAL

- Designer front facade
- Aluminium glazed door to entry
- Precast concrete base
- Termite barrier to all external walls
- Engineered steel wall frames and roof trusses
- Fibre cement sheeting to eaves and external ceilings
- External painting and finishing
- Colorbond® cladding horizontally laid with thermal break
- R2.5 Insulation to walls
- Colorbond® sheeted roof with Anticon
- Colorbond® downpipes, slotted gutters and flashings
- Jason Windows powder coated aluminium doors and windows including mesh fly screens
- Breezelock to all windows
- Obscure glazing to bathrooms, ensuites and toilets
- Gas instantaneous hot water system
- 2 External taps

INTERNAL

- Vinyl plank flooring to main living areas and passage ways
- Carpet to bedrooms and robes with underlay
- Painting to all walls, ceilings, doors, door frames, skirtings and architraves
- Built in wardrobes including shelf and rail with four open shelves to side and sliding robe door
- Linen cupboard with four shelves
- Internal flush panel doors with lever set door furniture
- Internal steel joinery with timber architraves
- Plasterboard lined walls and timber skirting
- 2400mm high plasterboard lined internal ceilings with R4 insulation batts including cornice

KITCHEN

- 20mm engineered stone benchtops
- Laminated custom cabinetry with ABS edging and soft close hinges
- Overhead cupboards and laminated pantry
- Westinghouse 600mm stainless steel electric oven
- Westinghouse 600mm stainless steel gas hot plate
- Westinghouse 600mm stainless steel rangehood
- Tiled splashback to underside of overhead cupboards
- Stainless steel undermount sink
- Caroma mixer tap to sink choice of four colours
- Dishwasher recess with cold plumbing and single GPO

ELECTRICAL

- Split system reverse cycle air conditioner to main living area
- Data pack including phone, data and TV points (3 total)
- Double power points throughout
- Hardwired smoke detectors
- 1 external up down light to entry
- 1 external weatherproof power point
- 8 LED downlights per module

BATHROOM & ENSUITE

- 20mm engineered stone benchtops
- Laminated cupboards with ABS edging and soft close hinges
- Caroma Luna above counter basin
- Caroma Luna inset bath (if applicable)
- Ceramic floor and wall tiles to wet areas from standard range
- Hobless shower recesses
- Semi frameless pivot shower screens
- Dual flush back to wall toilet suite with soft close lid and china cistern
- Frameless mirror to full width of vanity
- Flumed extractor fan
- Hand shower with rail choice of four colours
- Caroma tapware and accessories choice of four colours
- Chrome floor waste

LAUNDRY

- 20mm engineered stone benchtops
- Laminated cupboards with ABS edging and soft close hinges
- Stainless steel inset trough
- Ceramic floor and wall tiles from standard range including two rows above benchtops
- Caroma mixer tap to trough choice of four colours
- Chrome washing machine tapset
- Chrome floor waste

GENERAL

- 10 Year Structural Warranty
- Indemnity Insurance
- 6 month maintenance period
- Contour survey*
- Soil classification*
- Energy assessment
- Structurally certified design
- Prestart colour and materials consultation
- Shire and Water Corporation application fees

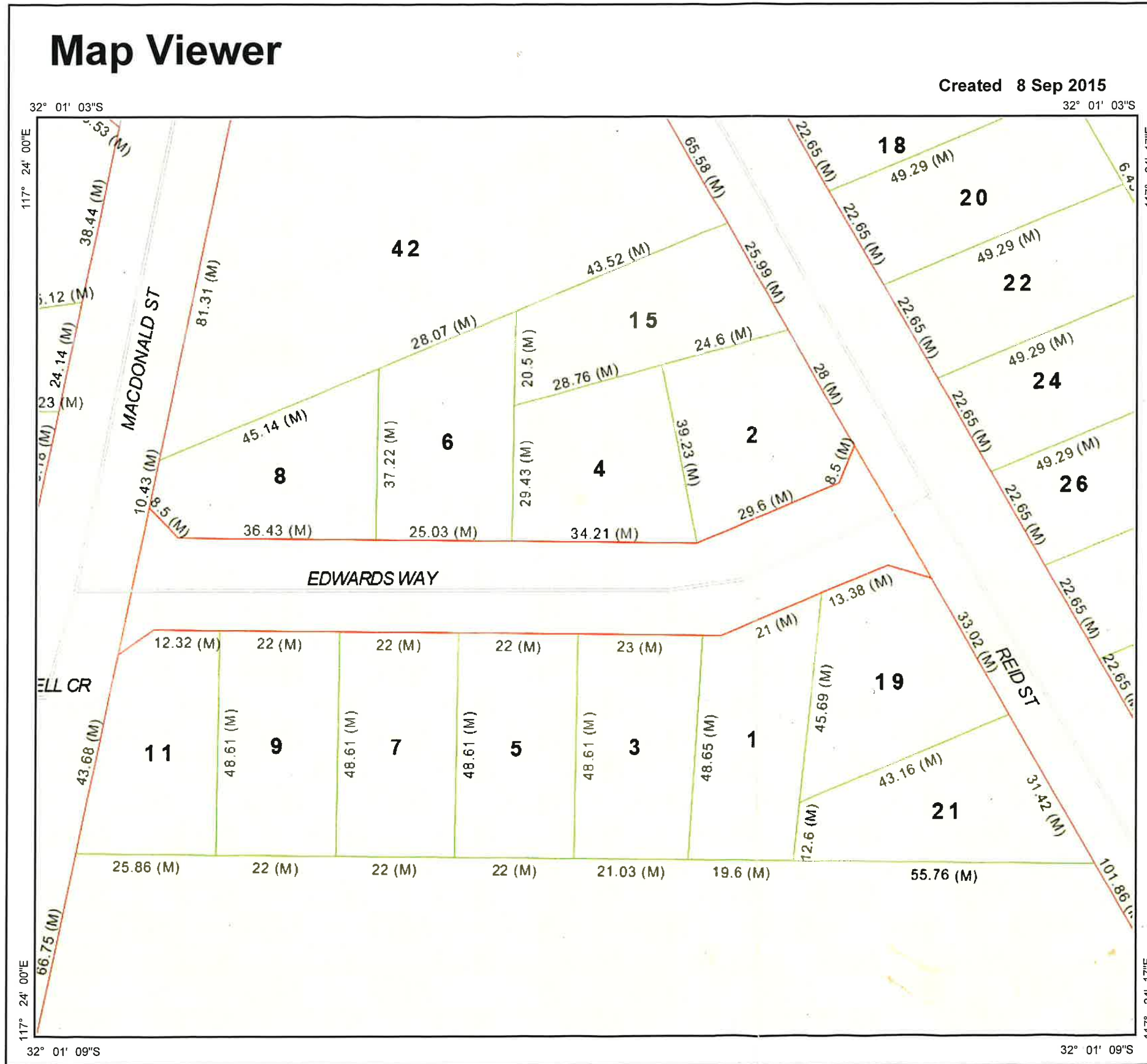




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Scale: 1:1,000

Description

Land sub-division

Map Projection: GDA 94 (Lat/Long)

Datum: Geocentric Datum of Australia 1994

1 Midland Square
 Midland WA 6056
 (08) 9273 7341
customerservice@landgate.wa.gov.au
www.landgate.wa.gov.au



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10.3 Multi-Purpose Sports Precinct

Responsible Officer	Nicole Gibbs, Chief Executive Officer
Reporting Officer	Natalie Ness, Executive Manager Economic Development
Attachments	Nil
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil. Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council note the May 2023 update on progress made in identifying funding sources to develop the multi-purpose sports precinct.

IN BRIEF

Council has funded the development of concept plans and probable costings for the re-development of the Quairading recreation precinct. A current funding source to progress the project has been identified through the Department of Local Government Sports and Cultural Industries with their Community Sporting and Recreation Facilities Fund (CSRFF), together with the Australian Football Commission and the Commonwealth's Growing Regions Program (GRP).

Between 2009 - 2018, the re-development of sports precincts in the regions was funded through a combination of Royalties for Regions (RFR), Building Better Regions Fund (BBRF) and a local government contribution (usually in the form of land or in-kind support). In a previous form, the BBRF was referred to as the Building Stronger Regions Fund.

A condition of securing this funding was that the sporting clubs had to agree to co-locate in the one new facility (a new multi-purpose facility). Allegedly the sporting clubs in Quairading chose not to do this at the time (according to the previous Executive) and so were not eligible for the State and Commonwealth funding.

Most of the RFR funding has now been re-directed into the State's core business. The small amount that is still available on a competitive basis is being reserved for 'innovation resulting in economic development' projects. The BBRF was discontinued in October 2022.

The Commonwealth has now introduced the Growing Regions Program (GRP), which has a total budget of \$1B over three years. The program opens 05 July 2023 with Expression of Interest closing 01 August 2023 with full applications (by invitation) open from 01 November 2023 and due by 12 December 2023. It is anticipated the GRP will be incredibly competitive. It is anticipated that most of the funding will be re-directed to organisations who spent development money on BBRF applications. The Department of Infrastructure, Transport, Regional Development, Communications and the Arts, have confirmed information on program guidelines, eligibility criteria and the application process are now available. The Shire will need to have 50% of the funding available for the project in order to be eligible for the other 50% from GRP funding. This is problematic, given RFR is no longer available for this purpose.

To date, Council has spent \$67,000 on the development of concept plans and probable costings for the re-development of the Quairading Recreation Precinct. Officers want to ensure that this expenditure is not wasted and so are exploring innovative ways to secure funding.

On Thursday, 13 May 2023, the CEO, EMED and SPO met with Ms Samantha Cornthwaite, Regional Manager Wheatbelt from the Department of Local Government, Sport and Cultural Industries to discuss available funding and the process to commence an application on behalf of the Shire of Quairading. Ms Cornthwaite has suggested staging the project to capitalise on two current CSRFF funding streams including the CSRFF Small Round with grant funding of \$300,000 to \$500,00 awarded to smaller sport and recreation projects with a focus on new playing surfaces, courts, synthetic surfaces and floodlighting projects, and the CSRFF Large Round with grant funding of up to \$2,000,000 for larger sport and recreation projects with a focus on projects to upgrade facilities to make them more accessible for female participants and projects in a location with a significant Aboriginal population that will increase participation or physical activity.

MATTER FOR CONSIDERATION

That Council consider noting the progress made to identify funding sources to potentially commence the development of the Multi-Purpose Sports Precinct.

BACKGROUND

Over a 10-year period Council has funded the development of concept plans and probable costings for the re-development of the Quairading Recreation Precinct.

MCG Architects were contracted to work with the Multi-Purpose Precinct Working Group to develop a concept for the renewal and upgrade of existing facilities.

A series of concepts and designs were developed with a third iteration being presented for discussion and feedback at the reconvening of the Quairading District Sport & Recreation Council Meeting held on Tuesday, 27 July 2021.

Following on from the meeting a further draft of the Concept was drawn up.

This draft has addressed points raised by the Council at its Ordinary Council Meeting on Thursday 26 August 2021 resolved as follows: -

Precinct Concept Plan

RESOLUTION: 19-21/22

1. *That the Concept Plan be revised to include a second ladies change room, a second umpire's facility and modifications to the hard court layout.*
2. *That the feasibility of hockey field location and surface be researched and considered; and*
3. *That once the final design revisions has been received, Council proceed to engage a quantity surveyor to provide an estimate of probable costs for forward planning and future grant funding applications.*

Recommendations from the Resolution including re-alignment of entry road were taken onboard and included in the final design concept and the probable costings.

The vision for the project is that we have well maintained sport, recreation and leisure facilities that are sustainable within the means of the local Shire and local not-for-profit clubs and groups.

Significant research and planning for the sport, recreation and leisure needs of our community today and in the future, in consultation with the community have been used to inform the final design concept.

To progress conversations for potential funding opportunities with the Department of Local Government, Sports and Cultural Industries, the Australian Football Commission and the Commonwealth's Growing Regions Fund the project is required to be staged in three parts. The 3-stage masterplan will incorporate:

- Leave bowling club and tennis club as is.
- Four new multi-purpose courts, replacement of netball courts with new court surfaces, together with new flood lighting.
- Scoreboard replaced with an electronic scoreboard; and
- Community building and changerooms demolished and replaced with the addition of multi-user changerooms, ablutions, youth centre and gym.

Shire Officers have prepared a community engagement and stakeholder plan for the Multi-User Sports Precinct Project and will prepare a business case for the project to progress to the next stage of conversations with the Department of Local Government, Sports and Cultural Industries, the Australian Football Commission and the Commonwealth GRP grant funding.

At this stage the Department of Local Government, Sports and Cultural Industries has expressed interest in funding for the new outside multi-purpose court, outside netball court resurfacing and new floodlighting for this area.

The Australian Football Commission has expressed interest in funding the electronic scoreboard, together with funding for the multi-use changerooms, supporting the growth of women in football and pathways for children into the Australian Football League.

It is recommended to Council that Shire Officers commence work on the business case for the Multi-User Sports Precinct project, together with the application for the Department of Local Government, Sports and Cultural Industries CSRFF grant funding for the resurfacing of the netball courts, the new multi-user court and floodlighting as stage one of the sports and recreation precinct.

The process for securing grant funding from the Department of Local Government, Sports and Cultural Industries is as follows:

1. Prepare a business case for the project
2. Engage a quantity surveyor to cost the project
3. Consultation with state sporting associations of local sporting clubs to support and endorse the project
4. Council endorsement of the project
5. Application submitted to CSRFF
6. Application endorsed by the Minister for Local Government, Sports and Recreation for the requested grant funding.

Officers will continue conversations with the Australian Football Commission for stage 2 of the project to secure grant funding for the electronic scoreboard.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Significant, for the reasons discussed above.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.2 Community:** Provide social and cultural activities for all members of the community
- 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
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Community groups were consulted during the initial stages of the project. There will be no further consultation until a Business Case has been prepared and funding has been approved.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Asset Management Plan is non-compliant due to aging assets and increasing costs.

Uncertainty of Quairading’s long-term future results in the further attenuation and closure of local businesses.


RISK ASSESSMENT

	Option 1
Financial	High <i>Three funding sources have been identified but will take officers time to prepare the relevant business cases. All Commonwealth grants require a 50% contribution from another source.</i>
Health	N/A
Reputation	High <i>This has been an on-going project for 10 years without an obvious resolution available.</i>
Operations	High <i>Given that the once available funding sources are no longer available, it will take significant internal resource to attempt to identify and secure funding.</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.

10.4 Stacey Lamb Train Gazebo**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Natalie Ness, Executive Manager Economic Development**Attachments** 1. Stacey Lamb Train Gazebo Quote and Storyboard [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council:

1. Direct the CEO to consult with the Stacey Family to seek approval for the development and installation of the 'Stacey Lamb Train Gazebo' to be located at the Quairading Museum site.
2. Approve the inclusion of \$7,880.00 in the 2023/24 budget to commence the project.

IN BRIEF

On the 12th of October 1942 (81 years ago) the first 'Stacey Lamb Train' departed Badjaling Siding, 10kms east of Quairading destined for Fremantle with 3,316 prime cross breed lambs on board.

What was to become an annual event was a logistical challenge requiring planning, precision, and much community involvement.

The Tidy Town Committee are seeking approval from the Stacey Family and the Shire of Quairading for the development and installation of a 'Stacey Lamb Train Gazebo' to be located externally near the Quairading Museum.

MATTER FOR CONSIDERATION

That Council consider:

1. Directing the CEO to consult with the Stacey Family to seek approval for the development and installation of the 'Stacey Lamb Train Gazebo' to be located at the Quairading Museum site.
2. Approving the inclusion of \$7,880.00 in the 2023/24 budget to commence the project.

BACKGROUND

On the 12th of October 1942 (81 years ago) the first 'Stacey Lamb Train' departed Badjaling Siding, 10kms east of Quairading destined for Fremantle with 3,316 prime cross breed lambs on board.

What was to become an annual event was a logistical challenge requiring planning, precision, and much community involvement, including cooking for the masses starting at 3am on train day, and is still fondly remembered by many.

In 1971 history was made with 10,028 lambs in one consignment making the journey to Robbs Jetty. This feat required two diesel locos and 88 sheep carriages. A massive 183,635 lambs were transported by the “Stacey Lamb Train” during its 32-year operation – without a single loss.

The Stacey Family continue to breed quality lambs today and you can read and see more photos on information boards in the Gazebo on the Corrigin Road corner of Old Beverley Road south of Quairading.

On Friday 5th May, EMED met with Mr Tom Mills to discuss a ‘Stacey Lamb Train Gazebo’ concept and design for Quairading, to be located externally near the Quairading Museum Site.

Design

The ‘Stacey Lamb Train Gazebo’ will feature steel galvanised panelling painted in a red heritage colour, replicating the train carriages that the lambs were transported into Fremantle. The gazebo design will also feature outside rails in a plus modwood material (suitable to the Quairading weather) in a sahara colour, a long picnic table and two bench seats, together with cut-out lamb public art murals where the ‘Stacey Lamb Train’ story will feature. It is envisaged the ‘Stacey Lamb Train Gazebo’ will be 3m x 2.5m in dimension.

The Tidy Town Committee are seeking approval from the Stacey Family and the Shire of Quairading for the development and installation of a ‘Stacey Lamb Train Gazebo’ to be located externally to the Quairading Museum.

STATUTORY ENVIRONMENT

Heritage of Western Australia Act 1990

POLICY IMPLICATIONS

Community Engagement Policy

Local Planning Policy - Outbuildings

Outdoor Eating Areas Policy

Purchasing Policy

FINANCIAL IMPLICATIONS

The quote for making and installing the ‘Stacey Lamb Train Gazebo’ totals \$7,880.00 incl GST.

The budgeted amount has been submitted to the Shire of Quairading Tourism Budget for approval for the FY23/24 budget.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.2 Community:** Provide social and cultural activities for all members of the community
- 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
- 3.1 Built Environment:** Safe, efficient and well maintained road and footpath infrastructure

- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 4.2 Natural Environment:** Conservation of our natural environment
- 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

It is requested that the CEO consult with the Stacey Family to seek their approval for the development and installation of the ‘Stacey Lamb Train Gazebo’ concept.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>The ‘Stacey Lamb Train Gazebo’ budget is an investment into our town and the Shire’s tourism assets. It needs to be properly allocated and have transparency for the community members and ratepayers.</i></p>
Health	<p>Moderate</p> <p><i>Parks, gardens, and social spaces are safe and encourage active, engaged and healthy lifestyles.</i></p>
Reputation	<p>Moderate</p> <p><i>The Shire has strong visibility within the community and are committed to making sure the ‘Stacey Lamb Train Gazebo’ is a safe and beautiful place to visit and enjoy the history of the Stacey Family.</i></p>
Operations	<p>Low</p> <p><i>The ‘Stacey Lamb Train Gazebo will be designed, manufactured, and installed by a contractor associated with the Tidy Towns Committee – Mr Tom Mills.</i></p>
Natural Environment	<p>Moderate</p> <p><i>The natural environment of the ‘Stacey Lamb Train Gazebo’ ensures the design delivers on a timeless historical place adjoining the Quairading Museum, improving the liveability and amenity of Quairading.</i></p>

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

COMMENT





Nil.

QUOTE FOR MAKING AND INSTALL
LAMB WAGON REPRESENTING STACEY LAMB TRAIN GAZEBO

FRAME		
10 Lengths rectangle steel		
1-6 x 76 x 38 x 6 - 1 Powder coated		
HERITAGE RED Colour	\$250 each inc/gst	\$2500
FLOOR		
2 Lengths Rect Steel		
1 - 6 x 38 x 6.1 Galvanised	\$210 each inc/gst	\$410
PLUS MODWOOD 137 X 23 x 5-4		
13 Lengths @	\$130 each incl/gst	\$1700
6 x Jarrah plus 7 x 5 SAHARA Colour		
OUTSIDE RAILS		
10 MODWOOD pieces		
88 x 23 JARRAH Colour	\$85 each incl/gst	\$850
40 x FRAME JOINER @ \$4.00 each		\$160
300 Tec Screws \$100 Inc GST		\$300
Decking Screws 400 @ \$1.20 Inc GST		\$480
GALVANISED SHEET FOR TABLE		
Table 1 x 2400 x 1200 x 1-6		\$310
ROOF 3 x 2400 x 1200 x 1-2		\$750
SUNDRIES		\$500
	Total	\$7,880.00



10.5 Kwirradung Kort Community Park**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Natalie Ness, Executive Manager Economic Development**Attachments**

1. Kwirradung Kort Project Timeline [↓](#) 
2. Kwirradung Kort Noongar Symbols [↓](#) 
3. Kwirradung Kort Mural Design Concept 1 [↓](#) 
4. Kwirradung Kort Landscape Drawings [↓](#) 
5. Kwirradung Kort Shade Sail Design [↓](#) 

Voting Requirements Simple Majority**Disclosure of Interest** Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council note the May 2023 status update with regards to the remaining items required for works & services to undertake for the completion of the Kwirradung Kort Community Park.

IN BRIEF

The Shire of Quairading has been working towards the design and construction of a Community Park for at least the last 10 years. It was a project of priority under the Shire of Quairading Strategic Community Park 2017-2021.

The Shire has worked with Ecoscape Australia to develop the concept design. The project budget is currently \$1,496,696.90 ex GST. Funding streams for Kwirradung Kort expended to date include: LRCI \$748,348.45; Lotterywest \$478,109; LRCI Mt Stirling Underspend \$122,012.58; Shire Reserves \$75,000; Rural Youth \$73,226.87. There are additional financial considerations outside of the original budget scope of \$840,060 ex GST, including increased costs for concreting, other materials and labourers, together with the inclusion of CCTV.

Funding has been used to purchase and install a variety of play equipment, restore the Old Shire Roller, purchase and install picnic infrastructure, build a universally accessible ablution block, water and light the site, plant lawns and gardens, as well as to install shade sails and a number of unique and interesting public art projects.

Kwirradung Kort is a significant investment for our community both in terms of financial resources but also an investment into our future community infrastructure in making Quairading a better place to live and work. We want our young children and youth to enjoy spending time here and for families to connect and thrive as they spend time outdoors. It is anticipated that Kwirradung Kort will become a beating heart of our town as we plan and hold events that connect us together.

MATTER FOR CONSIDERATION

That Council consider noting the May 2023 status update with regards to the remaining items required for works & services to undertake for the completion of the Kwirradung Kort Community Park.

BACKGROUND

The EMWS, SPO and the Shire's Works Crew have been working collaboratively with contractors to progress tasks at Kwirradging Kort Community Park. A comprehensive update of current and planned works & services projects is provided below.

Play Equipment

The last of the playground equipment has arrived and works have begun to install the in-ground trampoline. It has been confirmed that drainage is going to be an issue at the site given the height of the water table during winter and the high level of clay in the soil. After the 180mm of rain, it has been confirmed that the water table sits approximately 1.5m below the finished ground level throughout the park. A sump and small submersible pump have been installed to clear the water out from below the trampoline. Works staff have dug a 16m leach drain under the flying fox to assist drainage. It's been backfilled with blue metal and has geo-fabric on top to stop inundation by the yellow sand. It's expected that trampoline works will be completed by 28th May.

Staff are still working on quotes for the various substrates as well as finishing off the take-off mound for the flying fox which we've built using locally sourced materials.

It is anticipated that the installation of all play equipment will be completed by 26th June and then is required to be inspected for safety purposes. The person who will carry out this inspection is yet to be determined. This is expected to be completed by 2nd July.

Old Roller

The old roller, restored by the Vintage Club, has been installed at the park site. They've done a great job, particularly with the steps, and it's looking fantastic painted a bright red. Jen Green is working on a decal design for the side panels to provide added interest.

Pathways and Entries

The concrete pathways commenced on 21st March with sleeves added underneath for irrigation pipes. Works will also include the skate 'rollers' on the northern side along with the pad for the water play rings. Gaps have been left in the concrete pathways to allow for machinery to access the site for the landscaping.

The Quairading CRC were successful in their FRRR application to add some special Noongar symbols to the pathways in the park for address interest and storytelling opportunities. The proposed symbols were approved by RAP Committee in November 2022 and have now been manufactured and will be installed into the remaining concrete sections by the 28th May (see Attachment [2]).

The final concrete at the entrances is expected to be completed 19th June.

Fossil Dig Activity

A Fossil Dig activity will be incorporated into the sandy surfaces in the park. Junior palaeontologists can uncover some ancient Australian fossils. The activity is designed so the fossils can be covered up for the next person to discover. It is expected this will be completed by 18th June.

Ablution Block and Mural

Bent Nail Building has been busy continuing the ablution block. The smooth walls have now been measured for the mural being designed by 90 Degrees. We are waiting for the ablution doors to be installed and then the mural can be installed week commencing 29th May, together with the power supply for the irrigation (see Attachment [3]).

Landscaping

Softfall mulches and ground conditioners for the turf need to be completed before finalising irrigation installation and the shade sails.

The site has been surveyed for finished ground levels and the pathway curves marked. The form work is in progress. These works will include the skater bumps, all footpaths and drainage pads under the water play shower rings.

A line has been installed throughout the park for separation of grass and mulch. It is anticipated that the mulch and garden soil will be put into place week commencing 29th May.

The plant schedule comprises a mix of trees, low mix plants, medium mix plants, feature mix plants and a native seed mix (see Attachment [4]). Plants will be delivered to Quairading week commencing 5th June and put in place by the Works & Services team. A 'Community Planting Day' is being considered for residents to participate in the planting over two days post the June long weekend. Following the completion of the planting, the grass will be installed.

Irrigation

Levelling has commenced for the irrigation and is expected to be completed by 28th May. The water tank has been installed and a pipe to the water tank was installed in late May in preparation for the irrigation. Irrigation installation will commence week commencing 29th June and is expected to take a week to complete.

Fencing

New fencing will be installed in a staged approach commencing 29th May. The area facing the Quairading and townsite and McLennan Street will be the first stages installed. The remaining two sections of the fence will be installed adjacent to Parker Street and CRC carpark week commencing 5th June.

Shade Sails

Five shade sails will be installed over the play equipment week commencing 29th May. The shade sail posts will be painted in a monument colour to coordinate with the ablution block, and five colours have been selected for the shade sails including: blue; red; yellow; green; magenta (see Attachment [5]).

Signage

Signage has been designed for the park to educate the community on the Noongar symbols and their meaning, together with the fossil dig activity and old roller. The signs will be angle mounted signs, similar to what is seen in other nature reserves. The signage is currently in production and is expected to be installed during June.

A brushed metal look entrance sign has been designed in collaboration with Charlie Colbung. The signage features a banksia design, together with the Lotterywest and Shire of Quairading logos.

Other funding partners including LRCI and Rural Youth will be acknowledged in a combined funding partners sign to be placed inside the park. LCRI have their own template for signage in a blue and white design and will be manufactured and placed outside the park. It is a condition of the grant funding that this signage remain visible at the park for a period of twelve months.

Wind Wheels and Big Q

Four wind wheels have been manufactured in an 'Everlasting Flower' design. Two are eight foot in height and two are six foot in height. Corrigin Engineering are currently manufacturing the footings for the wind wheels, and these will be installed week commencing 26th June.

A Big Q is being designed as a public art piece and is anticipated will be used for social media posts. The Big Q metal structure will be powder coated in a red colour to tie in the Old Roller and Shade Sail design.

Park Furniture

Park furniture including park bench seats, picnic tables and chairs, a long group picnic table, bike rack and waste dispensers are currently being manufactured and expected to be installed week commencing 3rd July. The design of the park benches and picnic tables and seats features a metal look batten footing with jarrah timber look tables, seats, and park benches. It is expected the Big Q will be installed week commencing 26th June.

STATUTORY ENVIRONMENT

Local Government Act 1995

Environmental Protection Act 1986

Planning and Development Act 2005

POLICY IMPLICATIONS

Community Engagement Policy

Local Planning Policy - Outbuildings

FINANCIAL IMPLICATIONS

Funding streams for Kwirradging Kort expended to date include: LRCI \$748,348.45; Lotterywest \$478,109; LRCI Mt Stirling Underspend \$122,012.58; Shire Reserves \$75,000; Rural Youth \$73,226.87. There are additional financial considerations outside of existing budget scope, including increased costs for concreting and the inclusion of CCTV. These items are currently being quoted and will be funded through the repurposing of LRCI funding planned for the redevelopment of the Town Hall carpark.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.2 Community:** Provide social and cultural activities for all members of the community
- 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
- 4.2 Natural Environment:** Conservation of our natural environment
- 4.3 Natural Environment:** Demonstrate sustainable practices of water, energy and waste management
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

There has been considerable consultation and input from the many demographics of our community including parents of young children, youth and Noongar families. Each group identified their wish list of inclusions which have been incorporated as best as possible, while also considering the long-term viability and ongoing maintenance of the park.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Uncertainty of Quairading’s long-term future results in the further attenuation and closure of local businesses.

RISK ASSESSMENT

	Option 1
Financial	Moderate <i>The Kwirradling Kort budget is a substantial investment into our town and the Shire’s assets. It needs to be properly allocated and have transparency for the community members and ratepayers.</i>
Health	Moderate <i>Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles.</i>
Reputation	High <i>The Works team has strong visibility within the community and are committed to making sure Kwirradling Kort Community Park is a safe and beautiful place to visit and enjoy.</i>
Operations	High <i>A well-functioning Works team ensures that Kwirradling Kort’s priority tasks are being completed in a timely and value for money method.</i>
Natural Environment	Moderate <i>The natural environment of the community park ensures the design delivers on a timeless place consisting of land, air, water, and plants, improving the liveability and amenity of Quairading.</i>

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

COMMENT

Nil.



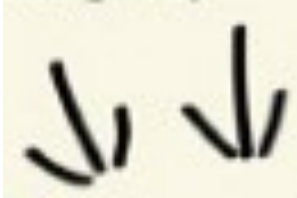
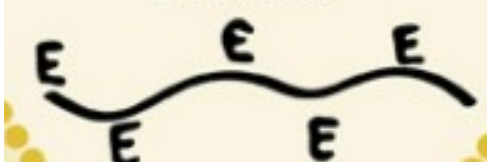
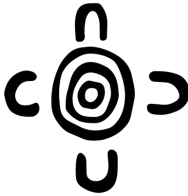
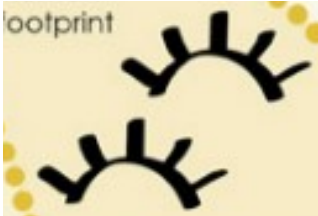
Kwirrading Kort In Depth Timeline:

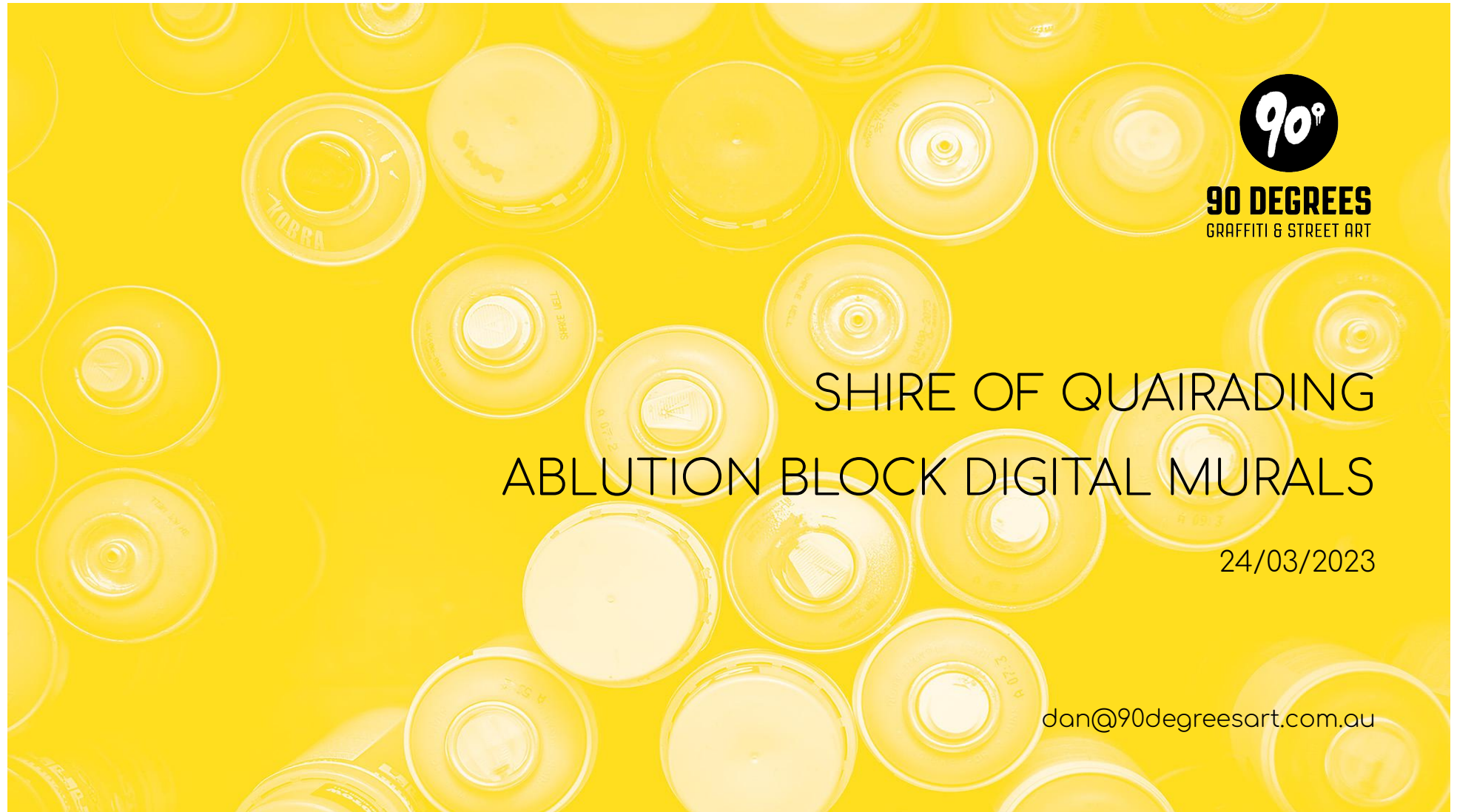
15 th to 21 st May	Roller moved Levelling (for irrigation) Water tank – pipe to be installed for Irrigation Line installed for separation of grass and mulch (ready for concrete team next week)	Dean Tom and works team Tom and works team Tom and works team
22 nd to 28 th May	Levelling (for irrigation) and mulch put into place Power to Mural block (for irrigation) Concrete – Noongar symbols, finish trampoline, separate grass area and steel bumps	Tom and work team Electrician to install Adrian – concrete team
29 th to 4 th June	Irrigation Part of fence installed (area facing town and side facing works team) Mulch / garden soil in park Post instalment – shade sails (1 st and 2 nd June) Power to site	New Ground Water Services Rod Simpson and works team Tom and works team West Coast Shade Electrician and Western Power
5 th to 11 th June	Plants delivered Plants put in place Rest of fence installed Trees arrive – put into place	Benara Plants Tom and works team Rod Simpson and works team Works team or sarah dad collect from Perth
12 th to 18 th June	Plants put in place Grass installed Fossil Dig Activity Installed	Tom and works team Greenacres Turf farm Works Team
19 th to 25 th June	Final concrete (entries)	Adrian – concrete team
26 th to 2 nd July	Check all play equipment (need to confirm closer to time) Wind Wheels Park Signage + Limestone Wall for Entrance Signage Park Furniture Big Q	Play check Corrigin Engineering Works & Services Team Works & Services Team Corrigin Engineering
3 rd to 9 th July	Kwirrading Park Open	

Need to confirm:

- Completion of trampoline (Donegan’s)
- Completion of flying fox (Donegan’s)
- Installation of fossil digs (Donegan’s)
- Installation of furniture (Works & Services Team)
- Installation of big Q (Corrigin Engineering)
- Installation of park sign (Corrigin Engineering)
- Installation of mural (Signs)
- Installation of wind wills (Corrigin Engineering)

- Installation of Big Q (Corrigin Engineering)
- Installation of skater pipes (Concreting team)
- Signs created (Jen Green)
- Installation CCTV (Redfish)

<p>Yonga (Kangaroo)</p>	
<p>Wetj (Emu)</p> <p>The Noongar Peoples of south west Western Australia use the three middle digits of the hand to represent the emu print in sand.</p>	
<p>Djert (Bird)</p> <ul style="list-style-type: none"> • Djiti Djiti (Willy Wag Tail) • Koorlbardi (Magpie) • Warlitj (Eagle) 	
<p>Kaarda (Goanna)</p> <p>Yooorn (Bobtail)</p> <p>A lizard track may be represented by a line through the sand to indicate the furrow left by the tail, and dots at regular intervals on either side represent the mark left by the claws as the</p>	
<p>Meeting Place</p>	
<p>Human</p>	



90 DEGREES
GRAFFITI & STREET ART

SHIRE OF QUAIRADING ABLUTION BLOCK DIGITAL MURALS

24/03/2023

dan@90degreesart.com.au

Concept 1

Setup in old size specs



Ablution Block Murals

Shire of Quairading

Version 1

Concept 1



Ablution Block Murals

Shire of Quairading

Version 1

Concept 1

Close up showing
image treatment
(LOW RES)



Ablution Block Murals

Shire of Quairading

Version 1

Concept 2

Setup in old
size specs



Ablution Block Murals

Shire of Quairading

Version 1

Concept 2



Ablution Block Murals

Shire of Quairading

Version 1

Concept 2

Close up showing
image treatment
(LOW RES)



Ablution Block Murals

Shire of Quairading

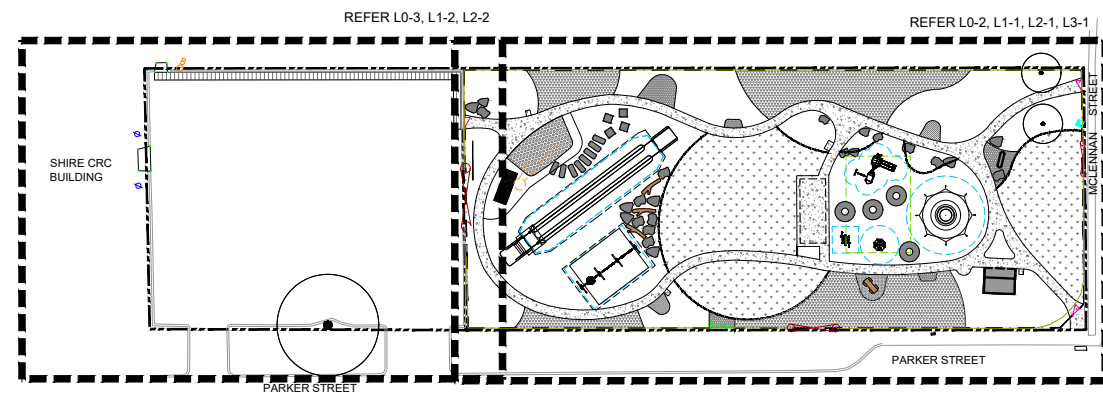
Version 1

KWIRRADING KOORT

LANDSCAPE ARCHITECTURAL DRAWINGS

100% DETAIL DESIGN

DWG No.	SHEET NAME	SCALE @ A1	REV
L0-1	COVER SHEET	N/A	C
L0-2	DEMOLITION 1	1:125	C
L0-3	DEMOLITION 2	1:125	C
L1-1	LAYOUT & LEVELS 1	1:125	C
L1-2	LAYOUT & LEVELS 2	1:125	C
L2-1	FINISHES & FIXTURES 1	1:125	C
L2-2	FINISHES & FIXTURES 2	1:125	C
L3-1	PLANTING	1:125	C
L4-1	DETAILS 01	AS SHOWN	C
L4-2	DETAILS 02	AS SHOWN	C
L4-3	DETAILS 03	AS SHOWN	C
L4-4	DETAILS 04	AS SHOWN	C



NOTES
 ALL DRAWINGS TO BE READ IN COLOUR.
 ALL COMPLETED WORKS TO BE PROTECTED AND MAKE GOOD ANY DAMAGE TO EXISTING WORKS CAUSED AS PART OF THIS CONTRACT. ALL WORK WITHIN DRIP LINES OF EXISTING TREES IS TO BE DONE BY HAND.
 ALL SET OUT IS TO BE DONE BY A LICENSED SURVEYOR. THESE DRAWINGS WILL BE MADE AVAILABLE DIGITALLY TO THE SURVEYOR UPON REQUEST.
 FIGURED DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS. INSETS AND DETAIL DRAWINGS TAKE PRECEDENCE & NOTIFY SUPERINTENDENT OF ANY IDENTIFIED DISCREPANCIES PRIOR TO UNDERTAKING WORK.
 WHERE MIXED PLANTING IS PROPOSED PLANT IN GROUPS OF 3, 5 OR 7 OF THE SAME SPECIES.
 FOR ELECTRICAL AND LIGHTING WORKS REFER TO ELECTRICAL DRAWINGS.
 FOR HYDRAULIC WORKS REFER TO HYDRAULIC DRAWINGS.

NOT FOR CONSTRUCTION



REV	DATE	ISSUE
C	30/07/2021	100% DETAIL DESIGN
B	17/12/2020	85% DETAIL DESIGN
A	26/11/2020	PRELIMINARY ISSUE

ecoscape NORTH

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 5 Billing Highway, North Fremantle, WA 6155
 08 9420 8555 www.ecoscape.com.au

PROJECT: KWIRRADING KOORT
 CLIENT: SHIRE OF QUIRADING
 PROJECT STAGE: DETAIL DESIGN

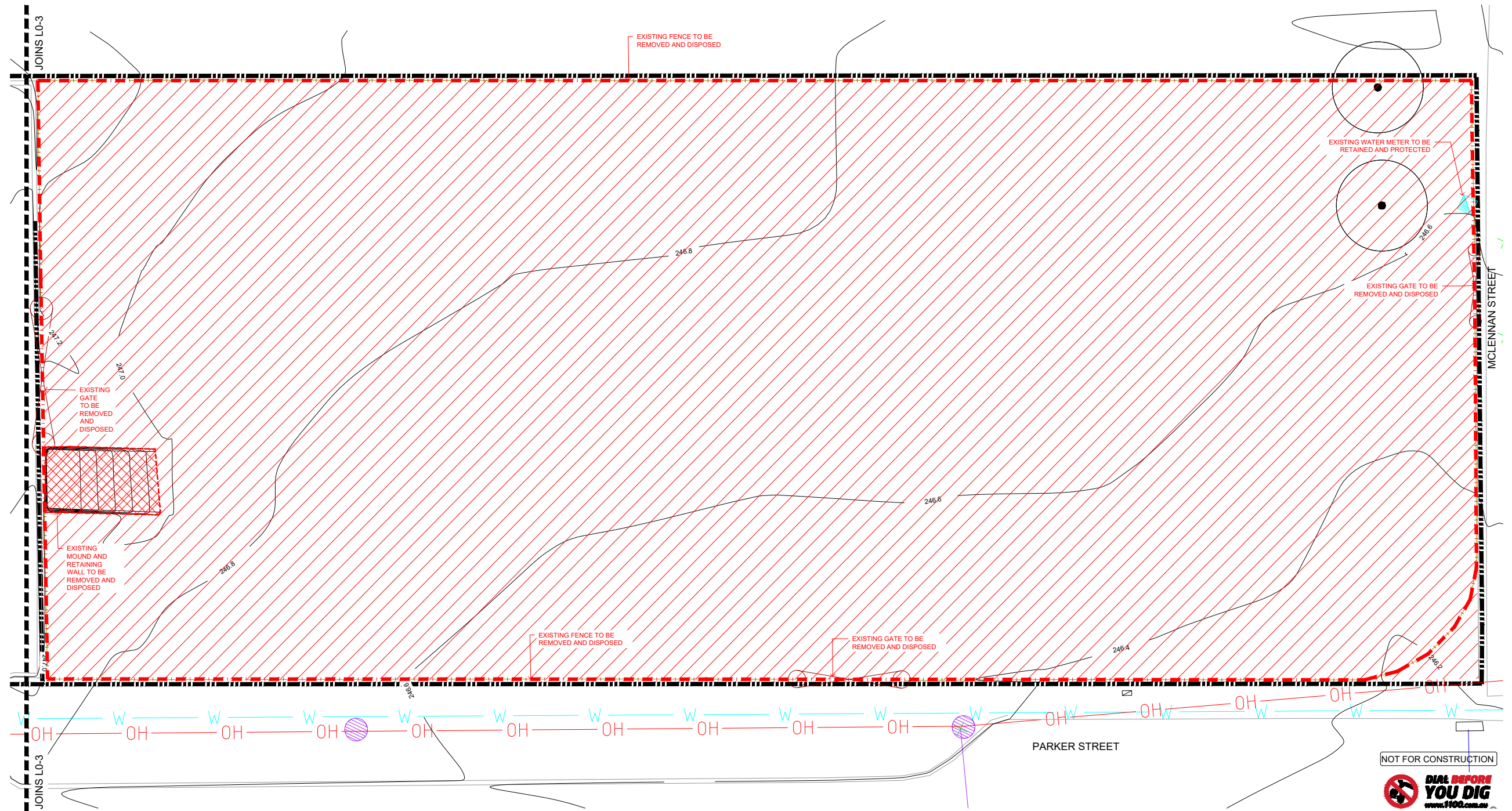
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LD	LD	NC	4592-20	A1

DRAWING TITLE: COVER SHEET

SCALE: 1:500 @ A1

L0-1

0 5 10 15 20 25 50m



- LEGEND**
- EXTENT OF WORKS
 - 246.6 EXISTING CONTOURS
 - EXISTING OVERHEAD POWER LINE INDICATIVE ALIGNMENT
 - EXISTING WATER PIPE INDICATIVE ALIGNMENT
 - EXISTING ELECTRICAL POLE
 - EXISTING TREE TO BE RETAINED
 - CLEAR AND SCRAP SURFACE TO 50MM DEPTH

NOTES

ALL DRAWINGS TO BE READ IN COLOUR.

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WHERE MIXED PLANTING IS PROPOSED PLANT IN GROUPS OF 3, 5 OR 7 OF THE SAME SPECIES.

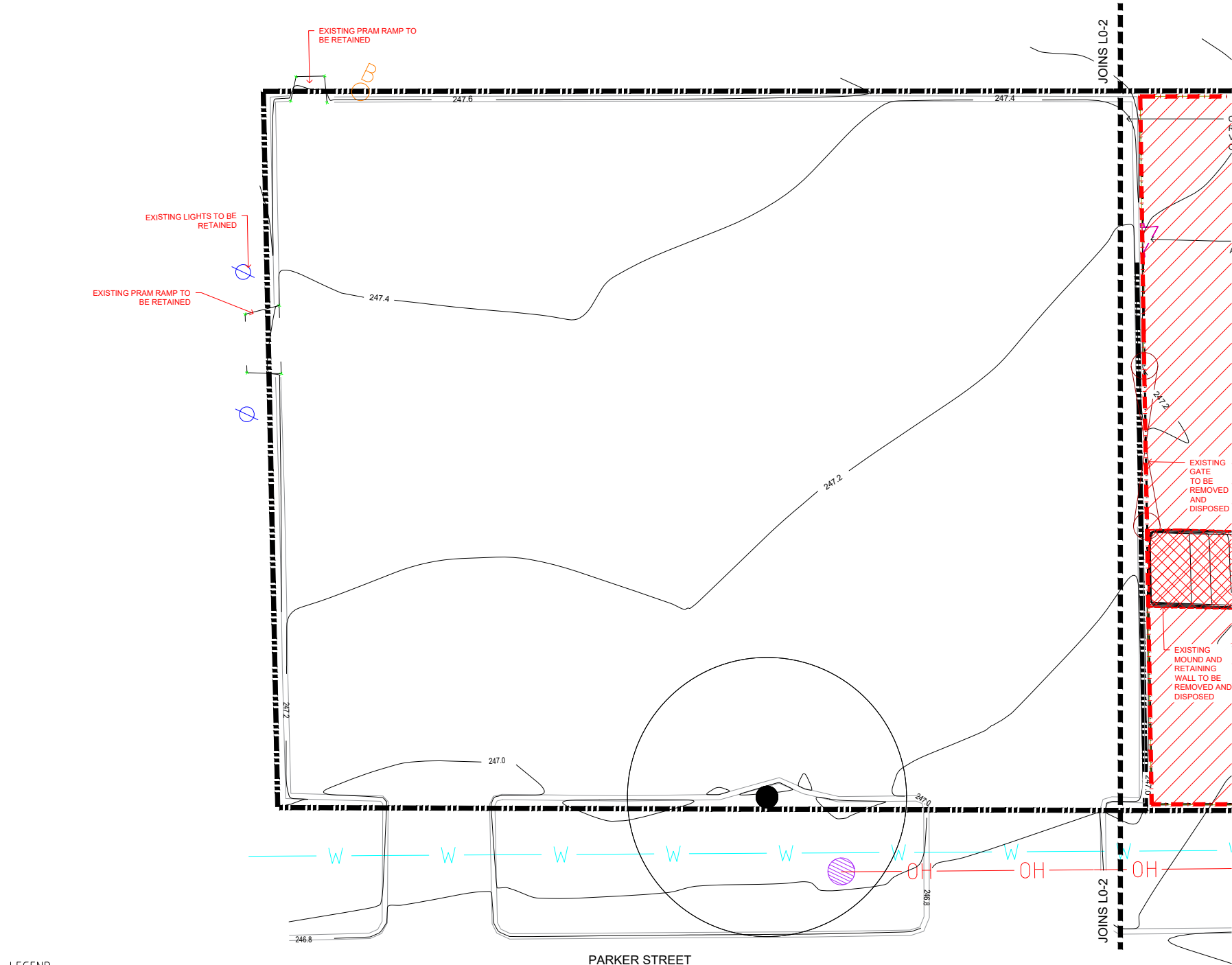
FOR ELECTRICAL AND LIGHTING WORKS REFER TO ELECTRICAL DRAWINGS.

FOR HYDRAULIC WORKS REFER TO HYDRAULIC DRAWINGS.

REV	DATE	ISSUE
C	30/07/2021	100% DETAIL DESIGN
B	17/12/2020	85% DETAIL DESIGN
A	26/11/2020	PRELIMINARY ISSUE

ecoscope		NORTH	
PROJECT: KWIRRADING KOORT			
CLIENT: SHIRE OF QUIRADING		PROJECT STAGE: DETAIL DESIGN	
DESIGNED: LD	DRAWN: LD	CHECKED: NC	PROJECT NO: 4592-20
DRAWING TITLE: DEMOLITION 1		ORIG. SIZE: A1	





- LEGEND**
- EXTENT OF WORKS
 - 246.6 EXISTING CONTOURS
 - EXISTING OVERHEAD POWER LINE INDICATIVE ALIGNMENT
 - EXISTING WATER PIPE INDICATIVE ALIGNMENT
 - EXISTING ELECTRICAL POLE
 - EXISTING TREE TO BE RETAINED
 - CLEAR AND SCRAP SURFACE TO 50MM DEPTH

NOTES

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WHERE MIXED PLANTING IS PROPOSED PLANT IN GROUPS OF 3, 5 OR 7 OF THE SAME SPECIES.

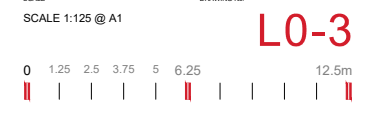
FOR ELECTRICAL AND LIGHTING WORKS REFER TO ELECTRICAL DRAWINGS

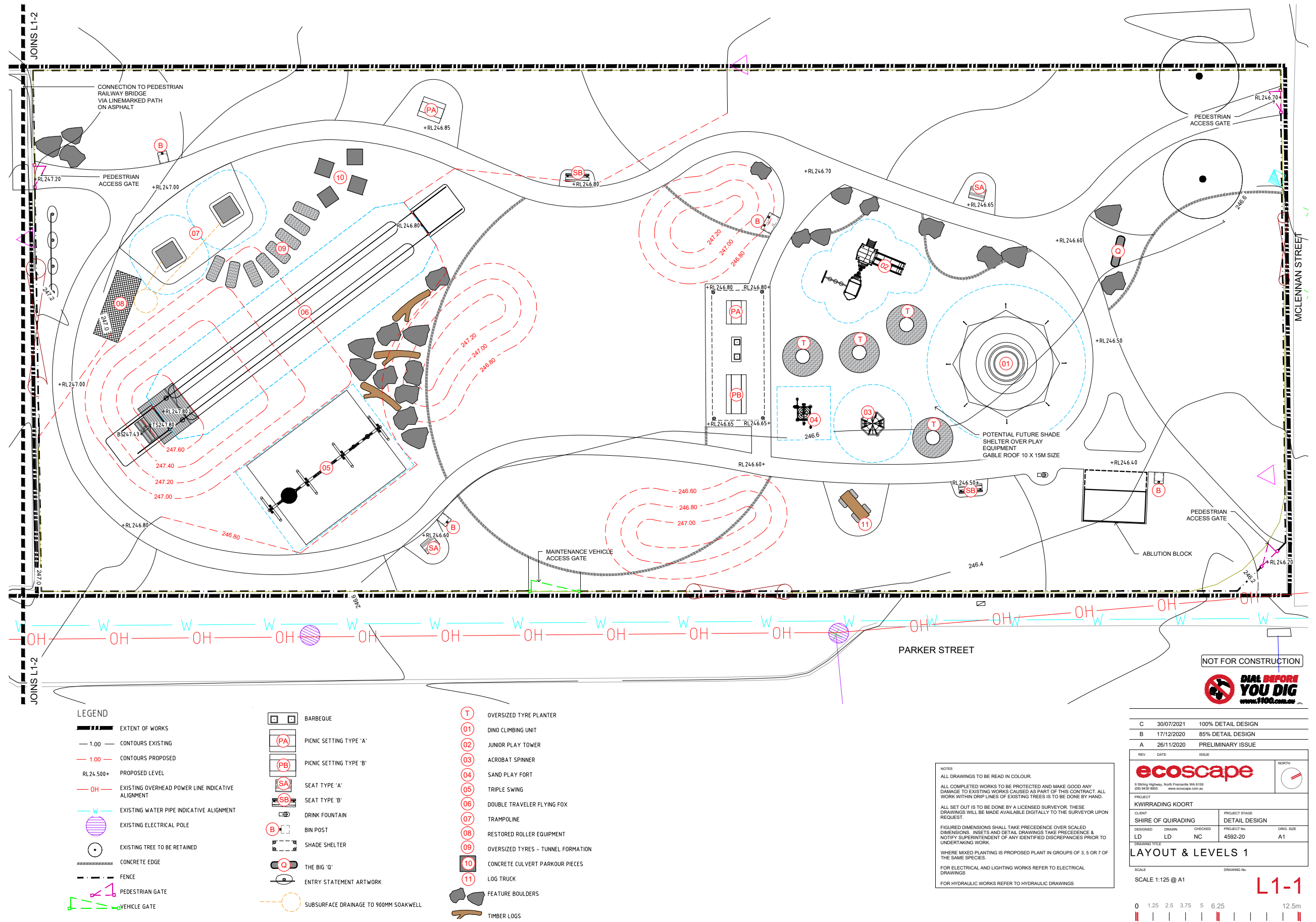
FOR HYDRAULIC WORKS REFER TO HYDRAULIC DRAWINGS



REV	DATE	ISSUE
C	30/07/2021	100% DETAIL DESIGN
B	17/12/2020	85% DETAIL DESIGN
A	26/11/2020	PRELIMINARY ISSUE

ecoscope		NORTH
<small>© 88 King Highway, North Fremantle, WA 6155 081 942 8555 www.ecoscope.com.au</small>		
PROJECT		PROJECT STAGE
KWIRRADING KOORT		DETAIL DESIGN
CLIENT	SHIRE OF QUIRADING	
DESIGNED	DRAWN	CHECKED
LD	LD	NC
PROJECT NO.		ORIG. SIZE
4592-20		A1
DRAWING TITLE		
DEMOLITION 2		
SCALE	DRAWING NO.	





LEGEND

- EXTENT OF WORKS
- 1.00 CONTOURS EXISTING
- 1.00 CONTOURS PROPOSED
- RL 24.500+ PROPOSED LEVEL
- OH- EXISTING OVERHEAD POWER LINE INDICATIVE ALIGNMENT
- W- EXISTING WATER PIPE INDICATIVE ALIGNMENT
- EXISTING ELECTRICAL POLE
- EXISTING TREE TO BE RETAINED
- CONCRETE EDGE
- FENCE
- PEDESTRIAN GATE
- VEHICLE GATE

- PA BARBEQUE
- PB PICNIC SETTING TYPE 'A'
- PB PICNIC SETTING TYPE 'B'
- SA SEAT TYPE 'A'
- SB SEAT TYPE 'B'
- B DRINK FOUNTAIN
- B BIN POST
- B SHADE SHELTER
- Q THE BIG 'Q'
- A ENTRY STATEMENT ARTWORK
- A SUBSURFACE DRAINAGE TO 900MM SOAKWELL

- T OVERSIZED TYRE PLANTER
- 01 DINO CLIMBING UNIT
- 02 JUNIOR PLAY TOWER
- 03 ACROBAT SPINNER
- 04 SAND PLAY FORT
- 05 TRIPLE SWING
- 06 DOUBLE TRAVELER FLYING FOX
- 07 TRAMPOLINE
- 08 RESTORED ROLLER EQUIPMENT
- 09 OVERSIZED TYRES - TUNNEL FORMATION
- 10 CONCRETE CULVERT PARKOUR PIECES
- 11 LOG TRUCK
- FEATURE BOULDERS
- TIMBER LOGS

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B	17/12/2020	85% DETAIL DESIGN
A	26/11/2020	PRELIMINARY ISSUE

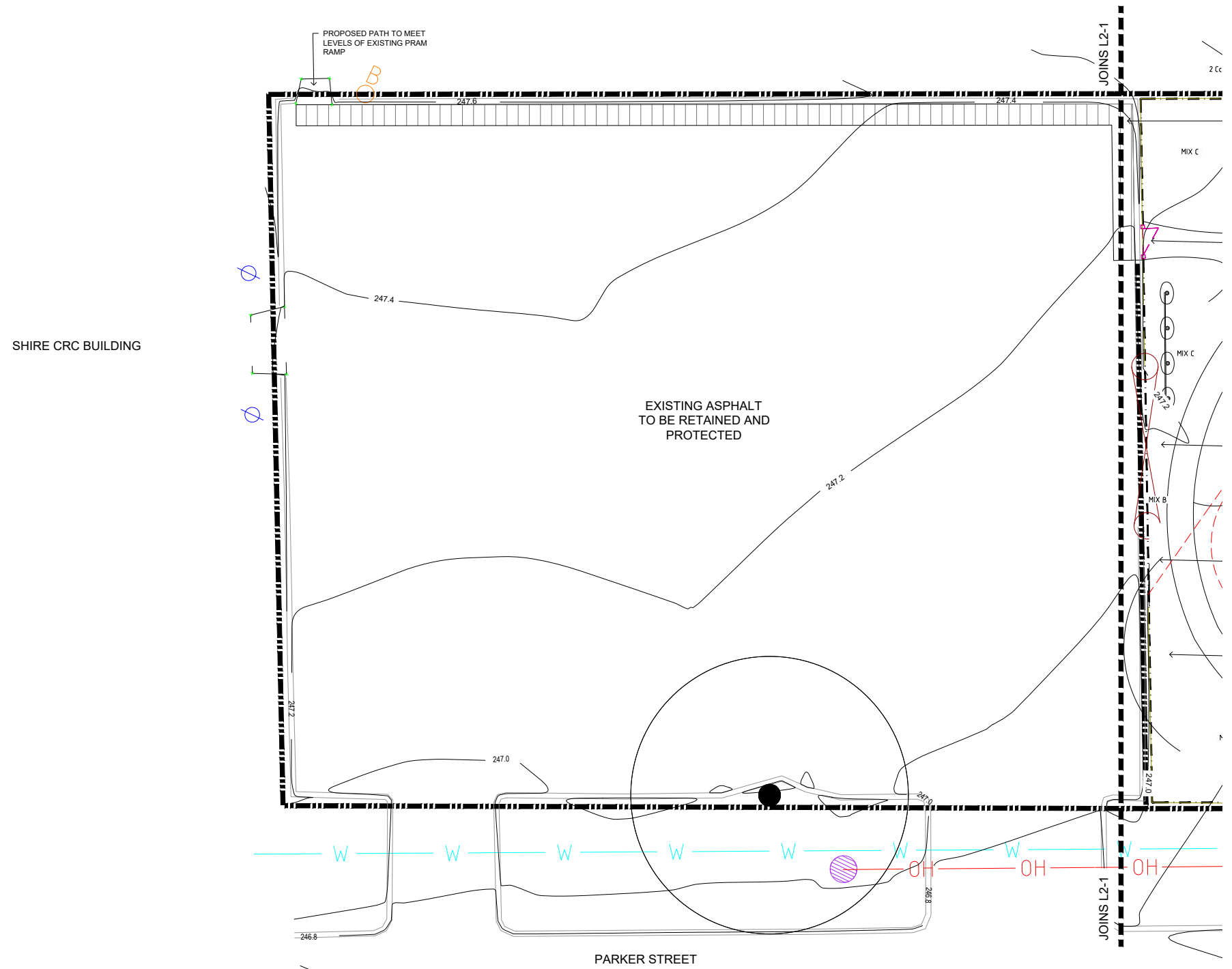
PROJECT STAGE	
CLIENT	PROJECT STAGE
SHIRE OF QUIRADING	DETAIL DESIGN
DESIGNED	CHECKED
LD	NC
PROJECT NO.	ORG. SIZE
4592-20	A1

ecoscope
 9 Billing Highway, North Fremantle, WA 6155
 081 942 9555 www.ecoscope.com.au

PROJECT: KWIRRADING KOORT
 CLIENT: SHIRE OF QUIRADING
 PROJECT STAGE: DETAIL DESIGN
 PROJECT NO.: 4592-20
 ORG. SIZE: A1

DRAWING TITLE: LAYOUT & LEVELS 1
 DRAWING NO.: L1-1
 SCALE: 1:125 @ A1

0 1.25 2.5 3.75 5 6.25 12.5m



- LEGEND**
- EXTENT OF WORKS
 - CONTOURS EXISTING
 - EXISTING OVERHEAD POWER LINE INDICATIVE ALIGNMENT
 - EXISTING WATER PIPE INDICATIVE ALIGNMENT
 - EXISTING ELECTRICAL POLE
 - EXISTING TREE TO BE RETAINED
 - CONCRETE EDGE
 - FENCE
 - PEDESTRIAN GATE

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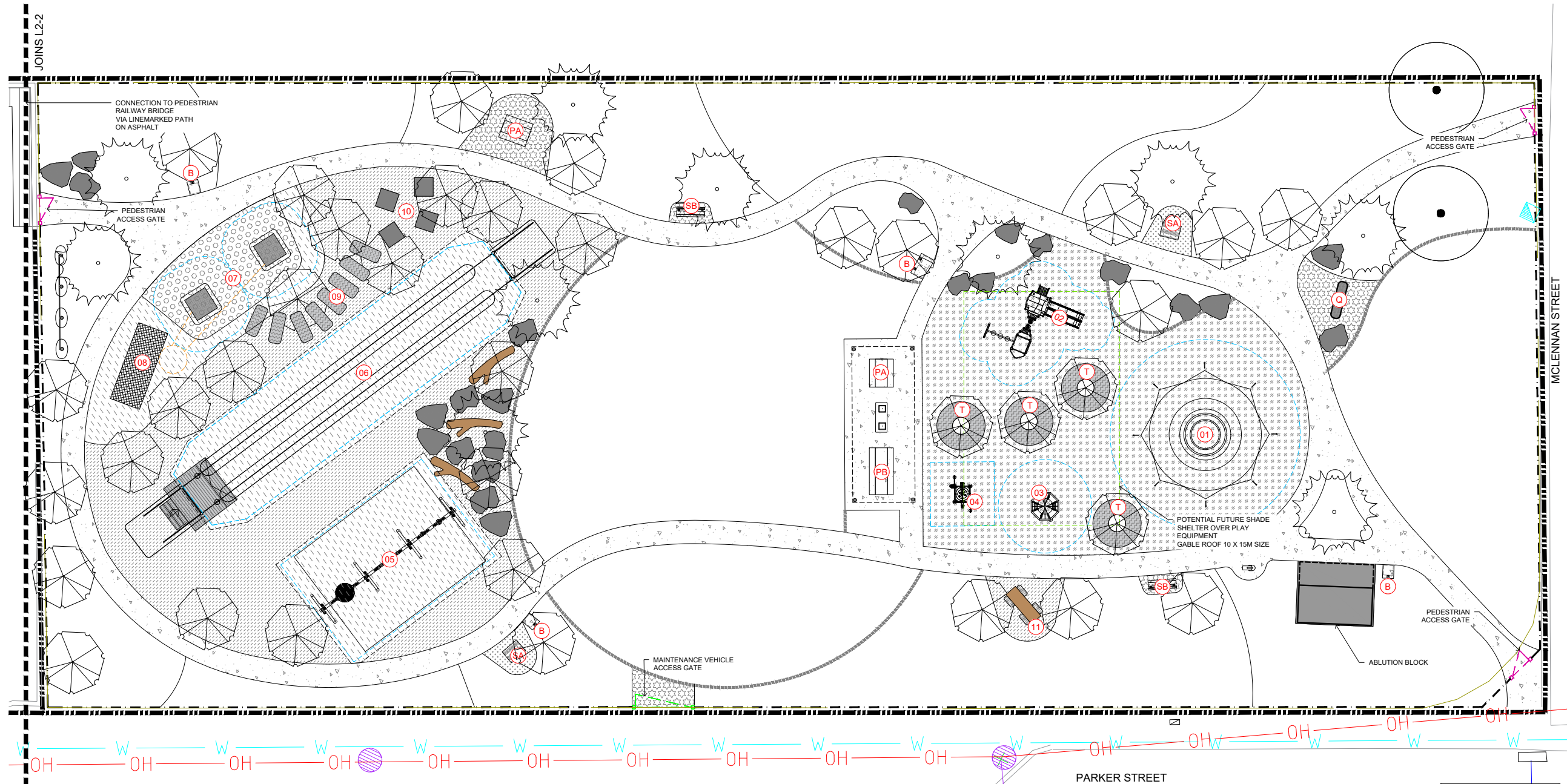


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ecoscape		NORTH
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PROJECT KWIRRADING KOORT		PROJECT STAGE DETAIL DESIGN
CLIENT SHIRE OF QUIRADING		PROJECT NO. 4592-20
DESIGNED LD	DRAWN LD	CHECKED NC
DRAWING TITLE LAYOUT & LEVELS 2		ORIG. SIZE A1

SCALE 1:125 @ A1

L1-2



LEGEND

- EXTENT OF WORKS
- EXISTING OVERHEAD POWER LINE INDICATIVE ALIGNMENT
- EXISTING WATER PIPE INDICATIVE ALIGNMENT
- EXISTING ELECTRICAL POLE
- PROPOSED TREE 100L
- PROPOSED TREE 45L
- EXISTING TREE TO BE RETAINED

- CONCRETE PAVING - STANDARD GREY
- TIMBER PLATFORM
- PLAY SAND
- PLAYGROUND SOFTFALL MULCH - 300MM DEPTH
- PLAYGROUND MULCH - 75MM DEPTH
- RUBBER SOFTFALL
- ORGANIC MULCH ONLY - 50MM DEPTH
- COMPACTED GRAVEL FINES
- CONCRETE EDGE
- FENCE
- PEDESTRIAN GATE
- VEHICLE GATE

- BARBEQUE
- PICNIC SETTING TYPE 'A'
- PICNIC SETTING TYPE 'B'
- SEAT TYPE 'A'
- SEAT TYPE 'B'
- DRINK FOUNTAIN
- BIN POST
- SHADE SHELTER
- THE BIG 'Q'
- ENTRY STATEMENT ARTWORK
- OVERSIZED TYRE PLANTER
- SUBSURFACE DRAINAGE TO 900MM SOAKWELL

- DINO CLIMBING UNIT
- JUNIOR PLAY TOWER
- ACROBAT SPINNER
- SAND PLAY FORT
- TRIPLE SWING
- DOUBLE TRAVELER FLYING FOX
- TRAMPOLINE
- RESTORED ROLLER EQUIPMENT
- OVERSIZED TYRES - TUNNEL FORMATION
- CONCRETE CULVERT PARKOUR PIECES
- LOG TRUCK
- FEATURE BOULDERS
- TIMBER LOGS
- PLAY EQUIPMENT FALL ZONE

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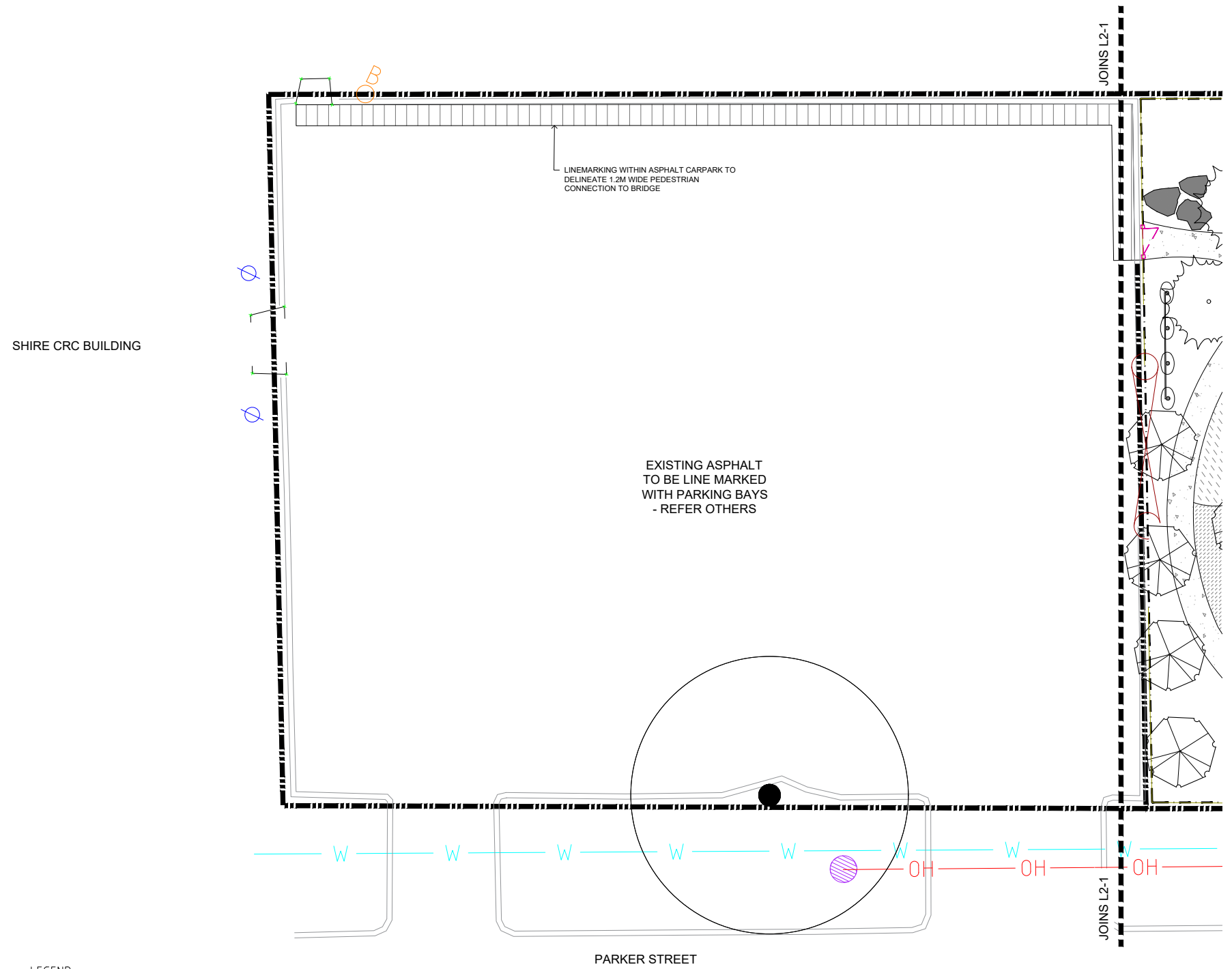
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CLIENT	PROJECT STAGE
SHIRE OF QUIRADING	DETAIL DESIGN
DESIGNED	CHECKED
LD	NC
PROJECT NO.	ORIG. SIZE
4592-20	A1

DRAWING TITLE: FINISHES & FIXTURES 1
 SCALE: 1:125 @ A1





- LEGEND**
- EXTENT OF WORKS
 - EXISTING OVERHEAD POWER LINE INDICATIVE ALIGNMENT
 - EXISTING WATER PIPE INDICATIVE ALIGNMENT
 - EXISTING ELECTRICAL POLE
 - PROPOSED TREE 100L
 - PROPOSED TREE 45L
 - EXISTING TREE TO BE RETAINED
 - 1.2M WIDE LINEMARKED PATH
 - EXISTING LIGHTING

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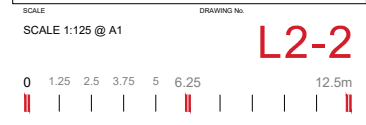
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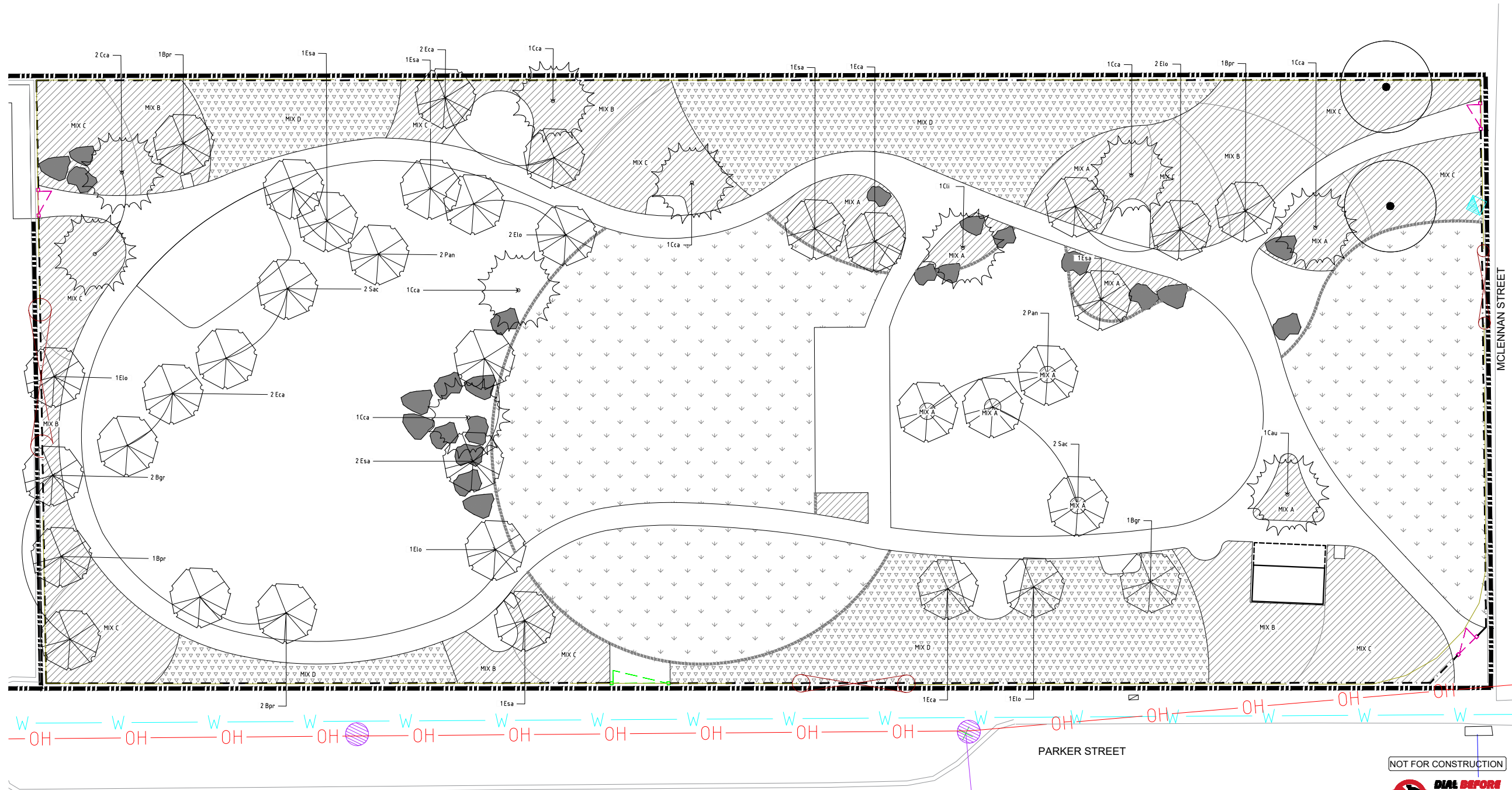
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PROJECT: KWIRRADING KOORT		
CLIENT:	SHIRE OF QUIRADING	
PROJECT STAGE:	DETAIL DESIGN	
DESIGNED:	LD	CHECKED: NC
PROJECT NO.:	4592-20	ORIG. SIZE: A1
DRAWING TITLE: FINISHES & FIXTURES 2		
SCALE:	DRAWING NO. L2-2	





LEGEND

- EXTENT OF WORKS
- EXISTING OVERHEAD POWER LINE INDICATIVE ALIGNMENT
- EXISTING WATER PIPE INDICATIVE ALIGNMENT
- EXISTING ELECTRICAL POLE
- PROPOSED TREE 100L
- PROPOSED TREE 45L
- EXISTING TREE TO BE RETAINED
- MASS PLANTING WITH ORGANIC MULCH
- ORGANIC MULCH WITH NATIVE SEED MIX
- ROLL-ON TURF
- CONCRETE EDGE
- FENCE
- PEDESTRIAN GATE
- VEHICLE GATE
- FEATURE BOULDERS

Plant Schedule

Symbol	Botanical Name	Common name	Pot Size
TREES			
Cca	Corymbia calophylla	Marri	100L
Cli	Citrus limon 'Meyer'	Lemon tree	100L
Cau	Citrus aurantium	Ruby Blood Orange	100L
Bgr	Banksia grandis	Bull Banksia	45L
Bpr	Banksia prionotes	Acorn Banksia	45L
Esa	Eucalyptus salmonophloia	Salmon Gum	45L
Elo	Eucalyptus loxophleba	York Gum	45L
Eca	Eucalyptus capillosa	Wheatbelt Wandoo	45L
Sac	Santalum acuminatum	Quandong	45L
Pan	Pittosporum angustifolium	Native Apricot	45L
MIX A - LOW MIX			
	Acacia lasiocarpa	Glow Wattle	tubestock
	Adenanthos cuneatus	Coral carpet	tubestock
	Conostylis candidans	Grey Cottonheads	tubestock
	Kennedia prostrata	Scarlet Runner	tubestock
MIX B - MEDIUM MIX			
	Atriplex nummularia	Old Man Saltbush	tubestock
	Lepidospermum gladiatum	Coastal Sword Sedge	tubestock
	Hakea trifurcata	Two-leaf Hakea	tubestock
	Verticordia eriocephala	Common Cauliflower	tubestock
MIX C - FEATURE MIX			
	Chorizema cordatum	Heart-Leaf Flame Pea	tubestock
	Kunzea pulchella	Granite Kunzea	tubestock
	Banksia cuneata	Matchstick banksia	tubestock
	Hypocalymma angustifolium	White Myrtle	tubestock
MIX D - NATIVE SEED MIX			
	Rodanthe manglessii	Magle's everlasting	seed
	Rodanthe chlorocephala	Rosy everlasting	seed
	Schoenia filifolia	Showy everlasting	seed
	Waiztia nitida	Yellow Everlasting	seed

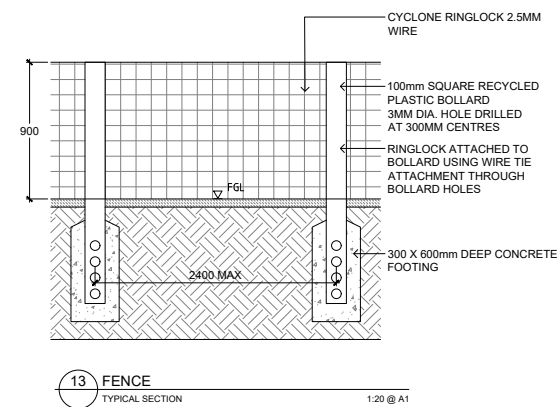
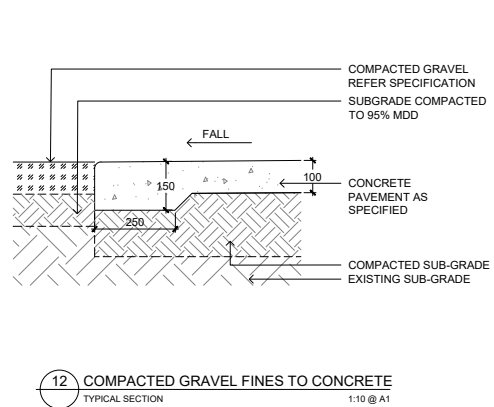
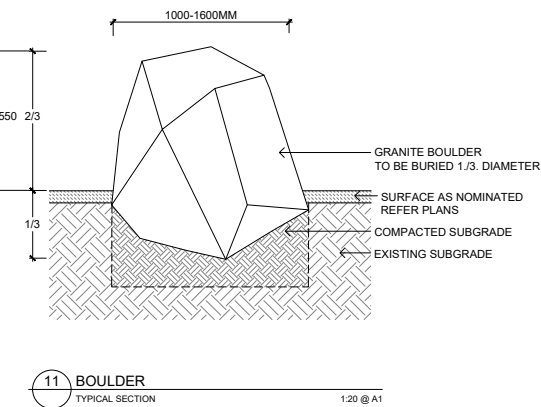
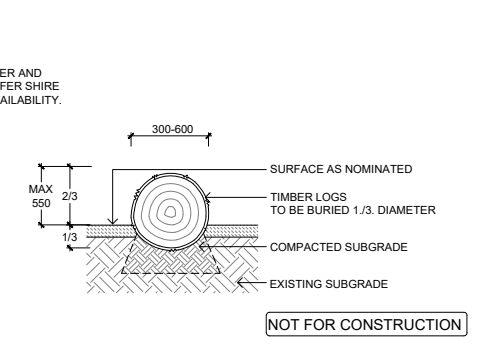
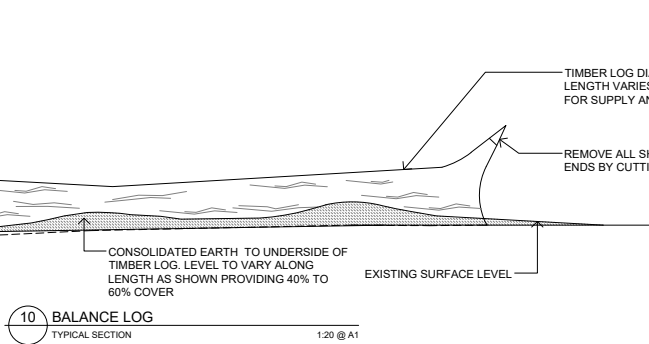
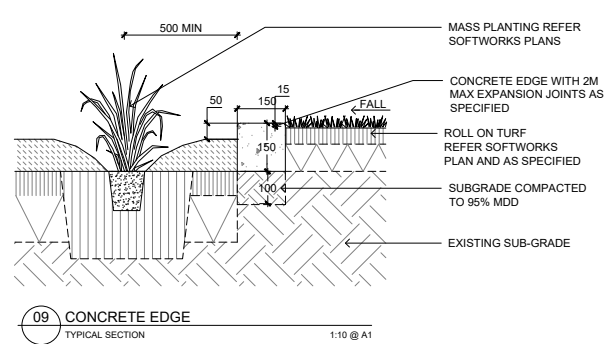
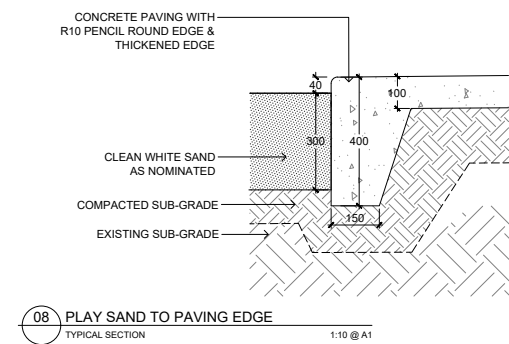
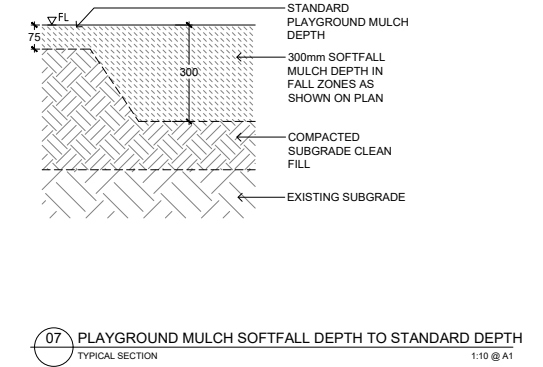
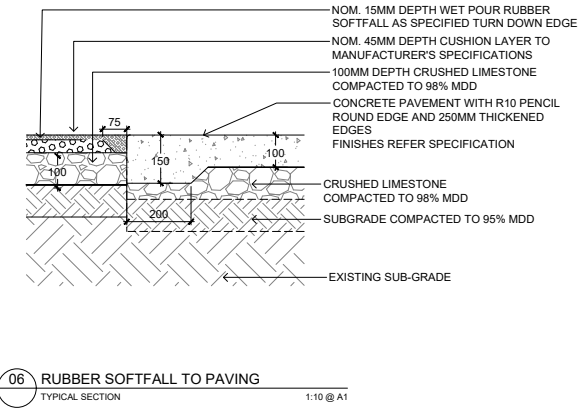
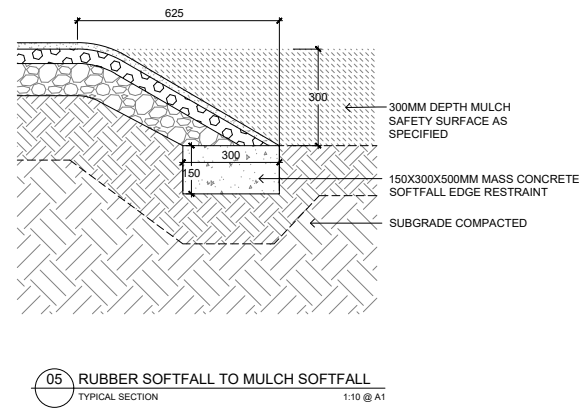
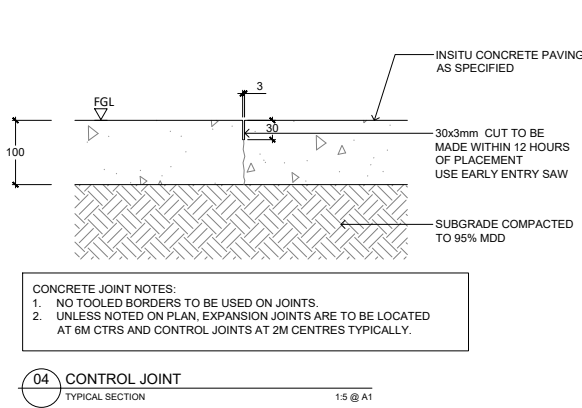
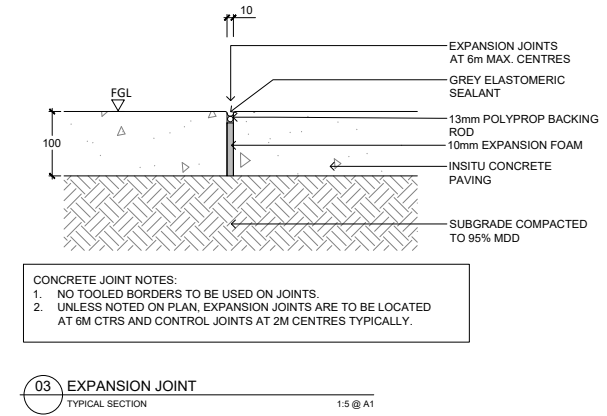
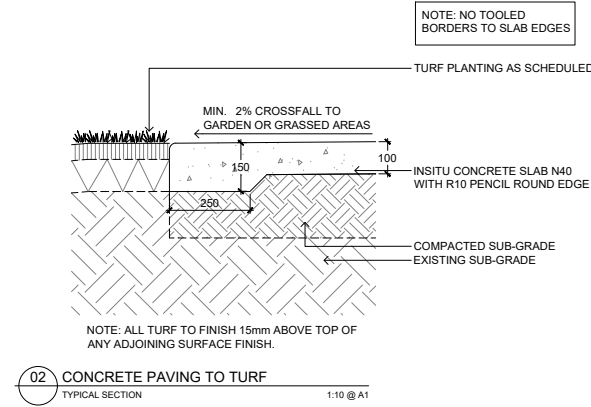
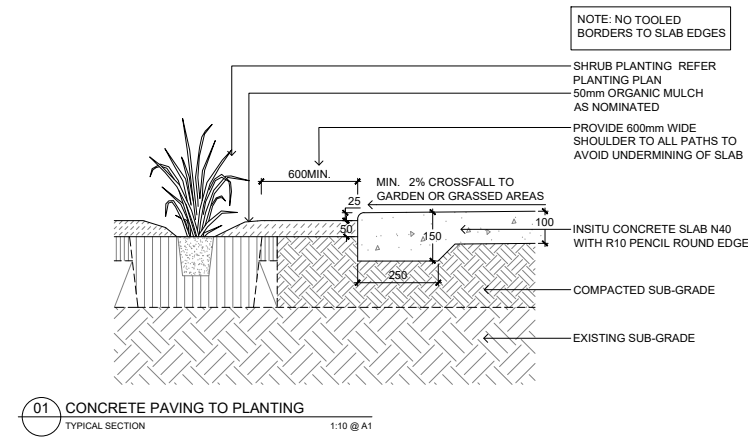
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NOT FOR CONSTRUCTION



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ecoscape		
PROJECT: KWIRRADING KOORT		
CLIENT: SHIRE OF QUIRADING	PROJECT STAGE: DETAIL DESIGN	
DESIGNED: LD	DRAWN: NC	CHECKED: LD
PROJECT NO: 4592-20		ORIG. SIZE: A1
DRAWING TITLE: PLANTING		
SCALE: 1:125 @ A1	DRAWING NO: L3-1	



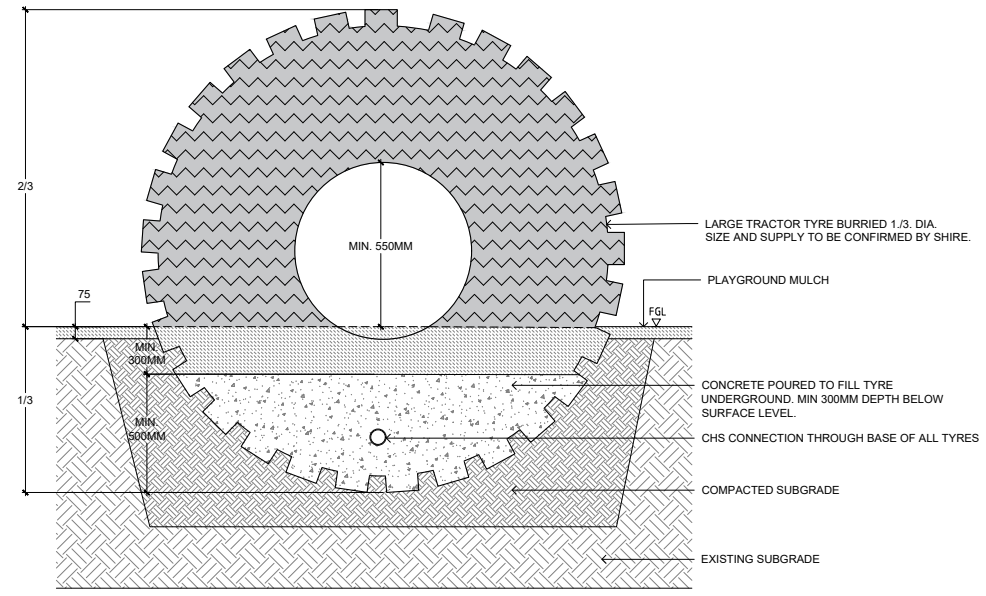


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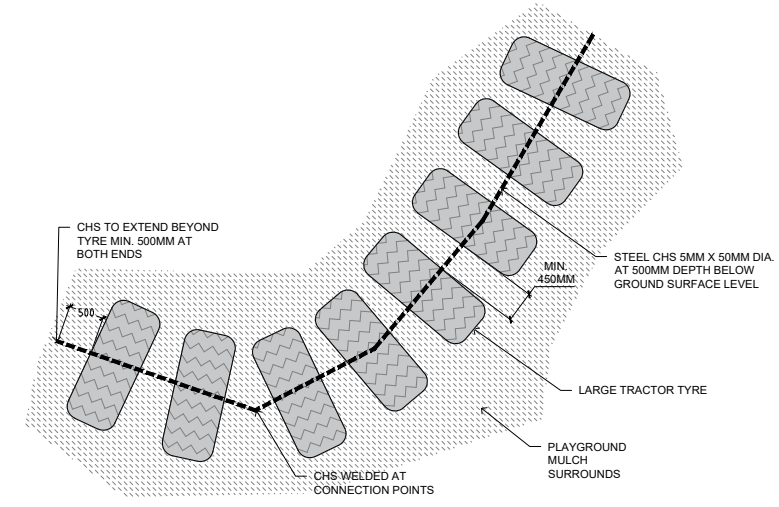


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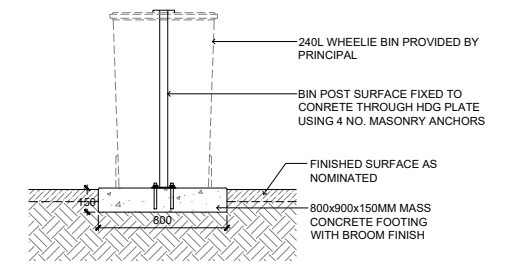
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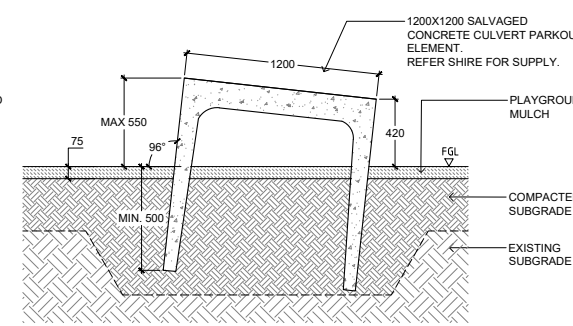
01 TYRE TUNNEL TYPICAL SECTION 1:20 @ A1



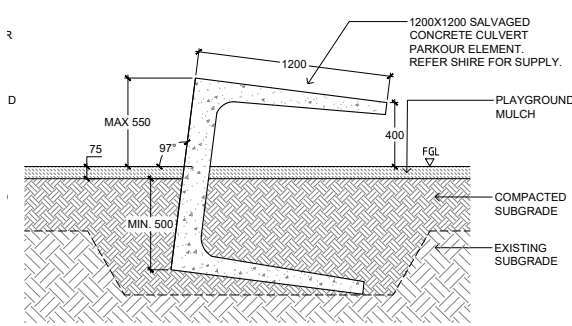
02 TYRE TUNNEL PLAN 1:50 @ A1



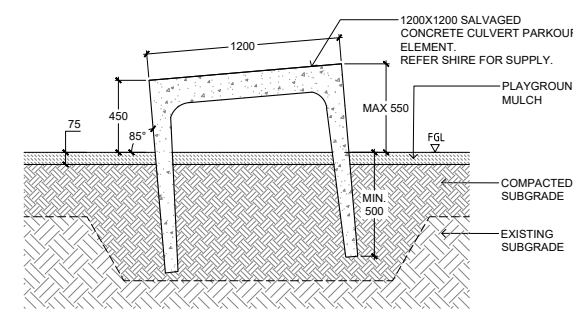
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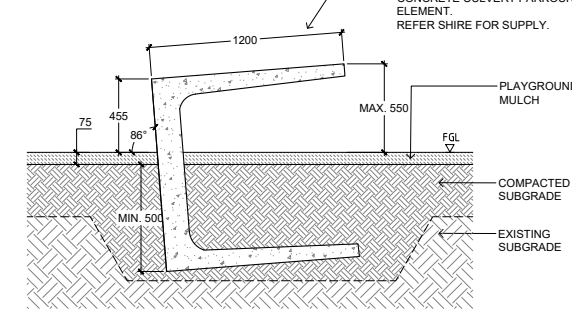
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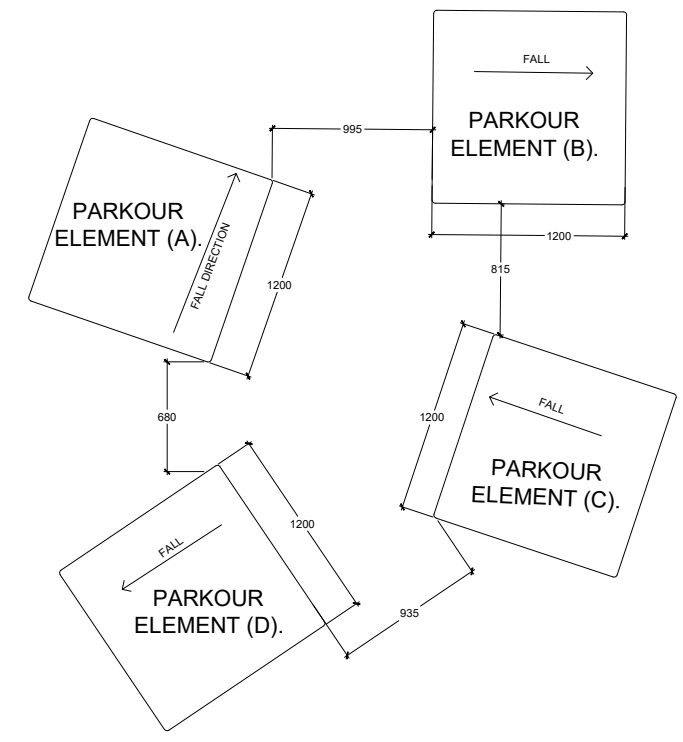
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PARKOUR ELEMENT (C).



PARKOUR ELEMENT (D).



05 PARKOUR CULVERTS SETOUT PLAN 1:20 @ A1

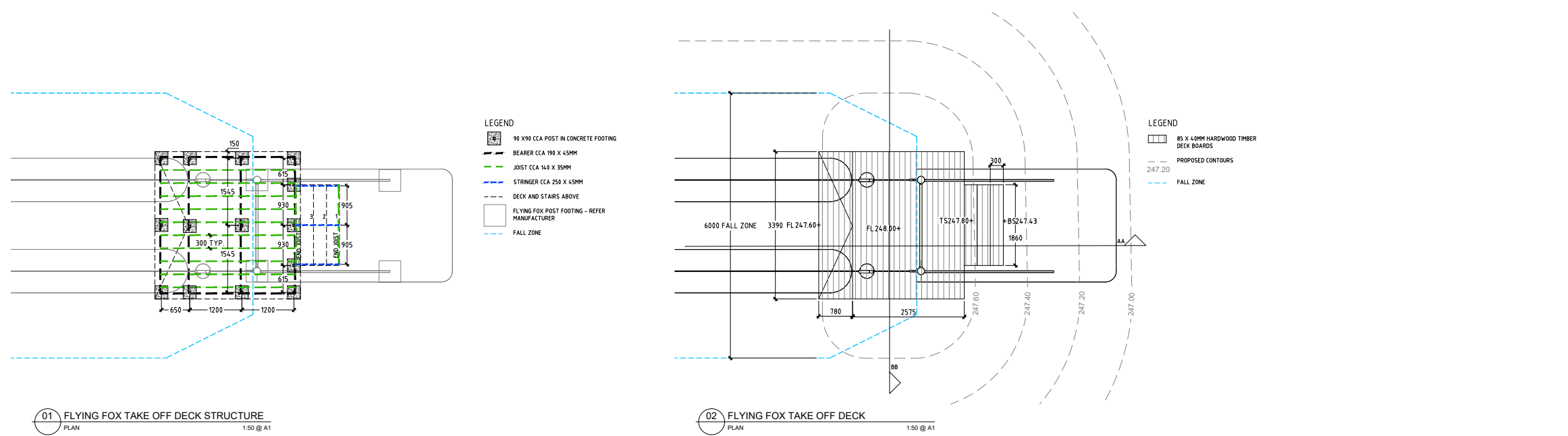
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04 PARKOUR CULVERT SECTIONS 1:20 @ A1



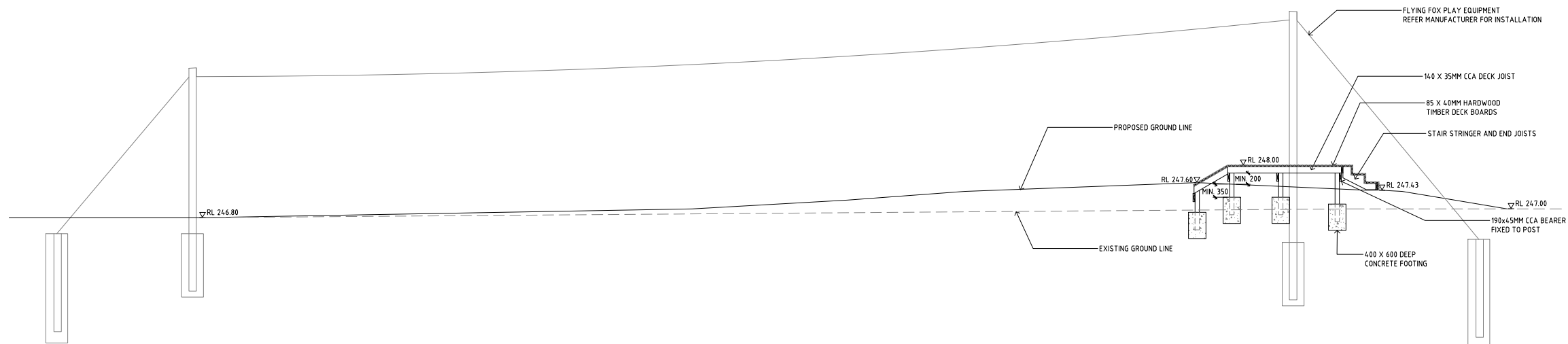
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PROJECT		
KWIRRADING KOORT		
CLIENT		PROJECT STAGE
SHIRE OF QUIRRADING		DETAIL DESIGN
DESIGNED	DRAWN	CHECKED
LD	LD	NC
PROJECT NO.		ORIG. SIZE
4592-20		A1
DRAWING TITLE		
DETAILS 02		
SCALE AS SHOWN		

L4-2

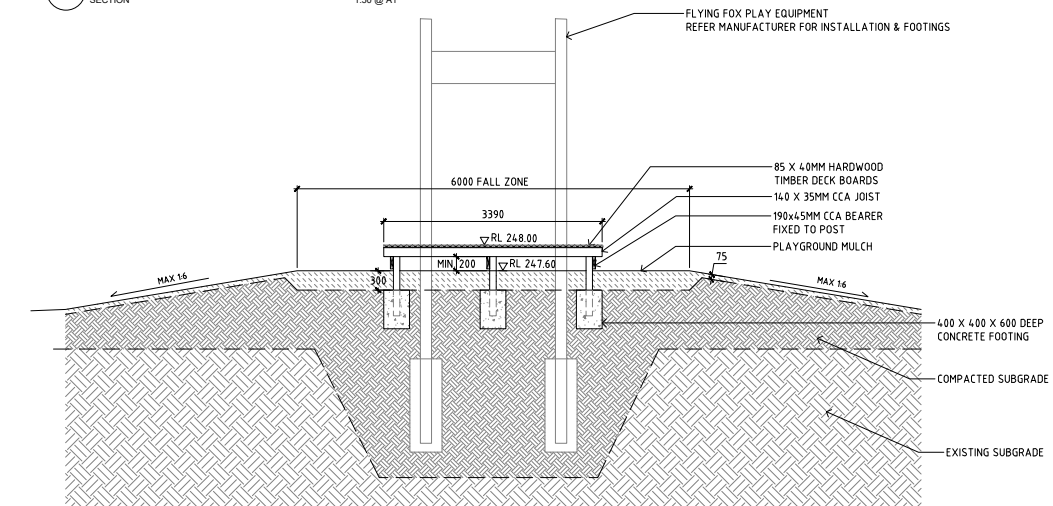


01 FLYING FOX TAKE OFF DECK STRUCTURE
PLAN 1:50 @ A1

02 FLYING FOX TAKE OFF DECK
PLAN 1:50 @ A1



03 FLYING FOX SECTION AA
SECTION 1:50 @ A1



04 FLYING FOX SECTION BB
SECTION 1:50 @ A1

Rebecca Barton
29/07/2021
VERDANT
structural engineering consulting
Rebecca Barton
MIE Aust 3127859
Engineers Australia

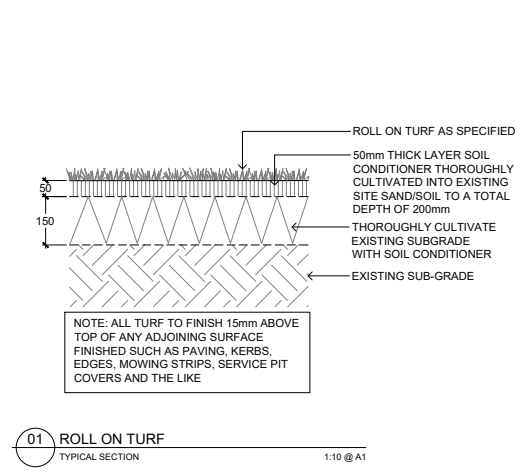
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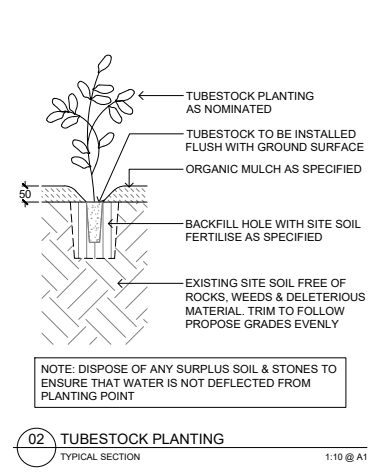
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PROJECT		PROJECT STAGE	
KWIRRADING KOORT		DETAIL DESIGN	
CLIENT	SHIRE OF QUIRADING	CHECKED	LD
DESIGNED	LD	PROJECT NO.	4592-20
ORIG. SIZE	A1	DRAWING TITLE	
DETAILS 03			
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SCALE AS SHOWN			

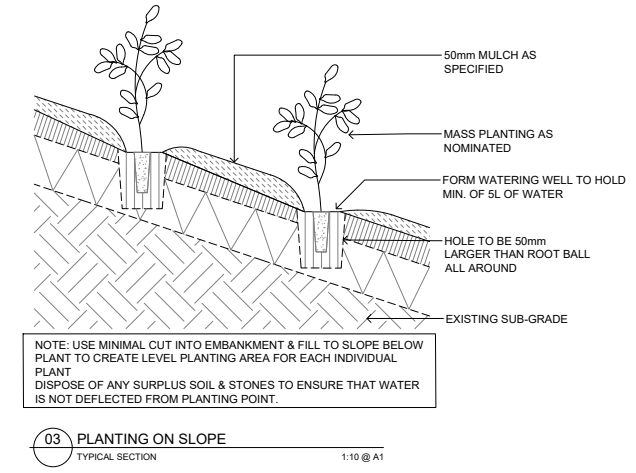
L4-3



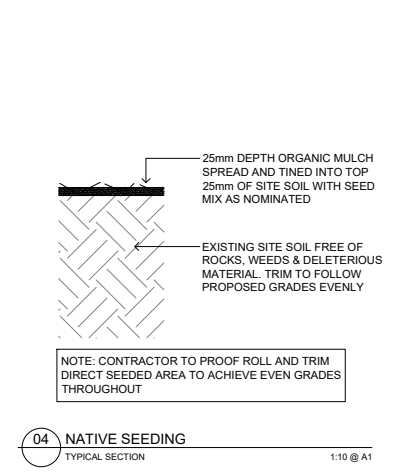
01 ROLL ON TURF
TYPICAL SECTION 1:10 @ A1



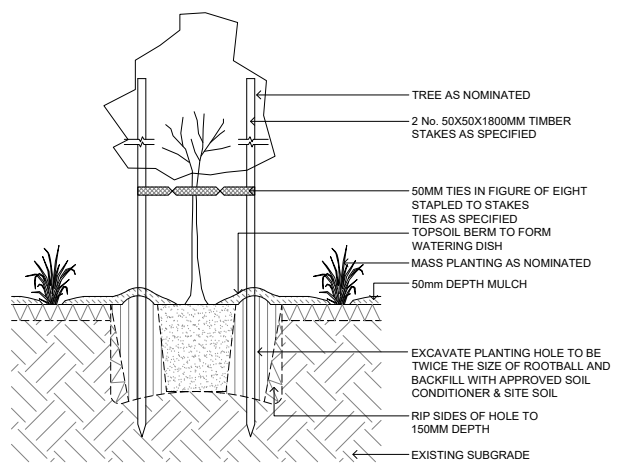
02 TUBESTOCK PLANTING
TYPICAL SECTION 1:10 @ A1



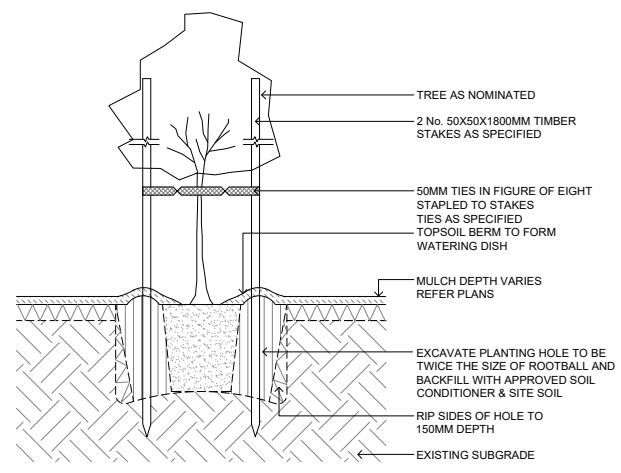
03 PLANTING ON SLOPE
TYPICAL SECTION 1:10 @ A1



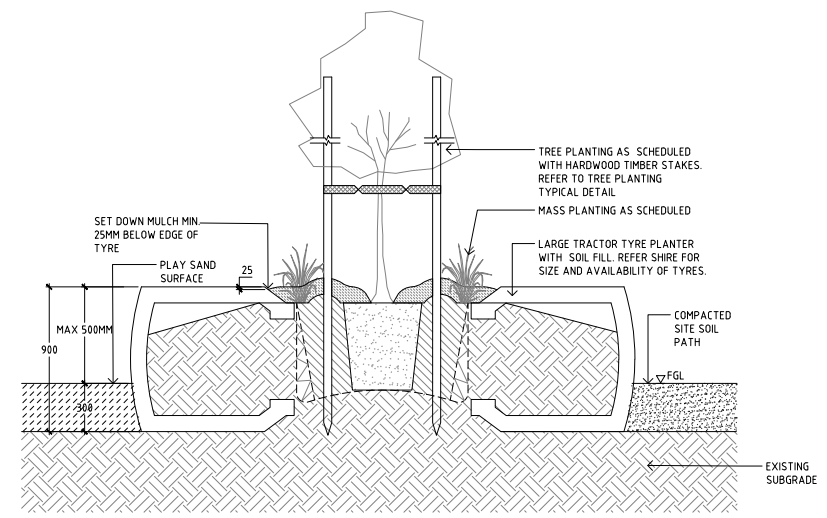
04 NATIVE SEEDING
TYPICAL SECTION 1:10 @ A1



05 TREE IN PLANTING
TYPICAL SECTION 1:10 @ A1



06 TREE IN MULCH
TYPICAL SECTION 1:10 @ A1



07 TREE IN TYRE PLANTER BED
TYPICAL SECTION 1:10 @ A1

NOTES
ALL DRAWINGS TO BE READ IN COLOUR.
ALL COMPLETED WORKS TO BE PROTECTED AND MAKE GOOD ANY DAMAGE TO EXISTING WORKS CAUSED AS PART OF THIS CONTRACT. ALL WORK WITHIN DRIP LINES OF EXISTING TREES IS TO BE DONE BY HAND.
ALL SET OUT IS TO BE DONE BY A LICENSED SURVEYOR. THESE DRAWINGS WILL BE MADE AVAILABLE DIGITALLY TO THE SURVEYOR UPON REQUEST.
FIGURED DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS. INSETS AND DETAIL DRAWINGS TAKE PRECEDENCE & NOTIFY SUPERINTENDENT OF ANY IDENTIFIED DISCREPANCIES PRIOR TO UNDERTAKING WORK.
WHERE MIXED PLANTING IS PROPOSED PLANT IN GROUPS OF 3, 5 OR 7 OF THE SAME SPECIES.
FOR ELECTRICAL AND LIGHTING WORKS REFER TO ELECTRICAL DRAWINGS.
FOR HYDRAULIC WORKS REFER TO HYDRAULIC DRAWINGS

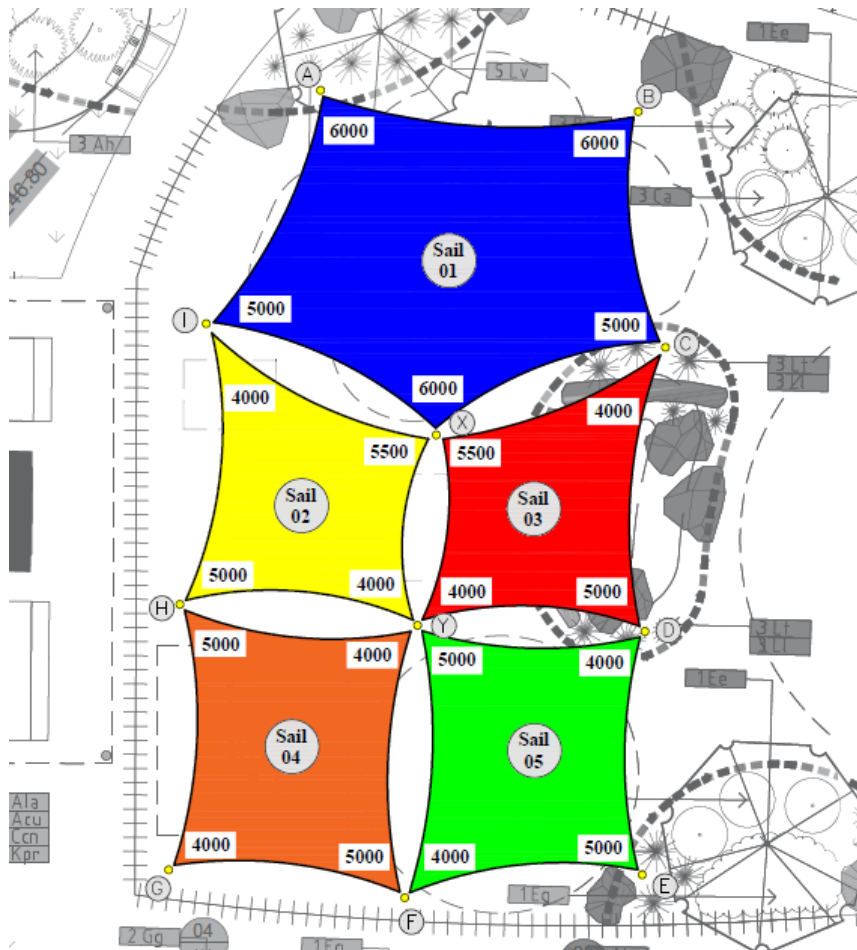
NOT FOR CONSTRUCTION



REV	DATE	ISSUE
C	30/07/2021	100% DETAIL DESIGN
B	17/12/2020	85% DETAIL DESIGN
A	26/11/2020	PRELIMINARY ISSUE
PROJECT		
KWIRRADING KOORT		
CLIENT		PROJECT STAGE
SHIRE OF QUIRADING		DETAIL DESIGN
DESIGNED	DRAWN	CHECKED
LD	LD	NC
PROJECT NO.		ORIG. SIZE
4592-20		A1
DRAWING TITLE		
DETAILS 04		
SCALE		
DRAWING NO.		
SCALE AS SHOWN		

L4-4

Kwirradling Kort Shade Sail Design






ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT**11.1 Accounts for Payment - April 2023**

Responsible Officer Tricia Brown, Executive Manager, Corporate Services

Reporting Officer Cynthia Lowe, Finance & Customer Service Officer

Attachments

1. 11.1 (i) List of Accounts - April 2023 [↓](#) 
2. 11.1 (ii) Transport Takings April 2023 [↓](#) 
3. 11.1 (iii) Credit Card Reconciliation April 2023 [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council note the following:

1. That schedule of accounts for April 2023 covering municipal vouchers 23953 to 23956 and EFT12397 to EFT12527 totalling \$435,989.08 be received (Attachment i);
2. That police licensing payments for the month of April 2023 totalling \$19,866.10 be received (Attachment ii); and
3. That fund transfers to the corporate credit card for April 2023 totalling \$3050.96 be received (Attachment iii); and
4. That net payroll payments for the month of April 2023 totalled \$166,235.11; and
5. That the lease payments for the month of April 2023 totalled \$2,423.73 for the CESM vehicle lease.

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the accounts paid during April 2023.

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 draft 2022/2023 budget.

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

ALIGNMENT WITH STRATEGIC PRIORITIES

5.3 Governance & 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 April 2023 is included at **Attachment (i)**.

Previously, point 5 of the recommendation included the “lease” payment for the Skeleton Weed Vehicle, being a chattel mortgage repayment of \$1,043.80 per month. As per the ruling of the Office of the Auditor General (OAG) for the 2021/22 annual financial report, this vehicle is to no longer be recognised as a right of use (ROU) asset, and not recognised as a lease liability of the Shire. It is therefore removed from the financials as a liability, and removed from point 5 of the recommendation. The principal and interest repayments related to this vehicle, are now recognised as operating expenditure under the Rural Services sub-program.

11.1 (i) | List Of Accounts - April 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12397	06/04/2023	SHIRE OF QUAIRADING	BUILDING LICENCE FEES 2019 CABINS BUILT AT CARAVAN PARK	3490.09	
EFT12398	06/04/2023	QUAIRADING TYRE & BATTERY SUPPLIES	REPAIR AND FIT LOADER TYRE - WORKS & SERVICES	289.00	
EFT12399	06/04/2023	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE:R2023/01, 03/09/2022 - 17/03/2023	71.80	
EFT12401	06/04/2023	HERSEY'S SAFETY PTY LTD	SUNSCREEN, AEROGUARD, GLOVES, GLASSES, EARPLUGS, CHAINSAW KIT - WORKS & SERVICES	930.99	
EFT12402	06/04/2023	QUAIRADING CLUB INC.	REFRESHMENTS FOR EMCS FAREWELL	256.50	
EFT12403	06/04/2023	COMMUNITY RESOURCE CENTRE -	SCANNING SERVICES, PHOTOCOPYING, BANKSIA BULLETIN SALES, CRC	127.35	
EFT12404	06/04/2023	QUAIRADING TYRE & BATTERY -	COMMUNITY CAR FUEL USAGE - MARCH 2023 (07.03 & 20.03)	101.51	FULLY
EFT12405	06/04/2023	STATE LIBRARY OF WA	FREIGHT RECOUP JANUARY TO JUNE 2023	177.38	
EFT12406	06/04/2023	COMMERCIAL LOCKSMITHS	NEW PADLOCK FOR STANDPIPE	66.00	
EFT12407	06/04/2023	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROLLERS FOR QUAIRADING-CORRIGIN ROAD (RRG166 & RRG166A)	17941.25	PARTIAL
EFT12408	06/04/2023	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL - WORKS & SERVICES	8764.80	
EFT12409	06/04/2023	WA LOCAL GOVERNMENT ASSOCIATION	MAKING LOCAL LAWS - WALGA TRAINING FOR EXECUTIVE OFFICER	242.00	
EFT12410	06/04/2023	LOCAL GOVERNMENT PROFESSIONALS	CUSTOMER COMPLAINTS RESOLUTION PROGRAM - MON 8 - TUES 9 MAY 2023 - LG PROFESSIONALS WA MOUNT HAWTHORN - CUSTOMER SERVICE OFFICER	1070.00	
EFT12411	06/04/2023	QUEST INNALOO	5 NIGHTS ACCOMMODATION FOR DEPARTMENT OF TRANSPORT TRAINING. CHECK IN SUNDAY THE 26TH OF MARCH - CHECK OUT FRIDAY THE 31ST OF MARCH. PLUS PARKING AT \$15 PER DAY - ADMIN	930.00	
EFT12412	06/04/2023	BOB WADE FLEET MAINTENANCE	SERVICE AND WELD REPAIRS ON TIPPER TRUCK Q5122 INCLUDING CONSUMABLES, DELIVERY AND TRAVEL	2904.67	
EFT12413	06/04/2023	INTEGRATED DISTRIBUTION PTY LTD	FORCE LINE MARKING PAINT - OVAL AND GROUNDS	825.00	
EFT12414	06/04/2023	NUTRIEN AG SOLUTIONS	POLY PIPE 110MM PN10 X 6M SDR17 BLACK - LOTTERYWEST/LRCI FUNDED PROJECT	538.56	PARTIAL
EFT12415	06/04/2023	FARMARAMA PTY LTD	DAVEY HONDA FIRE PUMP 5.5HP SINGLE IMPELLER FOR FIRE TRAILER Q4110 - DUE TO OLD ONE BREAKING CAUSING LEAKING	907.50	
EFT12416	06/04/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC DEBT RECOVERY COSTS FOR MARCH 2023	30.25	
EFT12417	06/04/2023	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	WATER CART HIRE FOR QUAIRADING - CORRIGIN ROAD PER HOUR (RRG166 & RRG166A)	10175.00	PARTIAL
EFT12418	06/04/2023	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	UNLEADED PURCHASES FOR THE MONTH OF FEBRUARY 2023 FOR MAZDA CX-5. MAZDA CX-9 AND WORKS	906.00	
EFT12419	06/04/2023	LG BEST PRACTICES PTY LTD	FINANCE SERVICES - TRUST RECONCILIATION - JUNE	3135.00	
EFT12420	06/04/2023	MARZOCCHI CONTRACTING	15.25 HRS CLEANING KITCHEN AND CARPETS IN TOWN HALL BUILDING	2491.50	

11.1 (i) | List Of Accounts - April 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12421	06/04/2023	M.A.L. AUTOMOTIVE PTY LTD.	SERVICE OF VEHICLES- Q465 AND OQ	942.64	
EFT12422	06/04/2023	SECUREX PTY LTD.	REMOELY SETTING UP SECURITY ACCESS TO THE ADMIN BUILDING - CUSTOMER SERVICE OFFICER	66.00	
EFT12423	06/04/2023	PATTONS PANEL & PAINT	EXCESS FOR REPAIRS TO SPRAY UTE Q651 - LGIS CLAIM NO. MO0062646	1000.00	
EFT12424	06/04/2023	RURAL INFRASTRUCTURE SERVICES	WORKS FOR QUAIRADING-CORRIGIN ROAD PLUS TRAVEL - RRG166 COMMUNITY PARK - LRCI FUNDED & DANGIN MEARS ROAD WSNF EXPENDITURE	6003.14	PARTIAL
EFT12425	06/04/2023	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	IPAD AIR 10.9 WI-FI NON-CELLULAR 64GB (FOR ALTUS PAYROLL CONFIGURATION), MANAGED DEVICE SERVICE CHARGE FOR DEPOT IPAD FOR ALTUS PAYROLL SETUP - CONFIGURATION, TRAINING AND DOCUMENTATION PLUS FIXED PRICE SERVICE AND SHIPPING	2206.60	
EFT12426	06/04/2023	ELDERS QUAIRADING	DROPPER H/G STEEL 107CM WARATAH AIRR (RRG166 & RRG166A) CEMENT, STEEL CAP BOOTS, VARIOUS LATEX GLOVES,VARIOUS RIGGERS GLOVES	2675.20	PARTIAL
EFT12427	06/04/2023	FORTUS GROUP	GRADER BLADE - HEAT-TREATED - 2011 CAT GRADER	3023.95	
EFT12428	06/04/2023	MISS YT & CREWZ KITCHEN	CATERING FOR EMCS GOING AWAY PARTY	375.00	
EFT12429	13/04/2023	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS	254.74	FULLY
EFT12430	13/04/2023	AVON WASTE	AVON WASTE DOMESTIC AND RECYCLE SERVICES FOR MARCH 2023	9310.00	
EFT12431	13/04/2023	QUAIRADING FARMERS CO-OP	QUAIRADING CO-OP PURCHASES FOR MARCH 2023 -ADMIN, DEPOT, TIP, CARAVAN PARK, YOUTH CENTRE AND COUNCIL	525.06	
EFT12432	13/04/2023	TEAM GLOBAL EXPRESS (PREVIOUSLY T/A TOLL TRANSPORT PTY LTD)	ROAD TRANSPORT FROM WESTRAC - DEPOT & HISCO -CARAVAN PARK	47.77	
EFT12433	13/04/2023	COUNTRY COPIERS NORTHAM	COLOUR COPIER METRE READING 19.03.23 - 01.04.23	63.96	
EFT12434	13/04/2023	QUAIRADING MEDICAL PRACTICE (KINGDOM MEDICALS)	PRE EMPLOYMENT MEDICAL FOR SPECIAL PROJECT OFFICER	150.70	
EFT12435	13/04/2023	MICROCOM	ROADPOD VT 5900 PLUS INC RC (METROCOUNT TRAFFIC COUNTERS), USB	20696.50	
EFT12436	13/04/2023	BORAL CONSTRUCTION MATERIALS GROUP LTD	2X PALLETS (50 BAGS) OF BITUPACK COLD MIX 20KG BAGS - ROAD MAINTENANCE	2310.00	
EFT12437	13/04/2023	BOB WADDELL & ASSOCIATES PTY LTD	2022/2023 - ASSISTANCE WITH THE FAIR VALUE REVALUATION AND RATES MANAGEMENT	536.25	

11.1 (i) | List Of Accounts - April 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12438	13/04/2023	SYNERGY	SYNERGY ACCOUNT #857387870 - STREETLIGHTS TARIFF 25.02.23 - 24.03.23	2396.95	PARTIAL
EFT12439	13/04/2023	BJ & SM FAIRCLOUGH	ALLOW TO REMOVE FROM THE PIT LOCATED ON LOT# 9923 - 14,250 M3 GRAVEL @ \$2.50 PER/M3 - RRG166 & RRG166A	39187.50	PARTIAL
EFT12440	13/04/2023	WA LOCAL GOVERNMENT ASSOCIATION	ONE STAFF MEMBER TO ATTEND PROCEDURE WRITING TRAINING SESSION VIA ZOOM AND 2 X STAFF MEMBERS TO ATTEND WA TRANSPORT AND ROADS FORUM - WORKS AND SERVICES	778.00	
EFT12441	13/04/2023	COMBINED PEST CONTROL	ANNUAL TERMITE INSPECTION OF 9 BRIDGES 2023	2970.00	
EFT12442	13/04/2023	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES INCLUDING TRAVEL FOR THE MONTH OF MARCH 2023 - DATES SERVICED: 24/03/23 (INCL REMOVAL OF 2 SURRENDERED DOGS) & 29/03/23	940.50	
EFT12443	13/04/2023	BROWNLEY'S PLUMBING & GAS	REPLACEMENT OF WATER HEATER - TENNIS CLUB, UNBLOCKING OF ALL GILLETT STREET UNIT TOILETS	2790.70	
EFT12444	13/04/2023	MARKETFORCE	ADVERTISING OF LOCAL LAWS: REPEAL LOCAL LAW 2023 AND BUSH FIRE BRIGADE LOCAL LAW 2023	1534.13	
EFT12445	13/04/2023	CWB ELECTRICAL & A/C	TO DISCONNECT OLD TRANSPORTABLE, RUN POWER AND CONNECT UNIT AND INSTALL A/C (INCLUDING MATERIALS AND SUNDRIES) - RECYCLE CENTRE	3406.80	
EFT12446	13/04/2023	SHERRIN RENTALS PTY LTD	TRANSPORT OF EQUIPMENT -SMOOTH DRUM ROLLER	5115.00	
EFT12447	13/04/2023	THOMAS ALAN LEE	REIMBURSEMENT FOR FUEL - TRAVEL TO TRAINING COURSE	96.98	
EFT12448	13/04/2023	MARIA NELSON	REFUND OF 2 NIGHT STAY 6 & 7 APRIL BOOKING #'S 11711506 & 11711500	97.22	
EFT12449	13/04/2023	BUNNINGS GROUP LIMITED	VARIOUS PURCHASES : CORDLESS MAKITA COMBO KIT & MASONARY DRILL BIT SET, MAKITA BATTERY & TOOLS, VARIOUS DRILL BITS, PAINT, DOOR HANDLES & LOCKS, PADLOCKS, KEY SAFE, SHOWER PARTS, PLATFORM TROLLEY, PNEUMATIC EASYROLL, VARIOUS IMACT DRIVE BITS.	3702.76	
EFT12450	13/04/2023	COMPLETE OFFICE SUPPLIES PTY LIMITED	PENS, DIVIDERS, STICKY NOTES, STICKY FLAGS, SUSPENSION FILES, CALCULATORS, INK REFILLS, BUSINESS CARD HOLDER, SANDWICH PRESS,	866.98	
EFT12451	13/04/2023	SEED STUDIO	KWIRRADING KOORT PARK - PLANTING DESIGN	1575.00	PARTIAL
EFT12452	13/04/2023	NICOLE GIBBS	PROFESSIONAL DEVELOPEMENT AND MENTORING COURSE - CEO PROFESSIONAL DEVELOPEMENT ANNUAL ALLOWANCE (AS PER	3080.00	
EFT12453	13/04/2023	QUALITY PRACTICE ACCREDITATION PTY LTD	MEDICAL PRACTICE - COMMENCEMENT OF MEDICAL ACCREDITATION - CONNECT APPLICATION FEE	3905.00	

11.1 (i) | List Of Accounts - April 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12454	13/04/2023	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	HARDWARE - CABINET RACK, SERVICES - CABLING UPGRADE INCLUDING INSTALLATION, TESTING, WORKING WITH 3RD PARTY, PATCH PANELS, WALL PLATES AND TRAVEL, HARDWARE - UPS RACKMOUNT WITH WARRANTY, SHIPPING COSTS. RE-CABLING PROJECT FOR DEPOT, MEDICAL CENTRE INTERNET (4G FAILOVER) - SET-UP COSTS FOR TELTONIKA ROUTER AND TRAVEL	7066.49	
EFT12455	13/04/2023	TRICIA BROWN	REIMBURSEMENT FOR UNLEADED PETROL 00 (EMCS VEHICLE)	122.31	
EFT12456	13/04/2023	MICK GRAGE	QUAIRADING BOOK POST BUSINESS SUPPORT GRANT 2023	5500.00	
EFT12457	13/04/2023	ELDERS QUAIRADING	VARIOUS PURCHASES: HAND TOWELS, GLASS CLEANER, REVIVE, BIN LINERS & HEAVY DUTY WIPES, BATTERIES, DISPOSABLE GLOVES, NUTS & BOLTS, SANDPAPER, DRILL BITS, MOP HEADS, HOSE CLAMPS	968.91	
EFT12458	13/04/2023	OPTIMUS GAMING PTY LTD	YOUTH WEEK OPTIMUS GAMING 2023	1134.98	FULLY
EFT12459	13/04/2023	INTELIIFE GROUP	EXCAVATOR MULCHING OF ROAD VERGES INCLUDING 1X OPERATOR - PANTAPIN SOUTH ROAD	19338.00	
EFT12460	13/04/2023	ROBYN WILLEY	REFUND OF CARAVAN PARK CABIN - BOOKING #11625919 (04.04.23 - 06.04.23) & BOOKING #11625920 (02.04.23 - 04.04.23)	387.00	
EFT12461	13/04/2023	CHANEL MILLS	REIMBURSEMENT OF MEAL PURCHASES AND PARKING WHILE AT DOT TRAINING - CUSTOMER SERVICE OFFICER	163.66	
EFT12462	13/04/2023	BOC LIMITED	CONTAINER SERVICE - DAILY TRACKING FOR PERIOD 26.02.23 - 28.03.23	52.35	
EFT12463	20/04/2023	REECE GROUP PTY LTD.	CAROMA JUNIOR TOILET SEAT S/F WHITE FOR DAYCARE CENTRE	185.46	
EFT12464	20/04/2023	GREG & JO HAYES (CR. JO HAYES)	COUNCILLOR SITTING FEES JANUARY - MARCH 2023	376.00	
EFT12465	20/04/2023	CR. PETER DAVID SMITH	COUNCILLOR SITTING FEES JANUARY - MARCH 2023	1136.00	
EFT12466	20/04/2023	CR. JONATHAN RICHARD HIPPISEY	COUNCILLOR SITTING FEES JANUARY - MARCH 2023	674.00	
EFT12467	20/04/2023	TELSTRA	TELSTRA CHARGES MARCH TO MAY: DEPOT, ADMIN, MEDICAL,C/PARK, CESM, WASTE, WAP/INTERNET	1335.62	
EFT12468	20/04/2023	TEAM GLOBAL EXPRESS (PREVIOUSLY T/A TOLL TRANSPORT PTY LTD)	ROAD TRANSPORT FOR CARAVAN PARK	28.09	
EFT12469	20/04/2023	IT VISION	MONTHLY PLAY ACCOUNT SUBSCRIPTION FOR ALTUS PAYROLL - SUBSCRIPTION SERVICE FOR PERIOD 01/03/2023 TO 30/06/2023 - 4 MONTHS - ADMIN	1100.00	
EFT12470	20/04/2023	BURGESS RAWSON	WATER USAGE VARIOUS PTA: FEB 2022 - APRIL 2022 1 QUAIRADING YORK ROAD LOT 366 PTA 1422 CRC, 1 QUAIRADING - YORK ROAD LOT 366, PTAL1422 - CENTENARIA, HEAL STREET QUAIRADING LOT RLY RES PTA 1422	1167.58	

11.1 (i) | List Of Accounts - April 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12471	20/04/2023	SUNNY SIGN COMPANY PTY LTD	NATURE RESERVE MAIN ROAD SIGNS & MEDICAL CENTRE MUSTER POINT SIGN	2729.27	
EFT12472	20/04/2023	QDG LADIES HOCKEY CLUB	PARTIAL REFUND OF BOND: REFUND HOCKEY BUILDING BOND SEASON 2022 -QDGLHC	775.00	
EFT12473	20/04/2023	OXTER SERVICES	IMAGE ON BRONZE PLAQUE, TEXT ON BRONZE PLAQUE & REPLICATED STONE WORDING ON BRONZE PLAQUE - SIKH MEMORIAL - CONCRETE PLINTH	4280.43	
EFT12474	20/04/2023	WATER CORPORATION	WATER USAGE VARIOUS PROPERTIES: FEB 2022 - APRIL 2022;	28108.72	
EFT12475	20/04/2023	BOB WADDELL & ASSOCIATES PTY LTD	2022/2023 1.5HRS ASSISTANCE WITH THE MARCH MONTHLY FINANCIAL STATEMENTS	247.50	
EFT12476	20/04/2023	SYNERGY	SYNERGY - POWER USAGE & SUPPLY MARCH TO APRIL: CARAVAN PARK & SURROUNDS, 50B SUBURBAN, QCRC	4024.65	
EFT12477	20/04/2023	BENTNAIL BUILDING & MAINTENANCE	TRENCHING, LEVELLING, CONCRETING, BBQ INSTALLATION - LOTTERYWEST/LRCI FUNDED PROJECT	7920.00	
EFT12478	20/04/2023	CR. TREVOR STACEY	COUNCILLOR SITTING FEES JANUARY - MARCH 2023	596.00	
EFT12479	20/04/2023	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL - DEPOT	8943.22	
EFT12480	20/04/2023	CR. JO HAYTHORNTHWAITE	COUNCILLOR SITTING FEES JANUARY - MARCH 2023	376.00	
EFT12481	20/04/2023	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES INCLUDING TRAVEL FOR THE MONTH OF APRIL 2023 - DATES SERVICED: 05/04/23 INCL REMOVAL OF SURRENDERED DOG, 06.04.23 - INCL IMPOUND & CARE OF DOG, 11.04.23 - INCL REMOVAL OF SURRENDERED DOG	992.75	
EFT12482	20/04/2023	HISCONFÉ	15 SETS EVERYDAY COLLECTION FLAT SB SHEET WHITE 60/40 POLY/COTTON & SHAMPOO, PKT 500 - CARAVAN PARK	405.90	
EFT12483	20/04/2023	AJ & BR COWCILL - ACCOUNTS PAYMENT	COUNCILLOR SITTING FEE JANUARY - MARCH 2023	945.35	
EFT12484	20/04/2023	CWB ELECTRICAL & A/C	SUPPLY, INSTALL AND COMMISSION ELECTRICAL EQUIPMENT - TOILETS & BBQ - LOTTERYWEST/ LRCI FUNDED PROJECT	886.20	
EFT12485	20/04/2023	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICE - MARCH 2023, MARCH ADMIN & MEDICAL POSTAGE & STATIONERY	2573.28	
EFT12486	20/04/2023	GODFREY COLBUNG	SKETCH FOR KWIRRADING KOORT MURAL - LOTTERYWEST/LRCI FUNDED PROJECT	200.00	PARTIAL
EFT12487	20/04/2023	RESONLINE PTY LTD	ROOM MANAGER (CARAVAN PARK BOOKING SYSTEM) MONTHLY FEE: MARCH 2023	242.00	

11.1 (i) | List Of Accounts - April 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12488	20/04/2023	BUNNINGS GROUP LIMITED	RAMP FOLDING SHERLOCK ALUMINIUM FOR TRANSPORTING FERRIS MOWER - PARKS & GARDENS	226.10	
EFT12489	20/04/2023	CR. EEJIUN CHEANG	COUNCILLOR SITTING FEES JANUARY - MARCH 2023	518.00	
EFT12490	20/04/2023	COMPLETE OFFICE SUPPLIES PTY LIMITED	VARIOUS PURCHASES: STANDARD MONITOR STAND 3 HEIGHT FOR DEPOT, COS S/S WALLET WF SEC ENV DL 1110X220MM FOR MEDICAL PRACTICE, ADMINISTRATION STATIONERY (PENS, STICKY NOTES, POST-IT FLAGS, MANILLA DIVIDERS, NOTEBOOKS),DEPOT ADMINISTRATION STATIONERY (A4 SHEET PROTECTORS, MANILLA DIVIDERS, LEVER ARCH FILES, BOOK ENDS, RACKS, POST-IT)	1166.45	
EFT12491	20/04/2023	SEED STUDIO	OLD SCHOOL SITE PLANTING DESIGN - OLD QUAIRADING SCHOOL SITE	845.00	
EFT12492	20/04/2023	CRISP WIRELESS	8 DALL STREET: MONTHLY INTERNET CONNECTION - FEBRUARY 2023	99.00	
EFT12493	20/04/2023	DANZE MINING & BUILDING PRODUCTS PTY LTD	CUSTOM MADE FIRE SAFETY DOORS - KWIRRADING KOORT TOILETS - SUPPLY ONLY FRAMES, DOORS AND HARDWARE - LOTTERYWEST / LRCI FUNDED PROJECT	4276.67	PARTIAL
EFT12494	20/04/2023	ELDERS QUAIRADING	NOURISH BODY WASH, REVIVE, 20L CLEANING PRODUCT & 8KG OMO WASHING POWDER, PAPER HAND TOWEL	629.40	
EFT12495	20/04/2023	ARDATH ACQUISITIONS AND TRADING	PURCHASE OF A USED BACKHOE JCB 3CX INCLUDES 1 + 3 BUCKETS PLUS 3.5% COMMISSION (PROCUREMENT) -DEPOT	82282.50	
EFT12496	20/04/2023	MICRO PRODUCTS AUSTRALIA	1 X RT100 RECHARGEABLE BATTERY AND DELIVERY FOR MICROCHIP SCANNER	55.00	
EFT12497	20/04/2023	OZTRON ENERGY	CONSULTANCY SERVICES AT SYNERGY MEETING - ADMIN	1320.00	

11.1 (i) | List Of Accounts - April 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12498	28/04/2023	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS	254.74	FULLY
EFT12499	28/04/2023	TEAM GLOBAL EXPRESS (PREVIOUSLY T/A TOLL TRANSPORT PTY LTD)	ROAD TRANSPORT - TOAPIN WEIR	341.13	
EFT12500	28/04/2023	WESFARMERS KLEENHEAT GAS PTY LTD	45KG VAP CYL - EQUIPMENT SERVICE CHARGE YR - 19 POWELL CRESCENT	93.50	
EFT12501	28/04/2023	BURGESS RAWSON	ACCOUNT #9007855416 WATER USAGE ADJUSTMENT 18.08.22 - 11.04.23 - QUAIRADING - YORK ROAD LOT366 PTAL1422 - CENTENARIA	30.77	
EFT12502	28/04/2023	COMMUNITY RESOURCE CENTRE - QUAIRADING	QUAIRADING CRC - REFUND OF COMMUNITY BUILDING BOND - 17.03.23 (INVOICE T4014)	625.00	
EFT12503	28/04/2023	JASONS SIGNMAKERS	ILLUMINATING EMERGENCY EXIT SIGNAGE FOR QUAIRADING MEDICAL CENTRE	302.01	
EFT12504	28/04/2023	SUNNY SIGN COMPANY PTY LTD	GENERAL ROAD SIGNAGE AND CHILDREN'S CROSSING SIGNS	1511.40	
EFT12505	28/04/2023	QUAIRADING DISTRICT BOWLING CLUB	QUAIRADING BOWLS - REFUND OF BOND FOR BUS HIRE - BUS WASN'T USED	150.00	
EFT12506	28/04/2023	WATER CORPORATION	PROPERTY RENTAL CHARGES - LICENCE OVER RESERVES 17433 & 22358 TOAPIN ROAD	550.00	
EFT12507	28/04/2023	BOB WADDELL & ASSOCIATES PTY LTD	APRIL 2023 RATES MANAGEMENT: 3HRS ASSISTANCE PROVIDED BY TARA W/E 09.04.23 PENSIONER APPLICATION/CLAIMS/LETTERS, RATES QUERIES/ADJUSTMENTS/GENERAL, MONTHLY FINANCIAL STATEMENTS	1031.25	
EFT12508	28/04/2023	SYNERGY	SYNERGY USAGE & SUPPLY JULY 2022 - MARCH 2023: TOWN BORES, OVAL & GROUNDS	898.71	
EFT12509	28/04/2023	BENTNAIL BUILDING & MAINTENANCE	1 X DAY EXCUVATOR HIRE & BUCKET CHAIN - KWIRRADING KOORT LOTTERYWEST/LRCI FUNDED PROJECT	330.00	PARTIAL
EFT12510	28/04/2023	J.A. GIMBEL PAINTING	PREPARE AND PAINT THE DOCTORS RESIDENCE AT HARRIS STREET	6820.00	
EFT12511	28/04/2023	COMFORTSTYLE NORTHAM	WESTWOOD TV UNIT, DINING TABLE & COFFEE TABLE, LONGREACH DINING CHAIRS, JESTON 3 SEATER SOFA PLUS DELIVERY - DOCTORS HOUSE	2677.00	
EFT12512	28/04/2023	WESTRAC PTY LTD	SERVICE AND CHECK OIL LEAK ON CAT LOADER 398K2 INCLUDING TRAVEL	3556.63	
EFT12513	28/04/2023	G J JONES PLUMBING	REPLACEMENT OF WATER HEATER - POLICE HOUSE	2700.87	
EFT12514	28/04/2023	SANDRA LUCILLE RUSSELL	EMBROIDERY ON WORK SHIRTS - DEPOT	70.00	
EFT12515	28/04/2023	REDFISH TECHNOLOGIES PTY LTD	REPLACEMENT OF CCTV PLAYBACK PC - CRC BASED	3196.91	
EFT12516	28/04/2023	JOY COLLARD	06/04/2023 - BALLARDONG ELDERS - REFUND OF COMMUNITY BUILDING HIRE BOND & KEY BOND	400.00	

11.1 (i) | List Of Accounts - April 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12517	28/04/2023	FARMARAMA PTY LTD	25000L WATER TANK FOR THE KWIRRADING KORT COMMUNITY PARK - LOTTERWEST/LRCI FUNDED PROJECT	3770.80	PARTIAL
EFT12518	28/04/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC DEBT RECOVERY COSTS FOR MARCH 2023	719.66	
EFT12519	28/04/2023	MARIA NELSON	REFUND OF CARAVAN PARK STAY FOR 4 NIGHTS ON POWERED SITE BOOKING #'S 11750161 & 11750164 - NELSON	194.28	
EFT12520	28/04/2023	JASON KEITH LILLEYMAN	SEMI SIDE TIPPER WITH DRIVER AND FUEL - QUAIRADING - CORRIGIN ROAD	13244.00	
EFT12521	28/04/2023	MERREDIN CARPETS AND FLOORING	SUPPLY AND INSTALL A 7MM HYBRID VINYL PLANK PLUS FRIEGHT OF PRODUCT - DOCTORS RESIDENCE	2885.00	
EFT12522	28/04/2023	CRISP WIRELESS	MONTHLY INTERNET CONNECTION FOR APRIL - ADMIN, DEPOT, 31 DALL, 28 REID, 50A SUBURBAN, 8 DALL, MEDICAL & YOUTH CENTRE	1022.90	
EFT12523	28/04/2023	DANTHONIA DESIGNS	DESIGN FOR NATURE RESERVE COLUMN SIGNAGE - DANGIN	3553.00	
EFT12524	28/04/2023	NATALIE NESS	RELOCATION REIMBURSEMENT AS PER EMPLOYMENT CONTRACT - EMED	3000.00	
EFT12525	28/04/2023	ELDERS QUAIRADING	20L REVIVE CHEMFORM, 48 PACK TOILET PAPER, 5L NOURISH HAND WASH - PUBLIC TOILETS	456.50	
EFT12526	28/04/2023	ARCHERY SKIRMISH	ARCHERY SKIRMISH BOWS FOR 3HRS - YOUTH WEEK 2023 APRIL	1100.00	
EFT12527	28/04/2023	GRAEME HOBBS CONTRACTING PTY LTD	SERVICE - WET HIRE OF KOMATSU GD655-5 GRADER AND OPERATOR GRAEME HOBBS INCLUDING ACCOMMODATION, MOB AND DEMOB - RRG166A QUAIRADING - CORRIGIN ROAD RRG166 & RRG166A	5060.00	PARTIAL
EFT12528	28/04/2023	MAIL BOXES ETC	REMINDER AND OVERDUE ACCOUNT STICKERS - ADMIN	39.00	
				\$435,989.08	

TRANSPORT TAKINGS FOR THE MONTH ENDING
30 APRIL 2023 *Attachment 11.1 (ii)*

<i>ACTUAL TOTAL TAKINGS</i>		
<i>DATE OF TAKINGS</i>	<i>DESCRIPTION</i>	<i>AMOUNT \$</i>
30/03/2023	TRANSPORT TAKINGS	\$709.95
03/04/2023	TRANSPORT TAKINGS	\$2,590.70
04/04/2023	TRANSPORT TAKINGS	\$2,879.70
05/04/2023	TRANSPORT TAKINGS	\$596.20
06/04/2023	TRANSPORT TAKINGS	\$2,517.60
11/04/2023	TRANSPORT TAKINGS	\$1,261.15
12/04/2023	TRANSPORT TAKINGS	\$1,114.90
13/04/2023	TRANSPORT TAKINGS	\$2,472.50
14/04/2023	TRANSPORT TAKINGS	\$1,456.45
17/04/2023	TRANSPORT TAKINGS	\$473.45
18/04/2023	TRANSPORT TAKINGS	\$1,003.40
19/04/2023	TRANSPORT TAKINGS	\$1,393.05
20/04/2023	TRANSPORT TAKINGS	\$487.00
21/04/2023	TRANSPORT TAKINGS	\$655.10
24/04/2023	TRANSPORT TAKINGS	\$254.95
TAKINGS RECEIVED IN THE BANK - APRIL 2022		\$19,866.10

<i>AMOUNTS YET TO BE DRAWN</i>		
<i>DATE OF TAKINGS</i>	<i>DESCRIPTION</i>	<i>AMOUNT \$</i>
26/04/2023	TRANSPORT TAKINGS	\$1,830.80
APRIL TAKINGS RECEIVED IN THE BANK - MAY 2022		\$1,830.80

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

Statement From 28/03/2023 Statement Total
Statement To 27/04/2023 \$ 3,050.96



Credit Card Summary			
Card Name	Title	Card Ending	Amount Spent
Nicole Gibbs	CEO	1475	\$ 1,642.93
Tricia Brown	EMCS	1336	\$ 12.50
Benjamin Davies	CESM	8917	\$ 397.13
Sarah Caporn	EMWS	3585	\$ 998.40

**** 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
2070765.2101	\$ 15.50	\$ 1.41	Evoke Meeting
2070765.2101	\$ 71.67	\$ 6.52	CESM - Refreshments Structure Fire
2040211.2101	\$ 105.30	\$ 9.57	Various Meeting Refreshments - CEO
P5480.2610.4000	\$ 466.35	\$ 42.40	Diesel Purchases CEO Vehicle
P5480	\$ 455.80	\$ -	Licensing CEO Vehicle
W13216.2400.2104	\$ 74.90	\$ 6.81	Social Media Adverts/iStock Subscr CEO?Face
2140220.2101	\$ 623.43	\$ 56.68	SMS messages subscription service CEO
W13212.2400.2100		\$ -	Pull up banners for Tourism Expense- CEO
3140201.3810	-\$ 891.47	\$ -	**Westpac errors reimbursed CEO
3140201.3810	\$ 663.17	\$ -	**Westpac error to be reimbursed CEO
P360.2610.4001		\$ -	Petrol 0Q EMCS
EV11701.2400.2101		\$ -	Australia Day event purchases EMCS
PROU002.2610.2101	\$ 325.46	\$ 29.59	Fuel for CESM vehicle CESM
PROU002.2600.2101		\$ -	Maintenance for CESM vehicle CESM
2140386	\$ 336.00	\$ 30.55	Cable Booster - Depot
4120149	\$ 662.40	\$ 60.22	Laser Level Hire - Depot
2140287	\$ 129.95	\$ -	CEO Uniform Allowance
2030211.27000	\$ 12.50	\$ 1.14	Card Fee - New
		\$ -	

9130001.00	-\$ 3,050.96	Bring credit card expenses into muni - April 2023 - evidence in Credit Card File	
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Totals	\$ 3,050.96	\$ 244.86
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Shire Confirmation 
Tricia Brown, Executive Manager Corporate Services

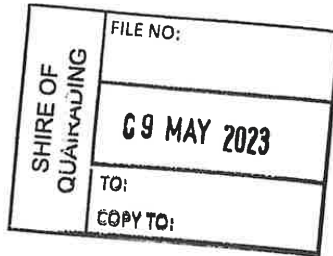
Council Approval 
Jo Haythornthwaite, Chair A&R Committee

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



BusinessChoice Everyday Mastercard® Statement

SHIRE OF QUAIRADING
 PO BOX 38
 QUAIRADING WA 6383



Billing Account Number
 5163 2800 9109 9937
 Payment Due Date
 22 MAY 2023
 Closing Balance
 \$3,050.96
 Minimum Payment Due
 \$92.00
 Amount Paid (Details on the reverse)
 \$

+5163280091099937+

(Cut along this dotted line)

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

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

Company Name	Number of Cards	Facility Number	Annual Cash % Rate	Annual Purchase % Rate		
Shire Of Quairading	4	02752751	19.96%	14.25%		
Contact Name	Billing Account Number	Opening Balance	Credit Limit			
Leah Horton	5163280091099937	4,640.10	10,000			
Statement From	Statement To	Payment Due Date	Opening Balance	Minimum Payment Due	Closing Balance	Available Credit
28 MAR 2023	27 APR 2023	22 MAY 2023	4,640.10	92.00	3,050.96	6,949.04

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			
4,640.10	4,640.10 -	0.00	0.00	0.00	3,050.96	3,050.96	0.00	92.00

S002727 / M002727 / 116 / CN1VPCP2

CSF VPC

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Page 1 of 3

WBCA4WFGI 0919 2366

Important:

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

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



Choose the payment method that suits you best



By Mail

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



Via Westpac Internet Banking

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



Using Card Autopay

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



Using BPAY

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



By Telephone Banking

Call 132 032 if you have another Westpac account.



In Person

At any of our Westpac branches in Australia.

S002727 / M002727 / 118 / CN1VPCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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



Summary of Billing Account Transactions		
Date of Transaction	Description	Debits/Credits
11 APR	Payments AUTOMATIC PAYMENT	4,640.10 -
	Sub Total:	4,640.10 -
	Miscellaneous Transactions	
27 APR	TRICIA BROWN 5163 2800 0107 6777 Monthly Balance	12.50 ✓
27 APR	NICOLE GIBBS 5163 2800 0122 7651 Monthly Balance	1,642.93
27 APR	SARAH CAPORN 5163 2800 0153 8917 Monthly Balance	998.40 ✓
27 APR	BENJAMIN DAVIES 5163 2800 0197 3585 Monthly Balance	397.13
	Sub Total:	3,050.96
	Grand Total:	1,589.14 -

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

S002728 / M002728 / 118 / 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

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

**Shire of Quairading
Credit Card Reconciliation - Page 2**

Statement From 28/03/2023
Statement To 27/04/2023

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

Credit Card Transactions - Nicole Gibbs, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
12/04/2023	C52548 TFR FROM WESTPAC CHOICE ACC	-\$ 12.15		N	3140201.3810	**TRANSACTION REV
12/04/2023	C73398 TFR FROM WESTPAC CHOICE ACC	-\$ 20.00		N	3140201.3810	**TRANSACTION REV
13/04/2023	C30245 TFR FROM WESTPAC CHOICE ACC	-\$ 207.52		N	3140201.3810	**TRANSACTION REV
13/04/2023	C45635 TFR FROM WESTPAC CHOICE ACC	-\$ 57.00		N	3140201.3810	**TRANSACTION REV
13/04/2023	C51991 TFR FROM WESTPAC CHOICE ACC	-\$ 20.00		N	3140201.3810	**TRANSACTION REV
13/04/2023	C54932 TFR FROM WESTPAC CHOICE ACC	-\$ 11.00		N	3140201.3810	**TRANSACTION REV
13/04/2023	C59630 TFR FROM WESTPAC CHOICE ACC	-\$ 14.20		N	3140201.3810	**TRANSACTION REV
13/04/2023	C65107 TFR FROM WESTPAC CHOICE ACC	-\$ 68.65		N	3140201.3810	**TRANSACTION REV
13/04/2023	C69192 TFR FROM WESTPAC CHOICE ACC	-\$ 24.00		N	3140201.3810	**TRANSACTION REV
13/04/2023	C73082 TFR FROM WESTPAC CHOICE ACC	-\$ 96.00		N	3140201.3810	**TRANSACTION REV
13/04/2023	C08449 TFR FROM WESTPAC CHOICE ACC	-\$ 91.00		N	3140201.3810	**TRANSACTION REV
13/04/2023	C60707 TFR FROM WESTPAC CHOICE ACC	-\$ 21.00		N	3140201.3810	**TRANSACTION REV
14/04/2023	C86294 TFR FROM WESTPAC CHOICE	-\$ 20.00		N	3140201.3810	**TRANSACTION REV
14/04/2023	C06302 TFR FROM WESTPAC CHOICE ACC	-\$ 26.00		N	3140201.3810	**TRANSACTION REV
14/04/2023	C12979 TFR FROM WESTPAC CHOICE ACC	-\$ 38.00		N	3140201.3810	**TRANSACTION REV
14/04/2023	C44427 TFR FROM WESTPAC CHOICE ACC	-\$ 129.95		N	3140201.3810	**TRANSACTION REV
14/04/2023	C71594 TFR FROM WESTPAC CHOICE ACC	-\$ 35.00		N	3140201.3810	**TRANSACTION REV
28/03/2023	iStock Photography	\$ 44.00	\$ 4.00	Y	W13216.2400.2104	Social Media Advert Subscription
28/03/2023	GOLDEN GRAIN BAKERY	\$ 14.00	\$ 1.27	Y	2040211.21	LUNCH - ADMIN CONSULT MEETING
29/03/2023	Jules Shoppe York	\$ 15.50	\$ 1.41	Y	20707650.2101	EVOKE MEETING
29/03/2023	NGUYENS BAKERY CAFÉ	\$ 30.00	\$ 2.73	Y	2040211.2101	LOCUM MEETING
31/03/2023	THE LAZY CORNER	\$ 21.80	\$ 1.98	Y	2040211.2101	HOUSING MEETING
31/03/2023	TARGET	\$ 35.00	\$ -	N	3140201.3810	** Transaction to be reversed by Westpac

Credit Card Transactions - Nicole Gibbs, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
31/03/2023	HONGKONG BBQ	\$ 25.30	\$ 2.30	Y	2040211.2101	HOUSING ALLIANCE
2/04/2023	NEW CORNWALL HOTEL	\$ 96.00	\$ -	N	3140201.3810	** Transaction to be reversed by Westpac
2/04/2023	NEW CORNWALL HOTEL	\$ 24.00	\$ -	N	3140201.3810	** Transaction to be reversed by Westpac
2/04/2023	PINGELLY HOTEL	\$ 68.65	\$ -	N	3140201.3810	** Transaction to be reversed by Westpac
2/04/2023	COLES SUPERMARKET	\$ 207.52	\$ -	N	3140201.3810	** Transaction to be reversed by Westpac
02/0/2023	COFFEE JOY	\$ 14.20	\$ 1.29	Y	2040211.2101	MICHAEL SOUTHWELL HOUSING STRATEGY
3/04/2023	SHIRE OF QUAIRADING	\$ 455.80	\$ 41.44	Y	P4580	TRANSFER & REGISTRATION OF NEW VEHICLE
31/03/2023	BP WILLIAMS	\$ 106.33	\$ 9.67	Y	P5480.2610.400	Diesel P5480
31/03/2023	CITY CHIC	\$ 129.95	\$ 11.81	Y	2140287	UNIFORM CLOTHING
5/04/2023	Jules Shoppe York	\$ 38.00	\$ -	N	3140201.3810	** Transaction to be reversed by Westpac
5/04/2023	YORK IGA	\$ 26.00	\$ -	N	3140201.381	** Transaction to be reversed by Westpac
6/04/2023	CALTEX WILLIAMS	\$ 111.77	\$ 10.16	Y	P4580.2610.40	Diesel P5480
6/04/2023	CALTEX WILLIAMS	\$ 11.00	\$ -	N	3140201.3810	** Transaction to be reversed by Westpac
6/04/2023	DARDANUP TAVERN	\$ 57.00	\$ -	N	3140201.3810	
6/04/2023	DARDANUP TAVERN	\$ 91.00	\$ -	N	3140201.3810	
6/04/2023	GOLDEN GRAIN BAKERY	\$ 20.00	\$ -	N	3140201.3810	
12/04/2023	FACEBOOK ADVERTISING	\$ 30.90	\$ 2.81	Y	W13216.2400.2104	Social Media Advert Subscription
14/04/2023	MESSAGE MEDIA	\$ 623.43	\$ 56.68	Y	2140220.2101	SMS MESSAGE SUBSCRIPTION
17/04/2023	AMPOL PINJARRA	\$ 115.72	\$ 10.52	Y	P4580.2610.4000	Diesel P5480
22/04/2023	WA FUEL SUPPLIES	\$ 121.53	\$ -	N	3140201.3810	**AFFIDAVIT ATTACHED
Total		\$ 1,642.93	\$ 158.06			



BusinessChoice Everyday Mastercard® Statement

MISS N GIBBS
 SHIRE OF QUAIRADING
 28 REID ST
 QUAIRADING WA 6383

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

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Miss N Gibbs	5163 2800 0122 7651	5,000	5,000.00
Statement From	Statement To	Facility Number	
28 MAR 2023	27 APR 2023	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	891.47 -	2,534.40	0.00	0.00	1,642.93 -	0.00	0.00	0.00



Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

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

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Payments		
12 APR ✓	C52548 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	12.15 -	
12 APR ✓	C73398 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	20.00 -	11
13 APR ✓	C30245 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	207.52 -	4
13 APR ✓	C45635 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	57.00 -	9
13 APR ✓	C51991 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	20.00 -	
13 APR ✓	C54932 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	11.00 -	8
13 APR ✓	C59630 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	14.20 -	
13 APR ✓	C65107 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	68.65 -	3
13 APR ✓	C69192 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	24.00 -	2
13 APR ✓	C73082 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	96.00 -	1
13 APR ✓	C08449 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	91.00 -	10
13 APR ✓	C60707 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	21.00 -	
14 APR ✓	C86924 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	20.00 -	
14 APR ✓	C06302 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	26.00 -	7
14 APR	C12979 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	38.00 -	6




BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
14 APR	C44427 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN	129.95 -	
14 APR	C71594 TFR FROM Westpac Choice FINANCIAL INSTITUTIONS - MAN.	35.00 -	⑤
	Sub Total:	891.47 -	
	Purchases		
28 MAR	iStock.com New York AUS	44.00	✓
28 MAR	COMMERICAL PHOTOGRAPHY, ART THE GLDN GRN CAF BKR QUAIRADING EATING PLACES, RESTAURANTS	14.00	Requested from Golden Grain
29 MAR	JULES SHOPPE QPS YORK AUS	15.50	✓
29 MAR	FAST FOOD RESTAURANTS NGUYENS BAKERY CAFE YORK AUS	30.00	✓
31 MAR	BAKERIES SQ *THE LAZY CORNER Mundaring AUS	21.80	✓
31 MAR	FAST FOOD RESTAURANTS TARGET 5069 MIDLAND AUS	35.00	⑤
31 MAR	DISCOUNT STORES HONG KONG BBQ MIDLAND AUS	25.30	✓
31 MAR	FAST FOOD RESTAURANTS New Cornwall Hotel Narrogin AUS	96.00	①
02 APR	DRINKING PLACES (ALCOHOLIC B New Cornwall Hotel Narrogin AUS	24.00	②
02 APR	DRINKING PLACES (ALCOHOLIC B Pingelly Hotel Pingelly AUS	68.65	③
02 APR	DRINKING PLACES (ALCOHOLIC B COLES 0390 COLLIE AUS	207.52	④
02 APR	GROCERY STORES, SUPERMARKETS COFFEE JOY BOYANUP AUS	14.20	✓
02 APR	FAST FOOD RESTAURANTS SHIRE QUAIRADING QUAIRADING AUS	455.80	✓
03 APR	GOVERNMENT SERVICES NOT ELSE BP WILLIAMS 1938 WILLIAMS AUS	106.33	✓
31 MAR	SERVICE STATIONS 3031 MIDLAND GATE MIDLAND AUS	129.95	✓
31 MAR	WOMEN'S READY-TO-WEAR STORES JULES SHOPPE YORK AUS	38.00	⑥
05 APR	FAST FOOD RESTAURANTS YORK IGA YORK AUS	26.00	⑦
05 APR	GROCERY STORES, SUPERMARKETS CALTEX WILLIAMS WILLIAMS AUS	111.77	✓
06 APR	SERVICE STATIONS CALTEX WILLIAMS WILLIAMS AUS	11.00	⑧
06 APR	SERVICE STATIONS DARDANUP TAVERN DARDANUP AUS	57.00	⑨
06 APR	DRINKING PLACES (ALCOHOLIC B DARDANUP TAVERN DARDANUP AUS	91.00	⑩
06 APR	DRINKING PLACES (ALCOHOLIC B THE GLDN GRN CAF BKR QUAIRADING EATING PLACES, RESTAURANTS AUS	20.00	⑪




BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
12 APR	FACEBK *NVLE4SFVJ2 fb.me/ads IRL INC FX FEE AUD \$0.90 ADVERTISING SERVICES	30.90	
14 APR	MessageMedia Melbourne AUS COMPUTER NETWORK/INFORMATION	623.43	<i>Unattended Spots</i>
17 APR	AMPOL FORREST H 51001F WEST PINJARRA AUS SERVICE STATIONS	115.72	
22 APR	WA FUEL SUPPLIES PTY L BOYANUP AUS FUEL DISPENSER, AUTOMATED	121.53	
	Sub Total:	2,534.40	
	Miscellaneous Transactions		<i>Receipt machine not working. Contacted owners / no response. Affidavit Attached</i>
27 APR	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,642.93 -	
	Sub Total:	1,642.93 -	
	Grand Total:	0.00	

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

Cardholder Signature  Date 17/05/23

Transactions examined and approved.

Manager/Supervisor Signature  Date 19/5/2023

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

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

Important update to your Terms and Conditions

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

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

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

Statement From 28/03/2023
Statement To 27/04/2023

Credit Card Transactions - Tricia Brown, EMCS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
27/02/2023	Card Fee	\$ 12.50	\$ -	N	2030211.2700	Fee for new card
Total		\$ 12.50	\$ -			



BusinessChoice Everyday Mastercard® Statement

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

SHIRE OF QUAIRADING	FILE NO:
	09 MAY 2023
	TO: COPY TO:

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

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Tricia Brown	5163 2800 0107 6777	1,000	1,000.00
Statement From	Statement To	Facility Number	
28 MAR 2023	27 APR 2023	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	0.00	0.00	12.50	12.50 -	0.00	0.00	0.00

5002729 / M002729 / 116 / CN1VPCP2

CSF VPC

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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)


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BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
27 APR	Interest, Fees & Government Charges CARD FEE	12.50	
	Sub Total:	12.50	
27 APR	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	12.50 -	
	Sub Total:	12.50 -	
	Grand Total:	0.00	

S002729 / M002729 / 118 / CN1VPCP2

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

Cardholder Signature  _____ Date 17/5/23

Transactions examined and approved.

Manager/Supervisor Signature  _____ Date 17/5/23

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

**Shire of Quairading
Credit Card Reconciliation - Page 4**

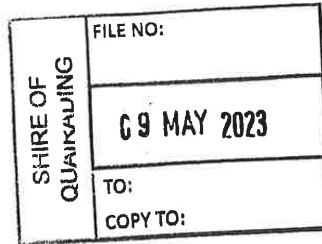
Statement From 28/03/2023
Statement To 27/04/2023

Credit Card Transactions - Sarah Caporn, EMWS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
27/03/2023	REPCO	\$ 168.00	\$ 15.27	Y	2140386	CABLE BOOST
6/04/2023	KENNARDS HIRE	\$ 552.00	\$ 50.18	Y	4120149	LASER LEVEL HIRE
14/04/2023	REPCO	\$ 168.00	\$ 15.27	Y	2140386	CABLE BOOST
14/04/2023	KENNARDS HIRE	\$ 110.40	\$ 10.03	Y	4120149	LASER LEVEL HIRE
Total		\$ 998.40	\$ 90.75			



BusinessChoice Everyday Mastercard® Statement

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



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

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Mrs Sarah Elizabeth Caporn	5163 2800 0153 8917	1,000	1,000.00
Statement From	Statement To	Facility Number	
28 MAR 2023	27 APR 2023	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	998.40	0.00	0.00	998.40 -	0.00	0.00	0.00

5002733 / M002733 / 116 / CN1VPCP2

CSF VPC

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BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
27 MAR	Purchases REPCO BALCATT A AUS	168.00 ✓	Same receipt
06 APR	AUTOMOTIVE PARTS, ACCESSORIE KENNARDS HIRE HO WA SEVEN HILLS AUS	552.00 ✓	
14 APR	EQUIPMENT RENTAL & LEASING S REPCO MIDLAND AUS	168.00 ✓	
14 APR	AUTOMOTIVE PARTS, ACCESSORIE KENNARDS HIRE HO WA SEVEN HILLS AUS	110.40 ✓	
	Sub Total:	998.40	
27 APR	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	998.40 -	
	Sub Total:	998.40 -	
	Grand Total:	0.00	

S002733 / N002733 / 116 / CN1VPCP2

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

Cardholder Signature 

Date 17.05.23

Transactions examined and approved.

Manager/Supervisor Signature 

Date 17/5/23

**Shire of Quairading
Credit Card Reconciliation - Page 5**

Statement From 28/03/2023
Statement To 27/04/2023

Credit Card Transactions - Benjamin Davies, CESM						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
29/03/2023	BP CUNDERDIN RDH	\$ 197.32	\$ 17.94	Y	PROU002.2600 .2101	Fuel for CESM vehicle
4/04/2023	BP CUNDERDIN RDH	\$ 128.14	\$ 11.65	Y	PROU002.2600 .2101	Fuel for CESM vehicle
12/04/2023	BP CUNDERDIN RDH	\$ 20.47	\$ 1.86	Y	2050765	REFRESHMENTS - STRUCTURE FIRE (ONCHARGE TO DFES)
26/04.2023	BP CUNDERDIN RDH	\$ 51.20	\$ 4.65	Y	2050765	RCR - CUNDERDIN (ONCHARGE TO DFES)
Total		\$ 397.13	\$ 36.10			



BusinessChoice Everyday Mastercard® Statement

BENJAMIN DAVIES
SHIRE OF QUAIRADING
14 ROBYN ST
CUNDERDIN WA 6407

SHIRE OF QUAIRADING	FILE NO:
	09 MAY 2023
	TO: COPY TO:

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

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Benjamin Davies	5163 2800 0197 3585	1,000	1,000.00
Statement From	Statement To	Facility Number	
28 MAR 2023	27 APR 2023	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	397.13	0.00	0.00	397.13 -	0.00	0.00	0.00

5002735 / M002735 / 118 / CN1VPCP2

CSF VPC

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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.

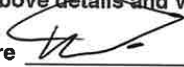
Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.


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BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
29 MAR	Purchases BP CUNDERDIN RDH 7741 CUNDERDIN AUS	197.32	✓
04 APR	SERVICE STATIONS BP CUNDERDIN RDH 7741 CUNDERDIN AUS	128.14	✓
12 APR	SERVICE STATIONS BP QUAIRADING 6561 QUAIRADING AUS	20.47	✓
26 APR	SERVICE STATIONS BP CUNDERDIN RDH 7741 CUNDERDIN AUS	51.20	✓
	Sub Total:	397.13	
27 APR	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	397.13 -	
	Sub Total:	397.13 -	
	Grand Total:	0.00	

S002735 / M002735 / 118 / CN1VPCP2


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

Cardholder Signature  Date 17/5/23

Transactions examined and approved  Date 19/05/23

Manager/Supervisor Signature _____ Date _____

11.2 Monthly Financial Statements - April 2023

Responsible Officer	Nicole Gibbs, Chief Executive Officer
Reporting Officer	Tricia Brown, Executive Manager, Corporate Services
Attachments	1. Monthly Financial Report April 2023 ↓ 
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil. Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council receive the monthly Financial Statements for the period ending 30th April 2023.

IN BRIEF

- Monthly financial statements for the period ending 30th April 2023 attached.
- Monthly financial statements have been updated based on the Bob Waddell and Associates monthly statements model.
- The 22/23 annual budget was endorsed by Council on 25 August 2022.
- Depreciation has been calculated for the months of July to April 2023.
- Admin Allocations have been run for the months of July to April 2023.

MATTER FOR CONSIDERATION

To receive the monthly financial report and statements.

BACKGROUND

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

The ongoing impact of COVID-19 in conjunction with other international events (such as the war in Ukraine) continue to cause uncertainty and supply shortages around the world, with significant impact on world economic activities. It has resulted in steep rises in inflation worldwide, including Australia. The March 2023 Perth CPI reduced to 7% from the corresponding quarter of the previous year. As a result of extensive inflation, the Australian Bureau of Statistics (ABS) commenced publication of a monthly CPI indicator. The first publication was released on 30 November 2022 and this release will occur on an ongoing basis, publishing the monthly CPI indicator around four weeks after the end of the reference month. The monthly CPI indicator rose 6.8% for the twelve months to February 2023 (published 29 March 2023). To curb the high inflation the Reserve Bank of Australia (RBA) have, in the last financial year, announced consecutive increases in the cash rate, until the most current month where there was no increase set in April. The current cash rate remains at 3.60%, increases since May 2022 amounted to 3.50%, exceeding market predictions.

In framing the Annual Budget 2022/23, the Shire considered the economic environment and the impact of COVID-19. In March 2020, in response to the COVID-19 pandemic, a State of Emergency and a Public State of Emergency were declared under section 56 of the *Emergency Management Act 2005 (WA)* and section 167 of the *Public Health Act 2016 (WA)*, respectively. After 964 days, Western Australia's State of Emergency and the Public Health State of Emergency came to an end at 12:01am Friday, 4 November 2022.

Under the *Emergency Management Amendment (Temporary COVID-19 Provisions) Act 2022*, a 'Temporary COVID-19 Declaration' can be made by the State Emergency Coordinator if COVID-19 escalates and public health and social measures are needed to protect the community.

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

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

STATUTORY ENVIRONMENT

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

ALIGNMENT WITH STRATEGIC PRIORITIES

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

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

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

COMMENT

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

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

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

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

As the end of year process for 21/22 has been finalised, both depreciation and admin allocations (clearing journals) have been recorded for the months of July to April.

AMD, the Auditors have recently conducted the interim audit for the 2022/23 financial year.

The current aged creditors balance as of 30/04/2023 is \$295,502.49, with the majority of this balance being current or 30-day invoices that are March dated but received in April or later (therefore unable to be paid by 30/04/2023). An increase in late invoices has been noted by the Finance and Customer Service Officer, who in each instance is contacting the supplier to ensure that they have the correct details for delivery of creditor invoices.

The current aged debtors balance as of 30/04/2023 is \$5786.32, with the majority of this balance being current invoices raised (i.e. April invoices). \$7678.63 of this are March.



SHIRE OF QUAIRADING

**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 April 2023**

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

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**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2023**

KEY INFORMATION

Items of Significance

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

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
Significant Projects					
Dangin - Mears Road (Capital)	Unbudgetec	0.00	0	0	0
Groves Road Access (Capital)	6%	34,064.00	2,000	1,938	62
Old Beverley West Road (R2R)	0%	110,000.00	0	0	0
Badjaling North Road (R2R)	0%	100,000.00	0	0	0
RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.!	48%	602,386.00	163,404	288,038	(124,634)
RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.!	23%	599,183.00	114,810	137,884	(23,074)
Doodenanning - Mawson Road - LRCI Funded Expenditu	100%	265,118.31	265,118	265,118	0
Quairading - Cunderdin Road - WSFN Expenditure	3%	69,959.00	2,500	2,239	261
McLennan Street (Wood St - Heal St) - Footpath Capital	Unbudgetec	0.00	0	0	0
Construction Hall Carpark LRCI Funded Expenditure	Unbudgetec	0.00	0	0	0
Community Park - LRCI Funded Expenditure	63%	748,348.45	555,157	473,455	81,702
Grants, Subsidies and Contributions					
Operating Grants, Subsidies and Contributions	86%	809,144	677,573	694,857	17,285
Non-operating Grants, Subsidies and Contributions	12%	2,970,615	491,888	349,467	(142,421)
	28%	3,779,759	1,169,461	1,044,324	(125,137)
Rates Levied	100%	2,488,487	2,488,487	2,491,834	3,347

Financial Position		Prior Year 30	Current Year
		April 2022	30 April 2023
Adjusted Net Current Assets	35%	\$ 2,433,200	\$ 859,134
Cash and Equivalent - Unrestricted	66%	\$ 2,815,602	\$ 1,867,791
Cash and Equivalent - Restricted	103%	\$ 3,582,197	\$ 3,677,043
Receivables - Rates	147%	\$ 189,615	\$ 277,908
Receivables - Other	78%	\$ 149,053	\$ 116,252
Payables	285%	\$ 173,517	\$ 494,603

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

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

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2023**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 April 2023
Prepared by: Tricia Brown (A/EMCS)
Reviewed by: Nicole Gibbs (CEO)

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

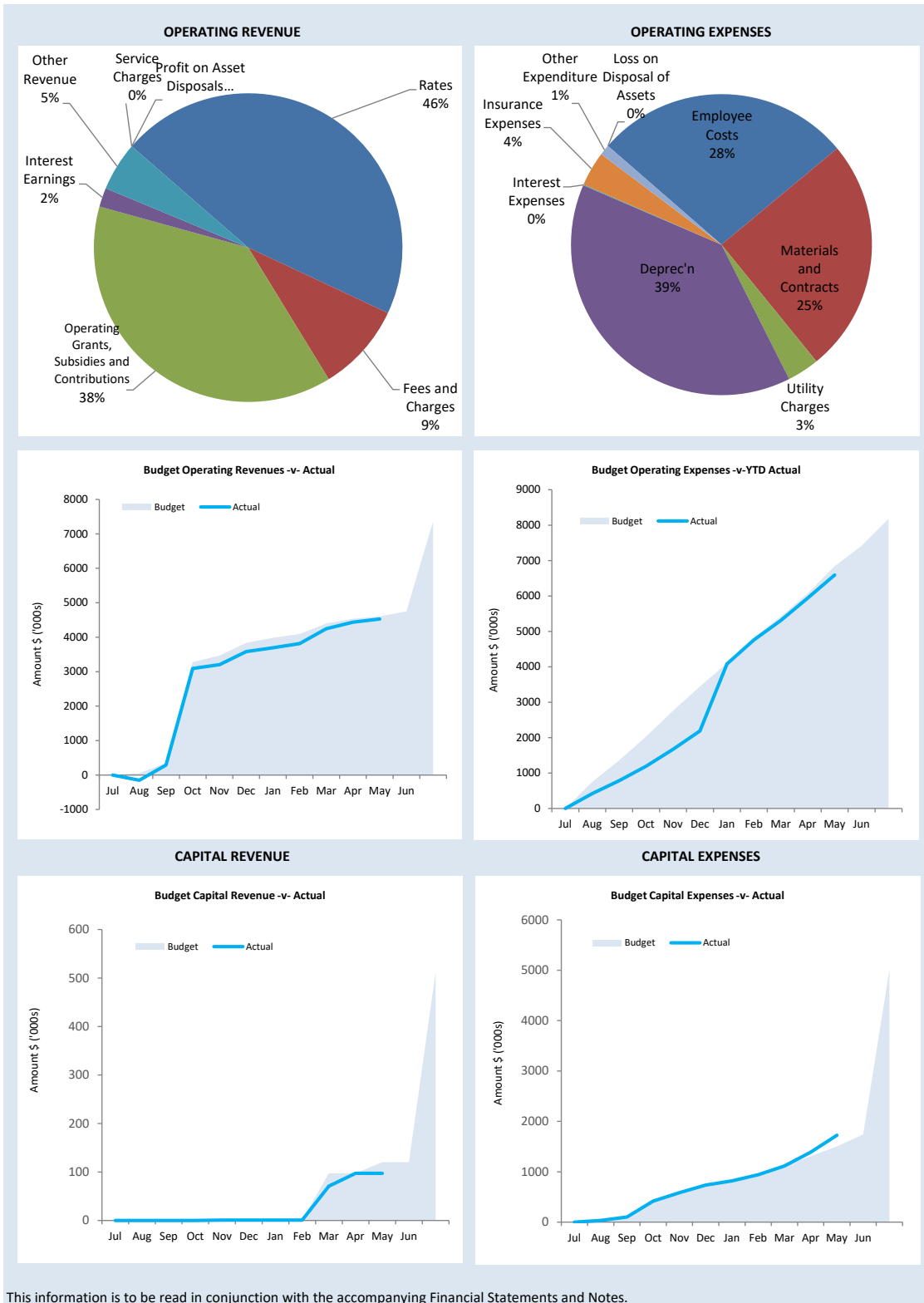
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

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

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2023**

SUMMARY GRAPHS



SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

STATUTORY REPORTING PROGRAMS

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. \$
	\$	\$	\$	\$	\$	%		
Opening Funding Surplus(Deficit)	1	2,127,487	2,079,787	2,079,787	2,079,787	0	0%	
Revenue from operating activities								
Governance		500	500	410	2	(408)	(100%)	▼
General Purpose Funding - Rates	6	2,488,487	2,488,487	2,488,487	2,491,834	3,347	0%	▲
General Purpose Funding - Other		542,912	635,912	528,076	536,328	8,251	2%	▲
Law, Order and Public Safety		210,384	281,264	199,069	171,307	(27,761)	(14%)	▼
Health		11,192	47,192	46,980	12,044	(34,936)	(74%)	▼
Educational and Welfare		63,053	67,053	53,200	49,859	(3,341)	(6%)	▼
Housing		122,195	122,195	101,660	99,961	(1,699)	(2%)	▼
Community Amenities		172,522	198,022	191,338	182,505	(8,833)	(5%)	▼
Recreation and Culture		28,577	39,327	36,436	32,475	(3,962)	(11%)	▼
Transport		179,850	183,277	179,937	179,768	(169)	(0%)	▼
Economic Services		294,684	294,684	262,130	291,326	29,196	11%	▲
Other Property and Services		33,076	33,076	27,520	35,343	7,823	28%	▲
		4,147,432	4,390,989	4,115,243	4,082,750			
Expenditure from operating activities								
Governance		(714,290)	(713,224)	(617,345)	(563,987)	53,358	9%	▲
General Purpose Funding		(76,883)	(76,883)	(53,550)	(52,205)	1,345	3%	▲
Law, Order and Public Safety		(544,136)	(620,516)	(479,390)	(386,258)	93,132	19%	▲
Health		(366,622)	(424,441)	(367,305)	(358,443)	8,862	2%	▲
Educational and Welfare		(249,561)	(267,061)	(212,538)	(182,180)	30,358	14%	▲
Housing		(418,337)	(339,417)	(290,956)	(190,413)	100,543	35%	▲
Community Amenities		(539,724)	(593,395)	(505,205)	(506,609)	(1,404)	(0%)	▼
Recreation and Culture		(1,048,165)	(1,096,108)	(926,897)	(845,044)	81,854	9%	▲
Transport		(3,165,567)	(2,901,382)	(2,507,740)	(2,377,891)	129,849	5%	▲
Economic Services		(1,045,114)	(1,072,314)	(825,890)	(798,751)	27,139	3%	▲
Other Property and Services		(39,700)	(75,476)	(52,152)	(331,194)	(279,042)	(535%)	▼
		(8,208,099)	(8,180,217)	(6,838,968)	(6,592,974)			
Operating activities excluded from budget								
Add back Depreciation		3,152,569	3,152,569	2,625,980	2,563,454	(62,526)	(2%)	▼
Adjust (Profit)/Loss on Asset Disposal	7	229,131	116,947	116,947	0	(116,947)	(100%)	▼
Movement in Leave Reserve (Added Back)		464	3,940	0	3,818	3,818		▲
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0		
Movement in Employee Benefit Provisions		0	0	0	0	0		
Rounding Adjustments		(2)	0	0	0	0		
Movement Due to Changes in Accounting Standards		0	0	0	0	0		
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0		
Loss on Asset Revaluation		0	0	0	0	0		
Adjustment in Fixed Assets		0	0	0	0	0		
		(678,504)	(515,772)	19,202	57,047			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	13	2,610,017	2,970,615	491,888	349,467	(142,421)	(29%)	▼
Proceeds from Disposal of Assets	7	96,100	159,364	119,364	96,364	(23,000)	(19%)	▼
Land Held for Resale	8	0	0	0	0	0		
Land and Buildings	8	(40,000)	(391,629)	(41,629)	(44,445)	(2,816)	(7%)	▼
Plant and Equipment	8	(384,223)	(396,226)	(92,502)	(169,164)	(76,662)	(83%)	▼
Furniture and Equipment	8	(72,000)	(83,000)	(83,000)	(81,699)	1,301	2%	▲
Infrastructure Assets - Roads	8	(1,917,231)	(2,348,752)	(565,410)	(769,874)	(204,464)	(36%)	▼
Infrastructure Assets - Drainage	8	0	0	0	0	0		
Infrastructure Assets - Footpaths	8	(60,565)	(32,079)	(32,079)	(32,079)	0	0%	
Infrastructure Assets - Other	8	(1,336,598)	(831,098)	(561,682)	(482,886)	78,796	14%	▲
Infrastructure Assets - Bridges	8	0	0	0	0	0		
		(1,104,501)	(952,807)	(765,051)	(1,134,317)			
Financing Activities								
Proceeds from New Debentures	9	0	0	0	0	0		
Repayment of Debentures	9	(66,151)	(66,151)	(33,065)	(40,154)	(7,089)	(21%)	▼
Repayment of Lease Financing	9	(40,850)	(29,389)	(24,470)	(21,723)	2,747	11%	▲
Advances to Community Groups		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		1,787	1,787	884	884	0	0%	
Transfer from Reserves	10	351,900	351,900	0	0	0		
Transfer to Reserves	10	(570,000)	(835,000)	(70,830)	(82,370)	(11,540)	(16%)	▼
		(323,314)	(576,853)	(127,481)	(143,362)			
Closing Funding Surplus(Deficit)	1	21,168	34,357	1,206,458	859,156			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

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

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

**SHIRE OF QUAIRADING
KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 APRIL 2023**

STATUTORY REPORTING PROGRAMS

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

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

**SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023**

BY NATURE OR TYP

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
Opening Funding Surplus (Deficit)	1	\$ 2,127,487	\$ 2,079,787	\$ 2,079,787	\$ 2,079,787	\$ 0	0%		
Revenue from operating activities									
Rates	6	2,488,487	2,488,487	2,488,487	2,491,834	3,347	0%	▲	
Operating Grants, Subsidies and Contributions	12	720,087	809,144	677,573	694,857	17,285	3%	▲	
Fees and Charges		543,171	584,671	518,118	507,789	(10,329)	(2%)	▼	
Service Charges		0	0	0	0	0			
Interest Earnings		31,127	124,127	103,386	108,848	5,462	5%	▲	
Other Revenue		364,560	364,560	307,679	279,421	(28,258)	(9%)	▼	
Profit on Disposal of Assets	7	0	20,000	20,000	0	(20,000)	(100%)	▼	\$
Gain FV Valuation of Assets		0	0	0	0	0			
		4,147,432	4,390,989	4,115,243	4,082,750				
Expenditure from operating activities									
Employee Costs		(2,382,511)	(2,210,785)	(1,875,279)	(1,818,108)	57,171	3%	▲	
Materials and Contracts		(1,865,959)	(2,107,068)	(1,710,711)	(1,658,977)	51,735	3%	▲	
Utility Charges		(199,750)	(199,750)	(166,523)	(226,667)	(60,144)	(36%)	▼	\$
Depreciation on Non-Current Assets		(3,152,569)	(3,152,569)	(2,625,980)	(2,563,454)	62,526	2%	▲	
Interest Expenses		(14,661)	(13,596)	(6,427)	(6,171)	256	4%	▲	
Insurance Expenses		(198,267)	(198,267)	(198,193)	(245,553)	(47,360)	(24%)	▼	\$
Other Expenditure		(165,251)	(161,235)	(118,908)	(74,044)	44,864	38%	▲	\$
Loss on Disposal of Assets	7	(229,131)	(136,947)	(136,947)	0	136,947	100%	▲	\$
Loss FV Valuation of Assets		0	0	0	0	0			
		(8,208,099)	(8,180,217)	(6,838,968)	(6,592,974)				
Operating activities excluded from budget									
Add back Depreciation		3,152,569	3,152,569	2,625,980	2,563,454	(62,526)	(2%)	▼	
Adjust (Profit)/Loss on Asset Disposal	7	229,131	116,947	116,947	0	(116,947)	(100%)	▼	\$
Movement in Leave Reserve (Added Back)		464	3,940	0	3,818	3,818		▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		(2)	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities		(678,504)	(515,772)	19,202	57,047				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	13	2,610,017	2,970,615	491,888	349,467	(142,421)	(29%)	▼	\$
Proceeds from Disposal of Assets	7	96,100	159,364	119,364	96,364	(23,000)	(19%)	▼	\$
Land Held for Resale	8	0	0	0	0	0			
Land and Buildings	8	(40,000)	(391,629)	(41,629)	(44,445)	(2,816)	(7%)	▼	
Plant and Equipment	8	(384,223)	(396,226)	(92,502)	(169,164)	(76,662)	(83%)	▼	\$
Furniture and Equipment	8	(72,000)	(83,000)	(83,000)	(81,699)	1,301	2%	▲	
Infrastructure Assets - Roads	8	(1,917,231)	(2,348,752)	(565,410)	(769,874)	(204,464)	(36%)	▼	\$
Infrastructure Assets - Drainage	8	0	0	0	0	0			
Infrastructure Assets - Footpaths	8	(60,565)	(32,079)	(32,079)	(32,079)	0	0%		
Infrastructure Assets - Other	8	(1,336,598)	(831,098)	(561,682)	(482,886)	78,796	14%	▲	\$
Infrastructure Assets - Bridges	8	0	0	0	0	0			
Amount attributable to investing activities		(1,104,501)	(952,807)	(765,051)	(1,134,317)				
Financing Activities									
Proceeds from New Debentures		0	0	0	0	0			
Repayment of Debentures	9	(66,151)	(66,151)	(33,065)	(40,154)	(7,089)	(21%)	▼	
Repayment of Lease Financing	9	(40,850)	(29,389)	(24,470)	(21,723)	2,747	11%	▲	
Advances to Community Groups		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal	9	1,787	1,787	884	884	0	0%		
Transfer from Reserves	10	351,900	351,900	0	0	0			
Transfer to Reserves	10	(570,000)	(835,000)	(70,830)	(82,370)	(11,540)	(16%)	▼	\$
Amount attributable to financing activities		(323,314)	(576,853)	(127,481)	(143,362)				
Closing Funding Surplus (Deficit)	1	21,168	34,357	1,206,458	859,156				

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

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

SHIRE OF QUAIRADING

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 APRIL 2023

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGEES

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

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

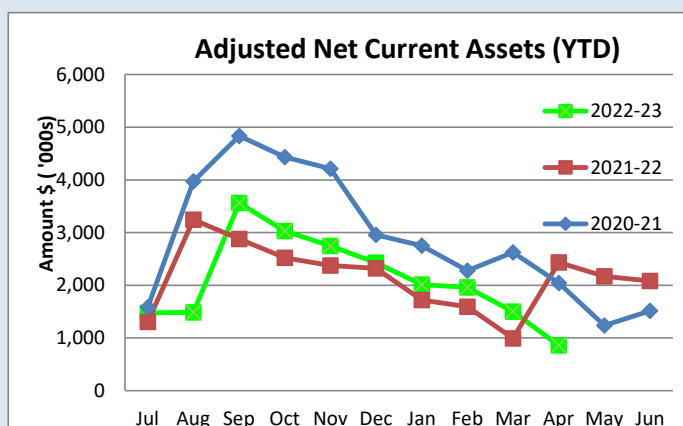
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2022	This Time Last Year 30/04/2022	Year to Date Actual 30/04/2023
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,526,862	2,815,602	1,867,791
Cash Restricted - Reserves	2	3,594,674	3,582,197	3,677,043
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	175,772	189,615	277,908
Receivables - Other	3	179,152	149,053	116,252
Other Financial Assets	3	1,787	1,716	902
Other Assets Other Than Inventories	4	194,881	7,770	3,371
Inventories	4	4,513	18,029	(108,620)
		6,677,641	6,763,983	5,834,649
Less: Current Liabilities				
Payables	5	(348,295)	(173,517)	(494,603)
Contract Liabilities	11	(473,280)	(369,411)	(607,392)
Bonds & Deposits	14	(100,368)	(93,538)	(119,943)
Loan Liability	9	(66,151)	(32,411)	(25,997)
Lease Liability	9	(40,850)	(9,458)	(19,127)
Provisions	11	(246,085)	(276,993)	(246,085)
		(1,275,030)	(955,329)	(1,513,147)
Less: Cash Reserves	10	(3,594,674)	(3,582,197)	(3,677,043)
Add Back: Component of Leave Liability not Required to be funded		166,636	166,591	170,454
Add Back: Loan Liability		66,151	32,411	25,997
Add Back: Lease Liability		40,850	9,458	19,127
Less: Loan Receivable - clubs/institutions		(1,787)	(1,716)	(902)
Net Current Funding Position		2,079,787	2,433,200	859,134

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD
Surplus(Deficit)
\$0.86 M
Last Year YTD
Surplus(Deficit)
\$2.43 M

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

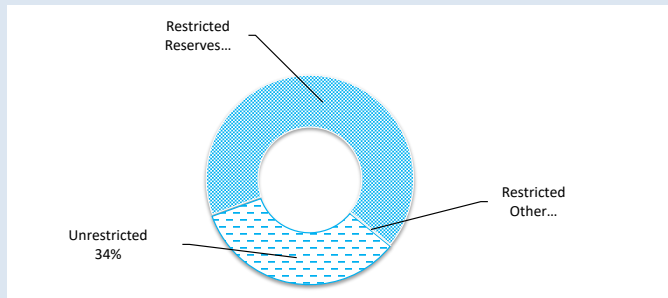
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	0			0	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	814,809			814,809	Westpac		Ongoing
Municipal Investment Cash at Bank	420,000			420,000	Westpac	0.01%	Ongoing
Reserve Cash at Bank		66,550		66,550	Westpac	0.01%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
Term Deposits							
Municipal - Term Deposit Investment 1	315,109			315,109	Westpac	4.28%	5/06/2023
Municipal - Term Deposit Investment 2	311,519			311,519	Westpac	4.28%	3/06/2023
Reserve - Term Deposit Investment 1		987,642		987,642	Westpac	4.54%	4/07/2023
Reserve - Term Deposit Investment 2		635,151		635,151	Westpac	4.17%	22/05/2023
Reserve - Term Deposit Investment 3		1,065,169		1,065,169	Westpac	3.88%	12/04/2023
Reserve - Term Deposit Investment 4		922,531		922,531	Westpac	4.28%	3/06/2023
		0		0			
		0		0			
Investments							
Total	1,862,737	3,677,043	0	5,539,780			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Unrestricted
\$5.54 M	\$3.68 M

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES
 NOTE 3
 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2022	30 Apr 23
	\$	\$
Opening Arrears Previous Years	239,115	206,403
Levied this year	2,482,356	2,611,686
Less Collections to date	(2,515,069)	(2,509,550)
Equals Current Outstanding	206,403	308,539
Net Rates Collectable	206,403	308,539
% Collected	92.42%	89.05%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	12,628	7,679	1,958	(16,478)	5,786
Percentage	218%	133%	34%	-285%	
Balance per Trial Balance					5,786
Sundry Debtors					110,466
Receivables - Other					116,252
Total Receivables General Outstanding					116,252

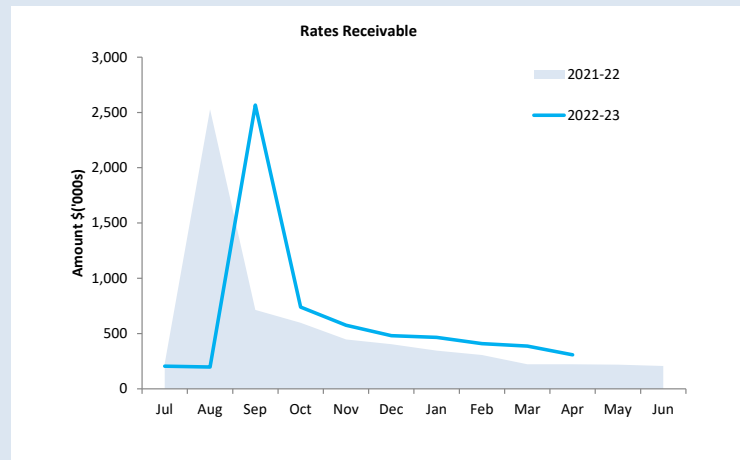
Amounts shown above include GST (where applicable)

KEY INFORMATION

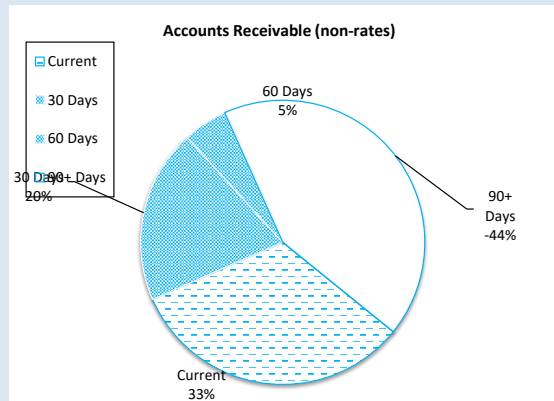
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
89%	\$308,539



Debtors Due
\$116,252
Over 30 Days
-118%
Over 90 Days
-285%

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES
 NOTE 4
 OTHER CURRENT ASSETS

Other Current Assets	Opening Balance 1 Jul 2022	Asset Increase	Asset Reduction	Closing Balance 30 Apr 2023
	\$	\$	\$	\$
Other Financial Assets at Amortised Cost				
Financial assets at amortised cost - self supporting loans	1,787	0	(884)	902
Inventory				
Fuel, Visitor and Rec Centres stock on hand	4,513	0	(113,133)	(108,620)
Accrued income and prepayments				
Accrued income and prepayments	7,173	0	(3,802)	3,371
Contract assets				
Contract assets	187,708	0	(187,708)	0
Total Other Current assets				(54,346)
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

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

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

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

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

CONTRACT ASSETS

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

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

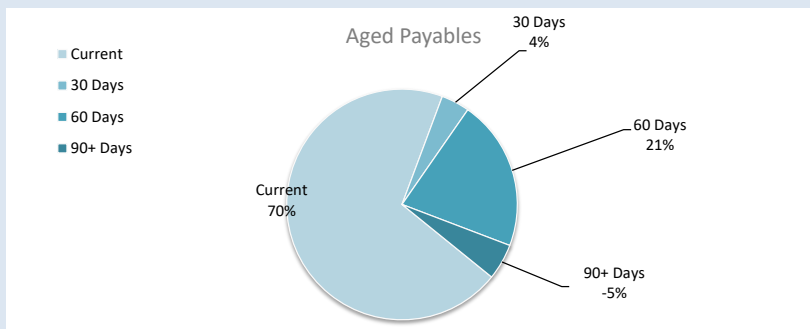
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	229,581	13,093	69,411	(16,583)	295,502
Percentage	77.7%	4.4%	23.5%	-5.6%	
Balance per Trial Balance					
Sundry creditors - General					295,502
Other creditors					7,513
Accruals/Income in Advance					780
ATO liabilities					147,777
Other accruals/payables					43,031
Total Payables General Outstanding					494,603

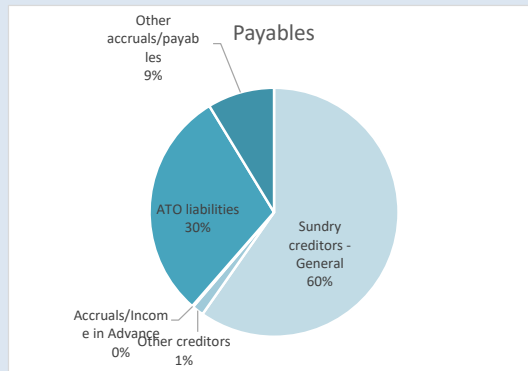
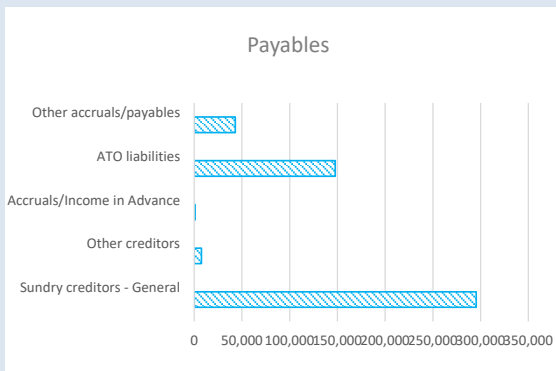
Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Creditors Due
\$494,603
Over 30 Days
22%
Over 90 Days
-5.6%



SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES

NOTE 6

RATE REVENUE

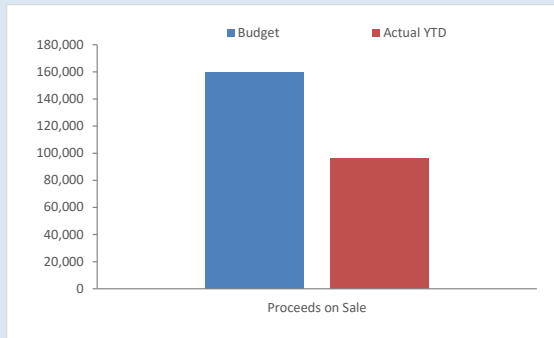
RATE TYPE	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross rental valuations											
GRV - Residential	0.144781	316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

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES
 NOTE 7
 DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Land Held for Resale									
1216	Lhfr - Lot 97 (3) Hinkley Way, Quairading.	25,000	35,000	10,000	0	35,000	0		
1217	Lhfr - Lot 98 (1) Hinkley Way, Quairading.	25,000	35,000	10,000	0	35,000	0		
Land and Buildings									
1036	Build - Lot 321 (8) Murphy Street	0	0		0	0			
1138	Land - Lot 92 (26) Avon Street	44,000	0	(44,000)	0	0			
1034	Land - Lot 93 (28) Avon Street	44,000	0	(44,000)	0	0			
Plant and Equipment									
Q5480	2019 Hyundai Tucson Highlander Tl3 My20	40,533	26,364	(14,170)	0	26,364	0		
Q5122	2012 Ud Nissan Truck	73,480	40,000	(33,480)	0	0			
4Q360	2020 Mazda Cx-5 Touring	24,298	23,000	(1,298)	0	0			
		0	0						
		276,311	159,364	20,000	(136,947)	0	96,364	0	0

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$159,364	\$96,364	60%

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 APRIL 2023

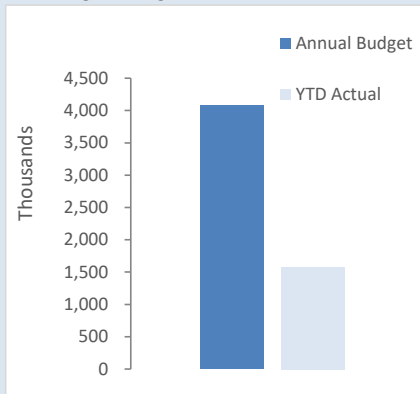
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	40,000	41,629	391,629	44,445	2,816
Plant and Equipment	384,223	92,502	396,226	169,164	76,662
Furniture and Equipment	72,000	83,000	83,000	81,699	(1,301)
Infrastructure Assets - Roads	1,917,231	565,410	2,348,752	769,874	204,464
Infrastructure Assets - Drainage	0	0	0	0	0
Infrastructure Assets - Footpaths	60,565	32,079	32,079	32,079	0
Infrastructure Assets - Other	1,336,598	561,682	831,098	482,886	(78,796)
Infrastructure Assets - Bridges	0	0	0	0	0
Capital Expenditure Totals	3,810,618	1,376,302	4,082,785	1,580,147	203,845
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,610,017	491,888	2,970,615	349,467	(142,421)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	96,100	119,364	159,364	96,364	(23,000)
Council contribution - Cash Backed Reserves					
Various Reserves	351,900	0	351,900	0	0
Council contribution - operations	752,601	765,051	600,907	1,134,317	369,266
Capital Funding Total	3,810,618	1,376,302	4,082,785	1,580,147	203,845

SIGNIFICANT ACCOUNTING POLICIES

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

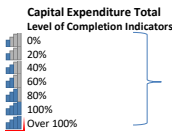
KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.08 M	\$1.58 M	39%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.97 M	\$0.35 M	12%

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

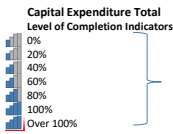


Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% 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	Annual Budget	YTD Budget	Total YTD	
						\$	\$	\$	\$	\$
Buildings - Specialised										
Housing										
0.00		Lot 190 McLennan St - Greater Sports Ground (GSG) - Building (Capital)	4090114	514	BC9109	0	(11,629)	(11,629)	(11,629)	0
0.00		1 (Lot 325) Edwards Way - Building (Capital)	4090114	514	BC9114	0	(350,000)	0	0	0
		Total - Housing				0	(361,629)	(11,629)	(11,629)	0
1.09		Recycling Centre - Building (Capital)	4100112	512	BC10102	(30,000)	(30,000)	(30,000)	(32,816)	(2,816)
		Total - Community Amenities				(30,000)	(30,000)	(30,000)	(32,816)	(2,816)
1.00		Golf Club - Building (Capital)	4110312	512	BC11305	(10,000)	0	0	0	0
		Total - Recreation And Culture				(10,000)	0	0	0	0
0.11		Total - Buildings - Specialised				(40,000)	(391,629)	(41,629)	(44,445)	(2,816)
Plant & Equipment										
Transport										
0.00		UD Auto Truck	4120330	530	PE12303	(180,000)	(180,000)	0	0	0
1.00		Ferris ISX 2200 Zero Turn Mower	4120330	530	PE12305	(22,223)	(22,863)	(22,863)	(22,863)	0
1.30		Second hand backhoe	4120330	530	PE12306	(60,000)	(60,000)	(1,409)	(78,071)	(76,662)
0.20		Tie down load covers - plant additions	4120330	530	PE12307	(34,000)	(34,000)	(6,867)	(6,867)	0
		Total - Transport				(296,223)	(296,863)	(31,138)	(107,800)	(76,662)
Other Property & Services										
1.00		Purchase of New CEO Vehicle	4140230	530	PE14201	(50,000)	(61,364)	(61,364)	(61,364)	0
0.00		Purchase of New EMCS Vehicle	4140230	530	PE14202	(38,000)	(38,000)	0	0	0
		Total - Other Property & Services				(88,000)	(99,364)	(61,364)	(61,364)	0
0.43		Total - Plant & Equipment				(384,223)	(396,226)	(92,502)	(169,164)	(76,662)
Furniture & Equipment										
Other Property & Services										
0.98		ADMIN - Furniture & Equipment (Capital)	4140220	520		(72,000)	(83,000)	(83,000)	(81,699)	1,301
		Total - Other Property & Services				(72,000)	(83,000)	(83,000)	(81,699)	1,301
0.98		Total - Furniture & Equipment				(72,000)	(83,000)	(83,000)	(81,699)	1,301
Infrastructure - Roads										
Transport										
1.00		Dangin - Mears Road (Capital)	4120141	540	RC010	(35,000)	0	0	0	0
0.06		Groves Road Access (Capital)	4120142	540	RC998	(34,064)	(34,064)	(2,000)	(1,938)	62
1.00		Winmar Road (R2R)	4120144	540	R2R133	0	(17,579)	(17,579)	(17,579)	0
1.00		Old Beverley East Road (Capital)	4120146	540	R2R006	0	0	0	(961)	(961)
0.00		Old Beverley West Road (R2R)	4120146	540	R2R007	(289,470)	(110,000)	0	0	0
0.00		Badjaling North Road (R2R)	4120145	540	R2R014	(110,395)	(100,000)	0	0	0
0.00		Stockpool Road (R2R)	4120145	540	R2R106	0	(110,000)	0	0	0
0.63		Pantapin South Road (R2R)	4120145	540	R2R016	0	(79,865)	0	(50,600)	(50,600)
0.48		RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.92 - 9.3	4120149	540	RRG166	(602,386)	(602,386)	(163,404)	(288,038)	(124,634)
0.23		RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.92 - 5.92	4120149	540	RRG166A	(599,183)	(599,183)	(114,810)	(137,884)	(23,074)
1.00		Doodenanning - Mawson Road - LRCI Funded Expenditure	4120162	540	LRC027	(176,774)	(265,118)	(265,118)	(265,118)	0
0.03		Quairading - Cunderdin Road - WFSN Expenditure	4120162	540	WSF162	(69,959)	(69,959)	(2,500)	(2,239)	261
0.00		Dangin - Mears Road - WFSN Expenditure	4120162	540	WSF010	0	(360,598)	0	(1,200)	(1,200)
		Total - Transport				(1,917,231)	(2,348,752)	(565,410)	(765,558)	(200,148)
0.33		Total - Infrastructure - Roads				(1,917,231)	(2,348,752)	(565,410)	(765,558)	(200,148)

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

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	Annual Budget	YTD Budget	Total YTD	
						\$	\$	\$	\$	\$
Infrastructure - Footpaths										
Transport										
1.00		McLennan Street (Wood St - Heal St) - Footpath Capital LRCI Funded Expenditure	4120170	560	FC123B	(60,565)	0	0	0	0
1.00		McLennan Street (Stacey St - Southern Terminus) - Footpath Capital LRCI Funded Expenditure	4120170	560	FC123C	0	(14,700)	(14,700)	(14,700)	0
1.00		Cubbine Road (Murphy St - QDHS ELC Campus) - Footpath Capital LRCI Funded Expenditure	4120170	560	FC163A	0	(17,379)	(17,379)	(17,379)	0
		Total - Transport				(60,565)	(32,079)	(32,079)	(32,079)	0
1.00		Total - Infrastructure - Footpaths				(60,565)	(32,079)	(32,079)	(32,079)	0
Infrastructure - Other										
Law, Order & Public Safety										
0.36		OLOPS - Infrastructure Other (Capital)	4050390	590		(8,000)	(8,000)	0	(2,906)	(2,906)
		Total - Law, Order & Public Safety				(8,000)	(8,000)	0	(2,906)	(2,906)
Recreation And Culture										
1.00		Construction Hall Carpark LRCI Funded Expenditure	4110190	590	OC11101	(505,500)	0	0	0	0
0.00		Directional Shades - Oval Lighting	4110390	590	OC11340	(25,000)	(25,000)	0	0	0
0.00		BMX Bike Track - Cubbine Road	4110390	590	OC11341	(25,000)	(25,000)	0	0	0
0.63		Community Park - LRCI Funded Expenditure	4110390	590	LRC11322	(748,348)	(748,348)	(555,157)	(473,455)	81,702
0.33		OTH CUL - Infrastructure Other (Capital)	4110790	590		(19,750)	(19,750)	(6,525)	(6,525)	0
		Total - Recreation And Culture				(1,323,598)	(818,098)	(561,682)	(479,980)	81,702
Transport										
0.00		AERO - Infrastructure Other (Capital)	4120690	590		(5,000)	(5,000)	0	0	0
		Total - Transport				(5,000)	(5,000)	0	0	0
0.58		Total - Infrastructure - Other				(1,336,598)	(831,098)	(561,682)	(482,886)	78,796
0.39		Grand Total				(3,810,618)	(4,082,785)	(1,376,302)	(1,575,831)	(199,529)
Summary by Balance Sheet Category										
		Land Held For Resale (Current)	340			0	0	0	0	0
		Land Held For Resale (Non Current)	507			0	0	0	0	0
		Land - Freehold	508			0	0	0	0	0
		Buildings - Specialised	512			(40,000)	(30,000)	(30,000)	(32,816)	(2,816)
		Buildings - Non Specialised	514			0	(361,629)	(11,629)	(11,629)	0
		Furniture & Equipment	520			(72,000)	(83,000)	(83,000)	(81,699)	1,301
		Plant & Equipment	530			(384,223)	(396,226)	(92,502)	(169,164)	(76,662)
		Infrastructure - Roads	540			(1,917,231)	(2,348,752)	(565,410)	(765,558)	(200,148)
		Infrastructure - Bridges	555			0	0	0	0	0
		Infrastructure - Footpaths & Cycleways	560			(60,565)	(32,079)	(32,079)	(32,079)	0
		Infrastructure - Other	590			(1,336,598)	(831,098)	(561,682)	(482,886)	78,796
						0	0	0	0	0
						0	0	0	0	0
						0	0	0	0	0
						0	0	0	0	0
						(3,810,618)	(4,082,785)	(1,376,302)	(1,575,831)	(199,529)

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

FINANCING ACTIVITIES
NOTE 9
LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2022	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport													
Loan 118 - Depot Building	293,540	0	0	0	24,719	49,813	49,813	268,821	243,727	243,727	4,336	10,647	10,647
Economic Services													
Loan 119 - Park Cottages	114,547	0	0	0	14,551	14,551	14,551	99,996	99,996	99,996	1,491	2,431	2,431
	408,087	0	0	0	39,270	64,364	64,364	368,818	343,723	343,723	5,826	13,078	13,078
Self supporting loans													
Recreation and Culture													
Loan 115 - Bowling Club	0	0	0	0	0	0	0	0	0	0	0	0	0
Loan 117 - Golf Club	1,787	0	0	0	884	1,787	1,787	902	0	0	35	77	77
	1,787	0	0	0	884	1,787	1,787	902	0	0	35	77	77
Total	409,874	0	0	0	40,154	66,151	66,151	369,720	343,723	343,723	5,860.87	13,154	13,154
Current loan borrowings	66,151							25,997					
Non-current loan borrowings	343,723							343,723					
	409,874							369,720					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

Particulars/Purpose	01 Jul 2022	New Financing			Lease Financing Principal Repayments			Lease Financing Principal Outstanding			Lease Financing Interest Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, Order & Public Safety													
Lease 2 - CESM Vehicle	43,646	0	0	0	21,723	26,092	26,092	21,923	17,555	17,555	311	349	349
Economic Services													
Lease 4 - Skeleton Weed Vehicle	0	0	0	0	0	0	11,461	0	0	(11,461)	0	0	1,064
Other Property & Services													
Lease 3 - Canon Photocopier	6,640	0	0	0	0	3,297	3,297	6,640	3,343	3,343	0	93	93
	50,287	0	0	0	21,723	29,389	40,850	28,563	20,898	9,437	311	442	1,506
Total	50,287	0	0	0	21,723	29,389	40,850	28,563	20,898	9,437	311	442	1,506
Current financing borrowings	40,850							19,127					
Non-current financing borrowings	9,437							9,437					
	50,287							28,563					

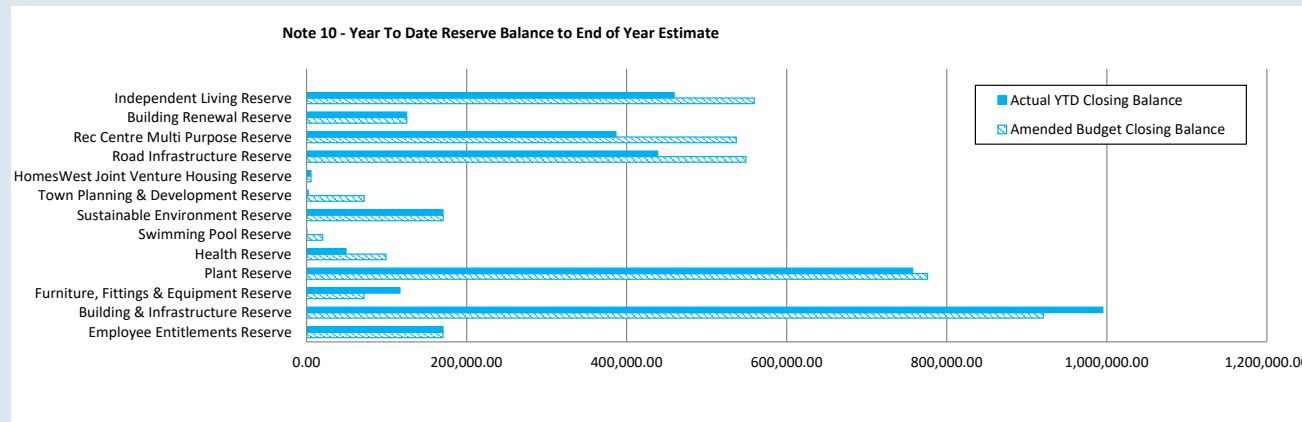
SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 APRIL 2023

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	166,636.01	3,940.00	3,818.35	0.00	0.00	0.00	0.00	170,576.01	170,454.36
Building & Infrastructure Reserve	972,784.37	23,003.00	22,290.71	0.00	0.00	(75,000.00)	0.00	920,787.37	995,075.08
Furniture, Fittings & Equipment Reserve	114,059.78	2,697.00	2,613.61	0.00	0.00	(45,000.00)	0.00	71,756.78	116,673.39
Plant Reserve	740,496.48	17,510.00	16,968.00	250,000.00	0.00	(231,900.00)	0.00	776,106.48	757,464.48
Health Reserve	48,225.22	1,140.00	1,105.04	50,000.00	0.00	0.00	0.00	99,365.22	49,330.26
Swimming Pool Reserve	264.36	6.00	6.06	20,000.00	0.00	0.00	0.00	20,270.36	270.42
Sustainable Environment Reserve	166,742.97	3,943.00	3,820.82	0.00	0.00	0.00	0.00	170,685.97	170,563.79
Town Planning & Development Reserve	2,000.00	47.00	45.82	70,000.00	0.00	0.00	0.00	72,047.00	2,045.82
HomesWest Joint Venture Housing Reserve	5,277.16	125.00	120.92	0.00	0.00	0.00	0.00	5,402.16	5,398.08
Road Infrastructure Reserve	428,917.52	10,142.00	9,828.38	110,000.00	0.00	0.00	0.00	549,059.52	438,745.90
Rec Centre Multi Purpose Reserve	378,024.36	8,939.00	8,662.19	150,000.00	0.00	0.00	0.00	536,963.36	386,686.55
Building Renewal Reserve	122,313.53	2,892.00	2,802.74	0.00	0.00	0.00	0.00	125,205.53	125,116.27
Independent Living Reserve	448,932.00	10,616.00	10,287.00	100,000.00	0.00	0.00	0.00	559,548.00	459,219.00
	3,594,673.76	85,000.00	82,369.64	750,000.00	0.00	(351,900.00)	0.00	4,077,773.76	3,677,043.40

KEY INFORMATION



SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2022	Liability Increase	Liability Reduction	Closing Balance 30 Apr 2023
		\$	\$	\$	\$
Contract Liabilities					
Unspent grants, contributions and reimbursements					
- operating	12	1,750	1,100	(2,850)	0
- non-operating	13	471,530	518,347	(382,399)	607,478
Total unspent grants, contributions and reimbursements		473,280	519,447	(385,249)	607,478
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
Total current unspent grants, contributions and reimbursements		473,280	519,447	(385,249)	607,478
Provisions					
Annual leave		141,148	0	0	141,148
Long service leave		104,938	0	0	104,938
Total Provisions		246,085	0	0	246,085
Total Other Current Liabilities					853,564
Amounts shown above include GST (where applicable)					

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

CONTRACT LIABILITIES

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

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023**

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Apr 2023	Current Liability 30 Apr 2023	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies									
General purpose funding									
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	324,627	324,627	323,955	323,955
Grants Commission - Roads (WALGGC)	0	0	0	0	0	179,685	179,685	94,211	94,211
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	38,819	38,819	31,423	45,486
Mitigation Activity Fund Grant Program	0	0	0	0	0	0	66,585	33,292	33,292
Bushfire Volunteers Grant Program	0	0	0	0	0	0	4,295	4,295	4,295
Health									
Medical Practice Grant - Nursing Staff	0	0	0	0	0	10,000	10,000	10,000	11,854
Education and welfare									
Youth Week Grant	0	1,100	(1,100)	0	0	0	4,000	1,000	4,100
Recreation and culture									
Grant - Toddler Learn to Swim	0	0	0	0	0	2,000	2,000	2,000	0
NADC National Australia Day Grant	0	0	0	0	0	0	8,000	8,000	8,000
NAIDOC Week Grant	1,750	0	(1,750)	0	0	0	1,750	1,750	1,750
Transport									
Direct Grant (MRWA)	0	0	0	0	0	159,330	162,757	162,757	162,757
	1,750	1,100	(2,850)	0	0	714,461	802,518	672,683	689,700
Operating Contributions									
Education and welfare									
Quairading Rotary Annual Contribution	0	0	0	0	0	250	250	0	0
Recreation and culture									
Rainmakers Contribution to El Toro (error)	0	0	0	0	0	(500)	500	0	0
Other property and services									
Admin staff contributions to vehicle running costs	0	0	0	0	0	5,876	5,876	4,890	4,951
	0	0	0	0	0	5,626	6,626	4,890	4,951
TOTALS	1,750	1,100	(2,850)	0	0	720,087	809,144	677,573	694,651

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023**

NOTE 13

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Apr 2023	Current Liability 30 Apr 2023	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies									
Recreation and culture									
LRCI Grant - Construction Hall Carpark	178,597	0	0	178,597	178,597	359,693	359,693	0	0
Lotterywest Grant - Community Park	0	0	0	0	0	478,109	478,109	154,776	154,776
LRCIP Grant - Community Park	0	0	0	0	(86)	122,013	122,013	0	0
Transport									
R2R Grant - Old Beverley West Road (R2R)	0	0	0	0	0	246,135	110,000	0	0
R2R Grant - Badjaling North Road (R2R)	0	0	0	0	0	110,395	100,000	0	0
R2R Grant - Stockpool Road (R2R)	0	0	0	0	0	0	110,000	0	0
R2R Grant - Pantapin South Road (R2R)	0	0	0	0	0	0	36,530	0	0
RRG Grant - Quairading - Corrigin Road 21/22	145,586	149,279	(155,776)	139,089	139,089	369,504	369,504	108,240	155,776
RRG Grant - Quairading - Corrigin Road 22/23	0	319,564	(101,680)	217,884	217,884	399,455	399,455	54,673	101,680
LRCIP Grant - Mt Stirling Rd Resheet	0	0	0	0	0	0	0	0	(53,278)
LRCIP Grant - Doodenanning - Mawson Rd Reseal	123,742	0	(123,742)	0	0	176,774	176,774	123,742	123,742
LRCIP Grant - Livingston Rd Resheet	0	0	0	0	0	163,690	163,690	0	0
LRCIP Grant - Mclennan St Footpath (Harris St - Stacey St)	0	0	0	0	0	0	0	0	(33,515)
LRCIP Grant - Mclennan St Footpath (Wood St - Heal St)	23,605	0	0	23,605	23,605	60,565	28,486	0	0
LRCIP Grant - Mclennan St Footpath (Stacey St - Southern Terminus) **Budget adjustment	0	0	0	0	0	0	14,700	0	0
LRCIP Grant - Cubbine Rd Footpath (Murphy St - QDHS ELC) **Budget adjustment	0	0	0	0	0	0	17,379	0	0
WSFN Grant - Stage 4 - Quairading-Cunderdin (Includes Stage 3)	0	0	0	0	0	50,457	50,457	50,457	(100,915)
WSFN Grant - Dangin - Mears Road	0	49,504	(1,200)	48,304	48,304	0	360,598	0	1,200
	471,530	518,347	(382,399)	607,478	607,392	2,536,790	2,897,388	491,888	349,467
Non-Operating Contributions									
Community amenities									
Rural Youth Contribution - Community Park	0	0	0	0	0	73,227	73,227	0	0
	0	0	0	0	0	73,227	73,227	0	0
Total Non-operating grants, subsidies and contributions	471,530	518,347	(382,399)	607,478	607,392	2,610,017	2,970,615	491,888	349,467

SHIRE OF QUAIRADING

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023**

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 2022	Amount Received	Amount Paid	Closing Balance 30 Apr 2023
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Building Services Levy (BSL)	544.12	1,087.98	(544.12)	1,087.98
Construction Training Fund (CTF)	382.73	491.75	(382.73)	491.75
Councillor Nomination Fee	0.00	0.00	0.00	0.00
Key, Hall & Equipment Bonds	8,611.65	21,380.00	(23,419.00)	6,572.65
Unclaimed Monies	1,152.50	0.00	0.00	1,152.50
Department of Transport Licensing TransWA	2,734.25	315,125.10	(292,721.25)	25,138.10
Other Bonds & Deposits	84,993.41	0.00	(1,929.24)	83,064.17
Caravan Park Cabin Bonds	(182.00)	0.00	182.00	0.00
Community Bus Bonds	657.30	750.00	(1,266.00)	141.30
Rental Bonds	1,474.31	2,432.00	(2,618.00)	1,288.31
Animal Trap Bonds	0.00	0.00	0.00	0.00
Sub-Total	100,368.27	341,266.83	(322,698.34)	118,936.76
Trust Funds				
Nil	0.00	0.00	0.00	0.00
Sub-Total	0.00	0.00	0.00	0.00
	100,368.27	341,266.83	(322,698.34)	118,936.76

KEY INFORMATION

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

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 2022/23 year is \$10,000 and 10%.

Favourable Variance. ▲
Unfavourable Variance. ▼

Community Amenities	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Law, Order and Public Safety	(27,761)	(14%)	▼	S	Timing	Reimbursements (income) related to CESM funding behind budget phasing (invoices not sent to MOU partners)
Health	(34,936)	(74%)	▼	S	Timing	Budgeted income from the mid-year budget review related to takings from LOCUM is behind due to delays setting up practice bank account with Medicare rebates.
Economic Services	29,196	11%	▲	S	Permanent	
Law, Order and Public Safety	93,132	19%	▲	S	Timing	Expenditure for Bush Fire Brigades behind budget phasing for the majority of expenditure budgeted (clothing, plant maintenance)
Education and Welfare	30,358	14%	▲	S	Timing	Admin allocated clearing journals have been run, however there is an error in Synergy with the balances cleared. A job has been lodged with IT vision to correct. The variance is not true. Arthur Kelly Village building maintenance costs below budgeted amount. Youth centre building operating and maintenance costs below budget phasing.
Housing	100,543	35%	▲	S	Timing	Admin allocated clearing journals have been run, however there is an error in Synergy with the balances cleared. A job has been lodged with IT vision to correct. The variance is not true. Staff housing and other housing building maintenance and building operation costs are below budgeted amount. Other housing (non-staff) building maintenance and building operation costs are below budgeted amount.
Other Property and Services	(279,042)	(535%)	▼	S	Timing	Administration employee costs are above budget, public works annual leave costs are above budget, admin and public works motor vehicle costs are above budget, admin building operating costs are above budget. Public works fuels and oil stock expenditure requires investigation.

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

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 2022/23 year is \$10,000 and 10%.

Favourable Variance: ▲
Unfavourable Variance: ▼

Community Amenities	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Non-operating Grants, Subsidies and Contributions	(142,421)	(29%)	▼	S	Timing	At 30.06.2022 an accrual was made to recognise accrued income. This accrual is reversed 01.07.2022 (financial year accruals). This was done to recognise contract assets as funds have been spent on certain grant funded jobs yet the income has not yet been received (spent in advance). This will be offset once the funds are received. This is shown in Note 13.
Proceeds from Disposal of Assets	(23,000)	(19%)	▼	S		Assets not yet capitalised
Plant and Equipment	(76,662)	(7%)	▼	S		
Infrastructure Assets - Roads	(204,464)	(36%)	▼	S	Timing	Invoice for Doodenanning-Mawson Road (LRCI funding) came in significantly overbudget. This work was completed in April 2022 however the invoice was disputed due to remediation work required. This work was completed in August 2022 and paid in September. In the time between the tender and the invoice, the work cost escalated due to material increases and delays.
Infrastructure Assets - Other	78,796	14%	▲	S	Timing	
Transfer to Reserves	(11,540)	(16%)	▼	S	Permanent	Interest on reserve accounts received has been significantly higher than budgeted due to increased interest rates. 22/23 budgeted interest was \$10,000 (same as prior year), however to date \$78,548.32 has been received. Mid Year Budget raised to \$85,000

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 APRIL 2023

NOTE 16
 BUDGET AMENDMENTS

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
		Budget Adoption		Closing Surplus/(Deficit)			21,168	21,168
		<i>Opening surplus adjustment</i>		(Not yet endorsed) To be presented at budget review			(47,700)	(26,532)
		<i>(Adjusted 2021/22 Closing Balance)</i>						
3030245		GEN PUR - Interest Earned - Reserve Funds		Operating Income		75,000		48,468
3030246		GEN PUR - Interest Earned - Municipal Funds		Operating Income		18,000		66,468
4030280		GEN PUR - Transfers to Reserve - NON-INTEREST		Capital Expenditure			(70,000)	(3,532)
4030280		GEN PUR - Transfers to Reserve - NON-INTEREST		Capital Expenditure			(50,000)	(53,532)
4030280		GEN PUR - Transfers to Reserve - NON-INTEREST		Capital Expenditure			(50,000)	(103,532)
4030280		GEN PUR - Transfers to Reserve - NON-INTEREST		Capital Expenditure			(20,000)	(123,532)
4030281		GEN PUR - Transfers to Reserve		Capital Expenditure			(75,000)	(198,532)
2040113		MEMBERS - Members Sitting Fees		Operating Expenditure		4,016		(194,516)
2040116		MEMBERS - Election Expenses		Operating Expenditure		731		(193,784)
2040116		MEMBERS - Election Expenses		Operating Expenditure		4,079		(189,706)
2040141		MEMBERS - Subscriptions & Publications		Operating Expenditure			(1,759)	(191,465)
2040287		OTH GOV - Other Expenses		Operating Expenditure			(4,500)	(195,965)
2040287		OTH GOV - Other Expenses		Operating Expenditure			(1,500)	(197,465)
2050165	BVG5102	Bushfire Volunteers Grant Expenditure		Operating Expenditure			(4,295)	(201,760)
2050165	MAF5101	Mitigation Activity Fund Expenditure		Operating Expenditure			(66,585)	(268,345)
2050289		ANIMAL - Animal Pound Maintenance		Operating Expenditure			(2,500)	(270,845)
2050289		ANIMAL - Animal Pound Maintenance		Operating Expenditure			(2,500)	(273,345)
2050289		ANIMAL - Animal Pound Maintenance		Operating Expenditure			(500)	(273,845)
3050110	BVG5102	Bushfire Volunteers Grant Income		Operating Income		4,295		(269,550)
3050110	MAF5101	Mitigation Activity Fund Income		Operating Income		66,585		(202,965)
2070400		HEALTH - Employee Costs		Operating Expenditure		1,385		(201,580)
2070400		HEALTH - Employee Costs		Operating Expenditure		14,369		(187,211)
2070450		HEALTH - Contract Services		Operating Expenditure			(7,000)	(194,211)
2070553	W7501	Mosquito & Fly Control		Operating Expenditure			(6,573)	(200,784)
2070765		OTH HEALTH - Maintenance/Operations MUN		Operating Expenditure			(60,000)	(260,784)

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
3070720		OTH HEALTH - Fees & Charges		Operating Income		36,000		(224,784)
2080689	BM8600	Arthur Kelly Village - Common Area - Building Maintenance		Operating Expenditure			(13,500)	(238,284)
2080753	EV08701	Youth Week Expenditure		Operating Expenditure			(4,000)	(242,284)
3080710	EVI08701	Youth Week Income		Operating Income		4,000		(238,284)
2090191		STF HOUSE - Loss on Disposal of Assets		Operating Expenditure	(44,000)			(238,284)
2090191		STF HOUSE - Loss on Disposal of Assets		Operating Expenditure	(44,000)			(238,284)
2090191		STF HOUSE - Loss on Disposal of Assets		Operating Expenditure	186,920			(238,284)
2090289	BM9211	Doctor's Residence - Building Maintenance		Operating Expenditure			(20,000)	(258,284)
4090114	BC9114	1 (Lot 325) Edwards Way - Building (Capital)	OCM 151-22/23	Capital Expenditure			(350,000)	(608,284)
4090144	BC9109	Lot 190 McLennan St - Building (Capital)		Capital Expenditure			(11,629)	(619,913)
2100665		PLAN - Maintenance/Operations		Operating Expenditure			(8,000)	(627,913)
2100711	W10700	COM AMEN - Cemetery Maintenance/Operations		Operating Expenditure			(18,012)	(645,925)
2100711	W10700	COM AMEN - Cemetery Maintenance/Operations		Operating Expenditure			(14,659)	(660,584)
2100711	W10700	COM AMEN - Cemetery Maintenance/Operations		Operating Expenditure			(8,000)	(668,584)
2100711	W10700	COM AMEN - Cemetery Maintenance/Operations		Operating Expenditure			(5,000)	(673,584)
3100690		PLAN - Profit on Disposal of Asset		Operating Income	20,000			(673,584)
3100720		COM AMEN - Cemetery Fees (Burial)		Operating Income		5,000		(668,584)
3100721		COM AMEN - Cemetery Fees (Niche Wall & Rose Garden)		Operating Income		500		(668,084)
5100650		PLAN - Proceeds on Asset Disposal		Capital Income		70,000		(598,084)
2110189	BM11104	Doodenanning Hall - Building Maintenance		Operating Expenditure			(3,000)	(601,084)
2110365	W11301	Bark Park (Dog Park)		Operating Expenditure			(25,400)	(626,484)
2110389	BM11305	Golf Club - Buildings Maintenance		Operating Expenditure			(810)	(627,294)
2110521		LIBRARY - Information Technology		Operating Expenditure			(4,973)	(632,267)
2110711	EV11701	Australia Day Expenditure		Operating Expenditure			(9,500)	(641,767)
2110713	EV11703	NAIDOC Week Expenditure		Operating Expenditure			(260)	(642,027)
2110723		OTH CUL - Artwork Storage		Operating Expenditure			(1,000)	(643,027)
2110743	EV11702	OTH CUL - Christmas Events		Operating Expenditure			(3,000)	(646,027)
3110700		OTH CUL - Contributions & Donations		Operating Income		1,000		(645,027)
3110710	EVI11701	Australia Day Income		Operating Income		8,000		(637,027)
3110710	EVI11703	NAIDOC Week Income		Operating Income		1,750		(635,277)
4110190	OC11101	Construction Hall Carpark LRCI Funded Expenditure		Capital Expenditure		505,500		(129,777)

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
4110312	BC11305	Golf Club - Building (Capital)		Capital Expenditure		10,000		(119,777)
2120211		ROADM - Road Maintenance Budgeting		Operating Expenditure		40,519		(79,257)
2120211		ROADM - Road Maintenance Budgeting		Operating Expenditure		45,957		(33,300)
2120211		ROADM - Road Maintenance Budgeting		Operating Expenditure		98,896		65,595
2120211		ROADM - Road Maintenance Budgeting		Operating Expenditure		114,628		180,223
2120235		Traffic Signs & Equipment		Operating Expenditure			(17,000)	163,223
2120287		ROADM - Other Expenses MUN		Operating Expenditure			(18,815)	144,408
3120111		Old Beverley West Road (R2R) Income		Operating Income			(136,135)	8,273
3120111		Badjaling North Road (R2R) Income		Operating Income			(10,395)	(2,122)
3120111		Pantapin South Road (R2R) Income		Operating Income		36,530		34,408
3120111		Stockpool Road (R2R) Income		Operating Income		110000		144,408
3120113		Dangin - Mears Road - WSNF Income		Operating Income		360,598		505,006
3120210		ROADM - Direct Road Grant (MRWA)		Operating Income		3,427		508,433
4120141		Dangin - Mears Road (Capital)		Capital Expenditure		35,000		543,433
4120144		Winmar Road (R2R)		Capital Expenditure			(17,579)	525,854
4120145		Badjaling North Road (R2R)		Capital Expenditure		1,028		526,883
4120145		Badjaling North Road (R2R)		Capital Expenditure		2,886		529,768
4120145		Badjaling North Road (R2R)		Capital Expenditure		3,136		532,904
4120145		Badjaling North Road (R2R)		Capital Expenditure		3,345		536,249
4120145		Pantapin South Road (R2R)		Capital Expenditure			(67,885)	468,364
4120145		Pantapin South Road (R2R)		Capital Expenditure			(4,278)	464,086
4120145		Pantapin South Road (R2R)		Capital Expenditure			(4,011)	460,075
4120145		Pantapin South Road (R2R)		Capital Expenditure			(3,691)	456,384
4120145		Stockpool Road (R2R)		Capital Expenditure			(35,397)	420,987
4120145		Stockpool Road (R2R)		Capital Expenditure			(33,188)	387,799
4120145		Stockpool Road (R2R)		Capital Expenditure			(30,534)	357,265
4120145		Stockpool Road (R2R)		Capital Expenditure			(10,881)	346,384
4120146		Old Beverley West Road (R2R)		Capital Expenditure			(77,000)	269,384
4120146		Old Beverley West Road (R2R)		Capital Expenditure		6,267		275,651
4120146		Old Beverley West Road (R2R)		Capital Expenditure		76,703		352,354
4120146		Old Beverley West Road (R2R)		Capital Expenditure		84,581		436,935
4120146		Old Beverley West Road (R2R)		Capital Expenditure		88,919		525,854
4120162		Doodenanning - Mawson Rd - LRCI Funded Expenditure		Capital Expenditure			(250,118)	275,736
4120162		Doodenanning - Mawson Rd - LRCI Funded Expenditure		Capital Expenditure		161,774		437,510
4120162		Dangin - Mears Road - WSNF Expenditure		Capital Expenditure			(360,598)	76,912

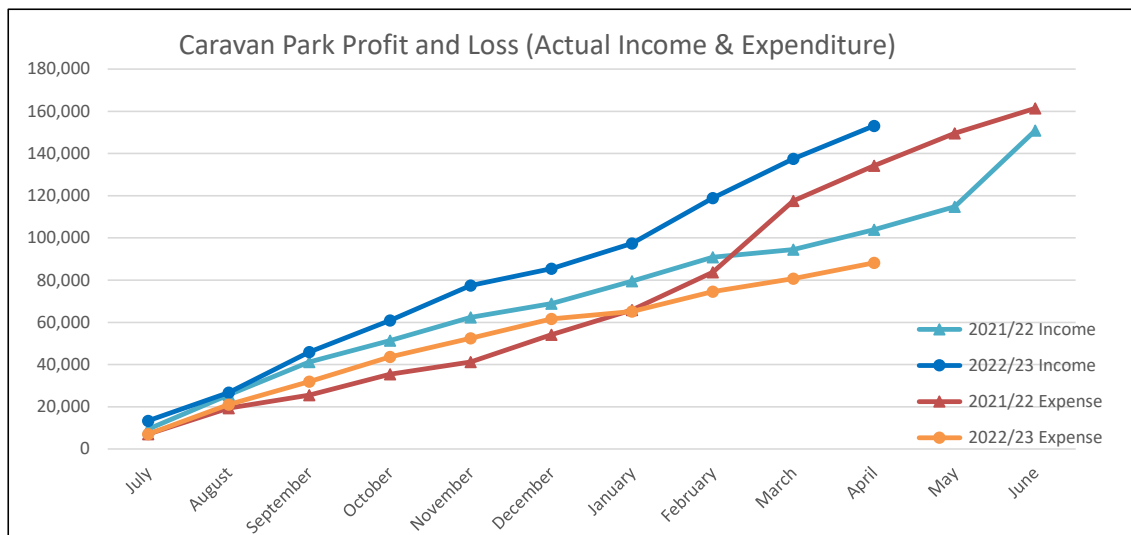
GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
4120170		McLennan Street (Wood St - Heal St) - Footpath Capital LRCI Funded Expenditure		Capital Expenditure	\$	\$ 60,565	\$	\$ 137,477
4120170		McLennan Street (Stacey St - Southern Terminus) - Footpath Capital LRCI Funded Expenditure		Capital Expenditure			(14,700)	122,777
4120170		Cubbine Road (Murphy St - QDHS ELC Campus) - Footpath Capital LRCI Funded Expenditure		Capital Expenditure			(17,379)	105,398
4120330		Ferris ISX 2200 Zero Turn Mower		Capital Expenditure			(640)	104,759
3120114		McLennan Street (Wood St - Heal St) Footpath LRCI Funded Income		Operating Income			(32,079)	72,680
3120114		McLennan Street (Stacey St - Southern Terminus) Footpath LRCI Funded Income		Operating Income		14,700		87,380
3120114		Cubbine Road (Murphy St - QDHS ELC Campus) Footpath LRCI Funded Income		Operating Income		17,379		104,759
2130112		RURAL - Skeleton Weed Control		Operating Expenditure			(12,526)	92,233
2130175		RURAL - Lease Interest Repayments		Operating Expenditure		1,064		93,298
2130240		Tourism Photography & Videography		Operating Expenditure			(8,000)	85,298
2130288		Town Clock and Town Centre (Gazebos & Misc Exp) - Building Operations		Operating Expenditure			(3,025)	82,272
2130288		Town Clock and Town Centre (Gazebos & Misc Exp) - Building Operations		Operating Expenditure			(2,518)	79,754
2130288		Town Clock and Town Centre (Gazebos & Misc Exp) - Building Operations		Operating Expenditure			(2,196)	77,558
4130185		RURAL - Lease Principal Repayments		Capital Expenditure		11,461		89,019
2140288		Works Supervisors Office - Building Operations		Operating Expenditure			(5,000)	84,019
2140291		ADMIN - Loss on Disposal of Assets		Operating Expenditure	(6,736)			84,019
2140304		PWO - Training & Development		Operating Expenditure			(14,659)	69,360
2140304		PWO - Training & Development		Operating Expenditure			(4,000)	65,360
2140341		PWO - Subscriptions & Memberships		Operating Expenditure			(5,381)	59,979
4140220		ADMIN - Furniture & Equipment (Capital)		Capital Expenditure			(11,000)	48,979
4140230		Purchase of New CEO Vehicle		Capital Expenditure			(11,364)	37,615
5140250		ADMIN - Proceeds on Disposal of Assets		Capital Income			(6,736)	30,879
9673104		Movement in leave reserve (added back)				3,476		34,355
					112,183	2,213,050	(2,178,695)	34,355

KEY INFORMATION

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023**

**NOTE 17
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	YTD Budget (Amended)	YTD Var %	Annual Budget (Original)	Annual Budget (Amended)	Annual (Amd) Var %
INCOME							
Caravan Park Charges	564	\$ 45,838.73	\$ 49,980.00	92%	\$ 60,000.00	\$ 60,000.00	76%
Cabin and Unit Charges	664	\$ 106,675.38	\$ 83,300.00	128%	\$ 100,000.00	\$ 100,000.00	107%
Fees, Charges & Reimbursements		\$ 612.30	\$ -	0%	\$ -	\$ -	0%
TOTAL INCOME	1228	\$ 153,126.41	\$ 133,280.00	115%	\$ 160,000.00	\$ 160,000.00	96%
EXPENDITURE							
Caravan Park							
Salaries & Wages		\$ 14,914.93	\$ 54,800.00	27%	\$ 65,796.00	\$ 65,796.00	23%
Materials & Contracts		\$ 12,387.31	\$ 3,850.00	322%	\$ 4,640.00	\$ 4,640.00	267%
Utilities & Insurance		\$ 10,785.49	\$ 10,560.00	102%	\$ 12,700.00	\$ 12,700.00	85%
Caravan Park Total		\$ 38,087.73	\$ 69,210.00	55%	\$ 83,136.00	\$ 83,136.00	46%
Cabins (3x 2 bedroom Cabins)							
Salaries & Wages		\$ 19,470.94	\$ 30,660.00	64%	\$ 36,843.00	\$ 36,843.00	53%
Materials & Contracts		\$ 232.58	\$ 2,100.00	11%	\$ 2,532.00	\$ 2,532.00	9%
Utilities & Insurance		\$ 11,039.92	\$ 5,654.00	195%	\$ 6,585.00	\$ 6,585.00	168%
Cabins Total		\$ 30,743.44	\$ 38,414.00	80%	\$ 45,960.00	\$ 45,960.00	67%
Caretaker Reception							
Salaries & Wages		\$ 755.24	\$ 3,220.00	23%	\$ 3,870.00	\$ 3,870.00	20%
Materials & Contracts		\$ 207.50	\$ 740.00	28%	\$ 892.00	\$ 892.00	23%
Utilities & Insurance		\$ 7,965.48	\$ 3,160.00	252%	\$ 3,683.00	\$ 3,683.00	216%
Caretaker Reception Total		\$ 8,928.22	\$ 7,120.00	125%	\$ 8,445.00	\$ 8,445.00	106%
Units (4x 1 bedroom units)							
Salaries & Wages		\$ 7,819.19	\$ 8,050.00	97%	\$ 9,676.00	\$ 9,676.00	81%
Materials & Contracts		\$ -	\$ 700.00	0%	\$ 844.00	\$ 844.00	0%
Utilities & Insurance		\$ 2,622.22	\$ 976.00	269%	\$ 1,116.00	\$ 1,116.00	235%
Units Total		\$ 10,441.41	\$ 9,726.00	107%	\$ 11,636.00	\$ 11,636.00	90%
TOTAL EXPENDITURE		\$ 88,200.80	\$ 124,470.00	71%	\$ 149,177.00	\$ 149,177.00	59%
Closing Funding Surplus(Deficit)		\$ 64,925.61	\$ 8,810.00	737%		\$ 10,823.00	600%



ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION**12.1 Power Outages: Frequency & Duration - May 2023 update****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Nicole Gibbs, Chief Executive Officer**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil.
Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council note the May 2023 update on resolving the frequency and duration of power outages across the Shire of Quairading, the only significant update being that Synergy has now committed to a meeting on the 16 June 20123. Synergy has confirmed that there will be a solid project proposal tabled at the meeting on this date.

IN BRIEF

Since April 2022, Council has been investigating opportunity to resolve the frequency and duration of power outages across the Shire of Quairading.

After significant political and media attention, the State Government agreed to bring forward and condense the Western Power replacement and maintenance schedule for poles and wires. This work was performed in March 2023. Whilst most welcome, the renewed pole and wire infrastructure does not address the issue of the frequency or longevity of power outages.

The Hon Minister Bill Johnston MLA has made a commitment in writing to facilitate the establishment of a Virtual Power Plant (VPP) in Quairading. The Shire President and CEO met with Synergy in Quairading in April 2023 to progress this project. Whilst the enthusiasm and genuine good will of the Synergy representatives was most welcome, the proposed Virtual Power Plant (VPP) project did not address the issue of the frequency or longevity of power outages.

MATTER FOR CONSIDERATION

That Council note the May 2023 update on resolving the frequency and duration of power outages across the Shire of Quairading.

BACKGROUND

Since April 2022, Council has been investigating opportunity to resolve the frequency and duration of power outages across the Shire of Quairading. On the 26 May 2022 Council established a Microgrid Working Group to investigate the possibility of establishing a microgrid in Quairading as a solution to the outage issue. The Working Group has, to date, been unable to secure political or funding support for a microgrid.

On the 15 July 2022, the Microgrid Working Group met with Hon Mia Davies who was well-versed in microgrid technology and provided support in terms of raising a Parliamentary Grievance on the power outage issue with Parliament.

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

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

At the end of the meeting, Minister Johnston committed to working with the Shire of Quairading and Western Power to facilitate the installation of a VPP. Minister Johnston has since asked Synergy to lead this project.

On the 29 September 2022 the Shire President sent a letter to Minister Johnston requesting the specific details of the commitment. The Minister responded to the letter in December 2022, reaffirming his commitment to the installation of the VPP. The Minister also advised that a meeting was being scheduled with Western Power and Synergy to provide the Shire with an update on the VPP project. Unfortunately, as of the date the meeting was held, the project had not commenced, neither in concept nor design.

On the 19 October 2022, Michael Southwell and Nicole Gibbs met with Toby Wright (Head of Business Development, CBH) and Kellie Todman (Head of External Affairs, CBH) to enthruse CBH into becoming an active project partner. The meeting was positive with an overall disappointing outcome, being that CBH had no intention of becoming an active partner in the power outage project.

On the 13 February 2023 the Shire President and CEO met with Western Power and were advised that the State Government had agreed to bring forward and condense the Western Power replacement and maintenance schedule for poles and wires. This work was performed in March 2023.

In April 2023, Cr Peter Smith and Nicole Gibbs (CEO) met with the Synergy representatives to discuss a VPP solution for:

1. Low reliability of electricity supply which can result in loss of grid electricity for several days.
2. Lack of network capacity to increase the local load to attract more industries and other commercial activities.

At the meeting Synergy put forward a proposal for a VPP. The solutions offered were:

1. Behind-the-Meter batteries installed at the premises already equipped with solar panels. In case of a loss of power, the batteries would supply the loads for a few hours. The cost would likely be \$15,000 to \$20,000 per building. Obtaining Western Power approval would take time (several weeks) and there could be supply chain delays. The benefit of the stored energy would be confined to the premises and could not be shared between multiple users.
2. Batteries could also be installed in premises not equipped with solar, but the cost of operation would be higher as the batteries had to be charged from the higher cost grid electricity.
3. Front-of-the-Meter batteries was another possibility, in the form of an embedded network. Though technically possible, Synergy said there could be problems in the billing and management process.
4. Synergy does not have any control over the network and the connections, which fall under the jurisdiction of Western Power. Synergy could only offer solutions at the individual consumer level.

The following concerns regarding the VPP proposal were raised via email on 19 April 2023 (see Attachment [1]):

1. The Minister advised us that a microgrid was not suitable to resolve our power outage issue, but that a VPP would do this. This no longer appears to be the case. In fact, the Synergy proposal does not provide for any solution to the frequency or longevity of outages.
2. The Synergy proposal to install batteries in buildings that already have generators provides us with no additional benefit.
3. We understand from Western Power that the cost of installing the power top recloser was incredibly high. We asked why that infrastructure was not being used to form a part of the current project? It has already been tested with the generator and proved highly successful during outages before it was taken away.
4. The Synergy proposal does not benefit users who are not able to pay the high cost of installation.
5. The overall solution was expensive.
6. Synergy is not enthusiastic about Embedded Networks because they do not have much experience with them. Embedded networks have been in existence for some time and the metering process is well understood (e.g. White Gum Valley community and several shopping centres).
7. Synergy has experience with urban VPPs (Project Symphony), which can help the users to potentially lower their power bills. However, VPPs do not address the problem of reliability.
8. The proposed VPP does not address the requirement of additional capacity for industrial loads.

The Shire had proposed a scheme by which the town will be kept connected to the Western Power grid but would have the ability to isolate in case of grid failure. The isolated (islanded) part could then be supplied from local generation till the grid connection was restored. The Minister had interpreted this as a desire to be completely cut-off from the grid. The Minister mentioned there could be several problems associated with this approach and did not support the concept of a microgrid (but we believe) that this was because of this misunderstanding in interpretation.

The islanding grid-connected microgrid concept would provide the much-needed resilience to the community against grid failures.

Local generation from solar, with battery, can offer the following benefits:

1. Ability to ride through minor faults and short duration grid interruptions.
2. Ability to support the local loads in case of a prolonged grid outage. This can be a combination of load management and community participation. A standby diesel generator can also be incorporated. (e.g. Perenjori).
3. It might be possible to operate the town on solar and batteries alone if sufficient solar generation is available (e.g. Onslow).
4. The addition of solar and batteries can provide higher network capacity, especially during daytime, to support industrial loads, even if Western Power does not have additional hosting capacity (e.g. Kalbarri).

Western Power has already installed a pole top recloser to isolate the town from the incoming feeder and connect a local power source. This would make it easier for the implementation of a grid connected microgrid. At minimum, Council could opt to install a diesel generator and a transformer at the point of connection and operate the town from this generator in case of prolonged power outages. This has already been demonstrated.

The Shire CEO and President has asked Synergy to re-develop a proposal that meets the Shire of Quairading's need. Synergy has now committed to a meeting on the 16 June 2023. Synergy has confirmed that there will be a solid project proposal tabled at this meeting on this date.

STATUTORY ENVIRONMENT

Local Government Act 1995

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

POLICY ENVIRONMENT

Shire of Quairading Strategic Community Plan 2021-2031

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 4.3 Natural Environment:** Demonstrate sustainable practices of water, energy and waste management
- 5.1 Governance & 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

CONSULTATION

- Regional Development Australia
- Regional Development WA
- Regional Development Wheatbelt
- CBH Group
- Australian Micro-grid Centre of Excellence (AMCOE)
- Hon Mia Davies, Leader of the Opposition (now resigned)
- Dr David Honey MLA
- Hon Bill Johnston, Minister for Energy
- Western Power representatives
- Synergy representatives.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Loss of emergency communications due to mains power supply.

Longevity and frequency of power outages significantly impacts business.

RISK ASSESSMENT

	Option 1
Financial	Low <i>As Council is only in the investigative stages of this project, there is minimal financial risk.</i>
Health	N/A
Reputation	Low <i>As Council is only in the investigative stages of this project, there is minimal reputational risk. The replacement of refurbishment of the poles and wires (brought forward 10 years) will be of benefit to Council reputation.</i>

Operations	Low <i>The impact will be in the form of the CEO's time.</i>
Natural Environment	Low <i>A VPP is a self-sustaining energy source that is beneficial to the Shire.</i>

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



COMMENT

Nil.

12.2 Community Grants - Round 1 2023

Responsible Officer Natalie Ness, Executive Manager Economic Development

Reporting Officer Jen Green, Grants & Projects Officer

Attachments 1. Community Grants Assessment Round 1 [↓](#) 
2. Applications Round 1 2023 [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

1. That Council accepts the Officer's Report on Round 1 of the 2022/23 Community Grants and supports the Grant Assessment Document submitted by the Special Projects Officer.
2. That Council allocates funds and resources in the 2022/23 Budget for Round 2 to the value of \$9,874.00 to the Clubs listed in the Grant Assessment Document.

IN BRIEF

- Community Grant Process was reviewed, updated and endorsed by the Council in December 2021.
- Six applications were received for Round 1 to the value of \$9,624.00
- Details of round two Applications have been provided for consideration and recommendation to Council.
- All applications were evaluated by the officer based on criteria in the Grant Guidelines.

MATTER FOR CONSIDERATION

- Evaluation of Community Grant Applications received by Special Projects Officer on 31 March 2023.
- Allocation of financial resources in the 2022/23 Shire's Annual Budget.
- Allocation of financial resources in Round 1 of Community Grant Program.
- Allocation of financial resources for Round 2 of Community Grant Program 2022/23.

BACKGROUND

At the December 2021 Council Meeting the Council adopted a revised Community Grants Policy and supporting documentation.

Round 1 of the Community Grant Program was opened on 4th February 2023 with Policy and Grant Application forms forwarded to all Sporting and Recreation Clubs via email and regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

Follow-up promotion of the Grants Program was circulated on the Shire's Facebook page on a regular basis and email.

Closing date for the submission of applications for grant funding was on 31st March 2023.

Four categories of Grant Funding were promoted:

- Grant 1 - up to \$500 per annum – in-kind contributions from Council.
- Grant 2 – Minor Projects \$500 to \$2500.
- Grant 3 – Major Projects over \$2500.
- Grant 4 – Annual / Recurrent Funding.

A total of six applications was received to the value \$9,624.00

Grant Type	Number	Amount
1	1	\$250.00
2	4	\$5,224.00
3	0	\$0
4	2	\$4,400.00
Grand Total	7	\$9,874.00

Grant 1 (in-Kind) funding is open throughout the year

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Community Grants Policy

FINANCIAL IMPLICATIONS

Nil – 2022-23 Financial year

ALIGNMENT WITH STRATEGIC PRIORITIES

1.4 Community: Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience

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

CONSULTATION

Policy and Grant Application forms were forwarded to all Sporting and Recreation Clubs via email and regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low Will reduce risk to Council and the Clubs / Organisations through better planning and delivery of Projects supported by the Shire.
Health	Low
Reputation	Low With the introduction of Policy and Scheme, this has increased transparency and accountability of Council, the clubs and organisations.
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

- Six grant applications were received and assessed.
- Assistance was provided to a number of clubs to ensure the applications were completed correctly.
- All grant applications met the selection criteria outlined in the Grant Guidelines.
- It has been raised that the Shire could consider running the Community Grants Program to be open all year round (similar to the Business Support Grants).



Community Grants Program Assessment

Grants 2,3,4 | 2022-23 Round 1

Jennifer Gren

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 Wamenusking Sports Club..... **Error! Bookmark not defined.**

REQUESTS SUMMARY

Club	Grant	Amount	Project	Criteria 1 (40%)	Criteria 2 (20%)	Criteria 3 (40%)	Weighted Total
Quairading Ladies Hockey Club	2	\$306.00	Seeking funds to purchase hockey equipment	5	5	5	5.0
Quairading Football and Netball Club	2	\$1,400.00	Seeking funds to assist with event costs (- the Club winter Hoedown	5	5	5	5.0
Quairading Golf Club	2	\$2,330.00	Seeking funds for the Avon Valley Ladies Golf Association District Championship which will be held in Quairading.	5	5	5	5.0
Quairading Tourist & Tiny Town Committee	2	\$1,188.00	Seeking funding to assist with a Mural at the Quairading Farmers Co-Op Courtyard	4	4	4	5.0
Quairading Tourist & Tiny Town Committee	4	\$3,500.00	Seeking funds to assist with the annual clean and tidy day.	5	4	4	5.0
Wamenusking Sports Club	4	\$900.00	Seeking funds for insurance costs	5	5	4	4.8
TOTAL REQUESTED		\$9,624.00					

BUDGET BREAKDOWN SUMMARY

Council's position is to fund to a maximum of one third of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.

It must be noted, however, that external funding is not always available to local groups. The resourcing and capacity of small regional community groups are not able to sustain their Clubs at the current rate of participation and Club income. They rely heavily on funding opportunities like this to run successful, well equipped clubs that align and complement the Shire's Strategic Community Plans and Policies.

Club	Grant	Council		Club		External		Total	Comment
		Amount	%	Amount	%	Amount	%		
Quairading Ladies Hockey Club	2	\$306.00	33%	\$615.00	67%	\$0	0%	\$921.00	
Wamenusking Sports Club	4	\$900.00	33%	\$1,802.00	67%	\$0	0%	\$2,702.00	
Quairading Football and Netball Club	2	\$1,400.00	20%	\$5,530.00	80%	\$0	0%	\$6,930.00	
Quairading Golf Club	2	\$2,330.00	13%	\$11,000.00	63%	\$4,000.00	24%	\$17,330.00	
Quairading Tourist & Tiny Town Committee	4	\$3,500.00	81%	\$800.00	91%	\$0	0%	\$4,3000.00	Grant 4 (Not applicable)
Quairading Tourist & Tiny Town Committee	2	\$1,188.00	33%	\$2,412.00	67%	\$0	0%	\$3,600.00	
TOTAL REQUESTED		\$9624.00		\$22,159.00		\$4,000.00		\$35,783	

Grant Type:	1	2	3	4
Applicant Information				
Name of Club/ Organisation	Quairading Ladies Hockey Club (Junior)			
Contact Person	Jaime Garrett	Position	Junior Coordinator	
Contact Phone	0417 991 470			
Project Description	Seeking funds to purchase hockey equipment.			

Criteria 1 – Community (40%)	SCORE	5
• Does the request align with Shire’s Strategic Community Plan?	Yes S1.1 & S1.2.	
• Identified and demonstrated need?	The club has not purchased equipment for several years and the current equipment is in despair and the wrong size.	
• Benefits to the Community	The purchase of the equipment will allow more youth to be involved and the new equipment will enable the athletes to play hockey safely. In addition it provides additional support to parents as they don't have to purchase equipment for their child.	

Criteria 2 – Organisation (20%)	SCORE	5
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	AGM & regular meetings	
• Membership Numbers	18 (Juniors only)	
• Financial Management (<i>strong v weak</i>)	Strong – linked with senior club	
• Capacity to Complete Project (<i>strong v weak</i>)	Strong	

Criteria 3 – Project Cycle (40%)	SCORE	5
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$921.00	
Applicant Group / Club	\$615.00	
Council	\$306.00	
Other External Funding	\$0.00	
• Capacity to meet any ongoing costs of project	Yes	

Comments:	The Quairading Ladies Junior hockey club provides important opportunities for youth Hockey in Quairading. They are requesting assistance to purchase new equipment (new sticks, balls, shin pads) for players to enjoy and play hockey safely. The club keeps fees at a minimum to ensure no kids miss out on learning the game.
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SHIRE OF QUAIRADING

ASSESSMENT CRITERIA

2022-23 COMMUNITY GRANTS PROCESS

Community Grant Assessment 2022-23

Grant Type:	1	2	3	4
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Applicant Information			
Name of Club/ Organisation	Quairading Football and Netball Club		
Contact Person	Jill Hayes	Position	Treasurer
Contact Phone	0459 220 053		
Project Description	Seeking funds to assist with event costs (- the Club winter Hoedown)		

Criteria 1 – Community (40%)	SCORE	5
• Does the request align with Shire’s Strategic Community Plan?	Yes S1.1, S1.2	
• Identified and demonstrated need?	This club provides a way for local people to come together with a common interest to share experiences and learn new skills. This event provides additional fundraising opportunity for the club.	
• Benefits to the Community	The Quairading Football and Netball Club caters for many sectors of the community. The Club has actively sought funding to assist in fundraising to keep the Club sustainable into the future. The Club strives to create a culture which is warm and welcoming, and this event will bring everyone together.	

Criteria 2 – Organisation (20%)	SCORE	5
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	AGM & regular meetings, regular Netball and Football games through Association	
• Membership Numbers	50	
• Financial Management (<i>strong v weak</i>)	Strong	
• Capacity to Complete Project (<i>strong v weak</i>)	Strong	

Criteria 3 – Project Cycle (40%)	SCORE	5
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$3,930.00	
Applicant Group / Club	\$5,530.00	
Council	\$1,400.00	
Other External Funding	\$0.00	
• Capacity to meet any ongoing costs of project	Yes	

SHIRE OF QUAIRADING

ASSESSMENT CRITERIA

2022-23 COMMUNITY GRANTS PROCESS

Community Grant Assessment 2022-23

Comments:	The Quairading Football and Netball Club caters for many sectors of the community. This event provides an opportunity for the club to fundraiser as well as bringing all the community together.
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SHIRE OF QUAIRADING

ASSESSMENT CRITERIA

2022-23 COMMUNITY GRANTS PROCESS

Community Grant Assessment 2022-23

Grant Type:	1	2	3	4
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Applicant Information			
Name of Club/ Organisation	Quairading Golf Club Inc.		
Contact Person	Sharon Richards	Position	Committee Member
Contact Phone	0429 466 249		
Project Description	Seeking funds for the Avon Valley Ladies Golf Association District Championship which will be held in Quairading.		

Criteria 1 – Community (40%)	SCORE	5
• Does the request align with Shire’s Strategic Community Plan?	Yes S1.2, S1.4 & S2.3	
• Identified and demonstrated need?	The Golf club provides weekly activities to many locals and juniors. This is a large event for the community with over 100+ ladies coming to Quairading from other surrounding communities.	
• Benefits to the Community	Large events like this one, especially with the number of people spending three days in Quairading will have a ripple effect through the community and directly / indirectly have a positive impact on local businesses and the community	

Criteria 2 – Organisation (20%)	SCORE	5
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	AGM & regular meetings	
• Membership Numbers	70 (50 senior and 20 juniors)	
• Financial Management (<i>strong v weak</i>)	Strong	
• Capacity to Complete Project (<i>strong v weak</i>)	Strong	

Criteria 3 – Project Cycle (40%)	SCORE	5
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$17,300.00	
Applicant Group / Club	\$11,000.00	
Council	\$2,330.00	
Other External Funding	\$4,000.00	
• Capacity to meet any ongoing costs of project	Yes	

Comments:	This is a large event for the golf club and will showcase the Shire of Quairading and its community.
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SHIRE OF QUAIRADING

ASSESSMENT CRITERIA

2022-23 COMMUNITY GRANTS PROCESS

Community Grant Assessment 2022-23

Grant Type:	1	2	3	4
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Applicant Information			
Name of Club/ Organisation	Quairading Tourist and Tidy Town Committee		
Contact Person	Phyllis Brown	Position	Secretary
Contact Phone	0429 451 245		
Project Description	Seeking funding to assist with a Mural at the Quairading Farmers Co-Op Courtyard		

Criteria 1 – Community (40%)	SCORE	4
• Does the request align with Shire’s Strategic Community Plan?	Yes S3.2	
• Identified and demonstrated need?	The club aim it to enhance the town of Quairading, by keeping it clean, tidy and inviting to visitors.	
• Benefits to the Community	Mural will create an addition to the amin street, improving the streetscape and encouraging visitors, tourists to use this public space.	

Criteria 2 – Organisation (20%)	SCORE	4
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	AGM and volunteer committee meets monthly.	
• Membership Numbers	16	
• Financial Management (<i>strong v weak</i>)	Strong	
• Capacity to Complete Project (<i>strong v weak</i>)	Strong	

Criteria 3 – Project Cycle (40%)	SCORE	4
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$3,600.00	
Applicant Group / Club	\$2,412.00	
Council	\$1,188.00	
Other External Funding	\$0.00	
• Capacity to meet any ongoing costs of project	N/A	

Comments:	The mural will be painted by Charlie Colbung and will create a more inviting landscape in the main street. The organisation has support from the Co-op board to undertake construction of panels and complete the mural
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SHIRE OF QUAIRADING

ASSESSMENT CRITERIA

2022-23 COMMUNITY GRANTS PROCESS

Community Grant Assessment 2022-23

Grant Type:	1	2	3	4
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Applicant Information			
Name of Club/ Organisation	Quairading Tourist and Tidy Town Committee		
Contact Person	Phyllis Brown	Position	Secretary
Contact Phone	0429 451 245		
Project Description	Seeking funds to assist with the annual clean and Tidy day.		

Criteria 1 – Community (40%)	SCORE	5
• Does the request align with Shire’s Strategic Community Plan?	Yes S1.1, S1.4 S3.2	
• Identified and demonstrated need?	This will provide additional benefit on top of what the Shire already currently does around the community. The costs are all related to the maintenance costs of the organisation.	
• Benefits to the Community	Will continue allow the railway museum to be open to visitors to Quairading. In addition, this event will enhance the town of Quairading.	

Criteria 2 – Organisation (20%)	SCORE	4
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	AGM and volunteer committee	
• Membership Numbers	16	
• Financial Management (<i>strong v weak</i>)	Strong	
• Capacity to Complete Project (<i>strong v weak</i>)	Strong	

Criteria 3 – Project Cycle (40%)	SCORE	4
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$4,300.00	
Applicant Group / Club	\$800.00	
Council	\$3,500.00	
Other External Funding	\$0.00	
• Capacity to meet any ongoing costs of project	Yes	

Comments:	The club aim it to enhance the town of Quairading, by keeping it clean, tidy and inviting to visitors. This event will encourage all locals to be involved and support with an annual clean up of the Quairading area.
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Grant Type:	1	2	3	4
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Applicant Information			
Name of Club/ Organisation	Wamenusking Sports Club		
Contact Person	Alyson Groves	Position	Secretary
Contact Phone	0488722463		
Project Description	Seeking funds for insurance costs		

Criteria 1 – Community (40%)	SCORE	4
• Does the request align with Shire’s Strategic Community Plan?	Yes S1.1 and S1.2	
• Identified and demonstrated need?	This club provides a facility to support the playing of Tennis and Archery and multiple other clubs hire this facility.	
• Benefits to the Community	The additional support to cover the bills for this club will allow all the community clubs who operate out of this facility to continue to operate at no extra cost.	

Criteria 2 – Organisation (20%)	SCORE	5
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	AGM, regular meetings	
• Membership Numbers	33	
• Financial Management (<i>strong v weak</i>)	Strong	
• Capacity to Complete Project (<i>strong v weak</i>)	Strong	

Criteria 3 – Project Cycle (40%)	SCORE	5
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$2702.00	
Applicant Group / Club	\$1802.00	
Council	\$900.00	
Other External Funding	\$0.00	
• Capacity to meet any ongoing costs of project	Yes	

Comments:	The Wamenusking Sports Club provides an important facility for multiple other clubs and activities in the Shire of Quairading. This funding will allow these clubs to continue to operate at no extra costs.
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Community Grants Application Form Grant 2 – Small Grants \$500 - \$2500 2023

APPLICANT DETAILS

Name of Organisation	Quairading Ladies Hockey Club
Contact Person	Jaime Garrett
Position	Juniors Coordinator
Contact Phone Number	0417991470
Email Address	jamo26_12@hotmail.com
Postal Address	29 Powell Crescent, Quairading
Organisation's ABN:	21 613 480 867
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	BSB: 036-172
	Account: 761433

The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.

Please provide membership numbers for the previous financial year.			
Adults	14	Juniors	18
Volunteers	5	Paid Staff	0
Have you received support from Council previously?	Yes		
Year: 2022	Amount: \$500 (in-kind)		
Does your organisation receive any other source of funding? If yes, what?	Yes, sponsorship from local businesses to allow us to provide weekly awards to recognise senior players throughout the season. There is no additional funding for our juniors.		

Shire of Quairading – Community Grants
Grant 2 Application Form


What is your club's current financial position?	Transaction Account \$1110.09	Cash Reserves \$5287.40
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Shire of Quairading – Community Grants
Grant 2 Application Form

PROJECT / EVENT DETAILS:

<p>PROJECT TITLE: Junior Hockey Equipment Replacement</p>
<p>Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-</p> <ul style="list-style-type: none"> • The main services / activities your Club / Organisation provides and how this project / event works to progress those • How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?); • How your organisation is going to manage and deliver your project; • How will your organisation fund or maintain your event or project on an ongoing basis (if relevant) • Attach any supporting documentation such as meeting minutes, project plans, photos or diagrams to illustrate your request.
<p>QLHC provides junior hockey for kids aged between 6-12 years old. We train once a week and play games most weeks against other towns during Term 2. The coaches and co-ordinators are all volunteers from the community.</p> <p>Junior hockey fees are kept at a minimum (\$5 per player) to encourage as many kids as possible to participate. Therefore, we often rely on the seniors' fees to cover many of the costs incurred. Much of our shared equipment is in disrepair and the wrong size for our current and future kids.</p> <p>We will be purchasing new sticks, balls, shin pads and training bibs for players to enjoy and play hockey safely. All equipment will be stored in the junior sports room at the community building.</p> <p>I have emailed various local suppliers for quotes and the club is looking to spend about \$1000 to cover equipment for at least 15-20 junior players.</p> <p>***See attached QUOTE from Hockey International</p>

[Click Here to view the Shire's Strategic Community Plan](#)

Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire’s Strategic Plans and Policies? 

The *Strategic Community Plan 2021-31* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (starting on Page 15).

Everyone knows junior sport is a way of engaging the youth of Quairading in positive activities that promote physical and mental health and well-being.

As part of the Strategic Community Plan 2021-31:

1. Community

- **Section 1.1 Work Collaboratively with local and regional service providers to engage the community as active citizens - we have succeeded when we actively support youth development.**
- **Section 1.2 Provide social and cultural activities for all members of the community - we have succeeded when we see increased participation.**

The provision of Junior Sports directly addresses these criteria from the Strategic Plan and hockey would not be possible without the provision of equipment to make the game enjoyable and safe for all. We have membership from both the Aboriginal and non-Aboriginal community in the sport and we are a very successful club in the Quairading community, with a strong focus on youth development.

<p>Would it be possible to share your project with another group? (i.e. Is there someone you can partner with? Does your proposal duplicate an existing service?) <i>Please Comment</i></p> <p>We support QDHS during the primary winter carnival in equipping students to attend and play hockey in a safe and enjoyable way.</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
---	---	-----------------------------

MILESTONES & TIMEFRAME:

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date	Completion Date
Purchase Hockey Equipment	Jaime Garrett	10/05/2023	31/05/2023

PROJECT BUDGET & COSTINGS:

Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of \$20/hour.

Item/Activity	Supplier	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
Hockey Packs x 15	Hockey International	\$ 225	\$ 450	\$ 0

Shire of Quairading – Community Grants
Grant 2 Application Form

Training balls x 2 doz	Hockey International	\$ 22	\$ 44	\$ 0
Shin pads x 5	Hockey International	\$ 36	\$ 74	\$ 0
Training Bibs x 1	Hockey International	\$ 23	\$ 47	\$ 0
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Sub-Total Budget		\$ 306	\$ 615	\$
Total Budget		\$ 921		

External Funding – Grants / Loans / Donations	
Please provide details of any other funding your group has applied for or received that will contribute to this project: NIL	
Name of organisation/funding source/type	Status (e.g. Received, pending)

BUDGET BREAKDOWN:		
Description	Funding amount (ex GST)	Percentage (%)
Applicant Club / Organisation	\$ 615	67
External Funding (Grants / Loans / Donations)	\$ 0	0
Council	\$ 306	33
Total	\$ 921	100%

How will you acknowledge the support received from the Shire of Quairading?	We will acknowledge the contribution of the Shire by ensuring all players are aware of where the new equipment came from. We will also post a thank-you, with photo's in the local news letters and on the Shire FB site.
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CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Jaime Garrett



Signed:

Date: 30/03/2023

SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31st March (Round 1) or 30th September (Round 2).

Late applications will not be accepted.

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to: PO Box 38, Quairading WA 6383

Shire of Quairading – Community Grants
Grant 2 Application Form

Atlas junior shin pads – sm, med, lge - \$9.00

Pack price = \$39.00ea

Or if you need some packs with larger size sticks -ie: 36.5", it will be slightly more @\$ 45.00ea

Hockey Practice Dimple balls – from \$33.00/Dozen (factory seconds with logo missing or excess from production)

Minkey Balls – for ages 4-8years old – Price \$69.00/Doz, Special Deal @ \$55.00/Dozen

Adult shin pads – Atlas International Shin Pads -Sm, Med, Lge– suitable for 11 + year olds – Price \$35.00ea , we can special these for you @\$22.00ea

If you have any other queries please don't hesitate to contact us.

Kind regards

preet

Hockey International | 10/267 Scarborough Bch Rd | Mount Hawthorn | WA | 6016 | Australia

E: sales@hockeyinternational.com.au | P +61 8 61623758

From: GARRETT Jaime [Quairading District High Sch] <jaime.garrett@education.wa.edu.au>

Sent: Thursday, 30 March 2023 10:42 AM

To: sales@hockeyinternational.com.au

Subject: Hockey quote

Hi – I am the junior co-ordinator for Quairading Ladies Hockey Club (a small club in a rural town) and I am looking to increase our supply of junior sticks which we share amongst players. We have players from ages 6-11 and so would like a range of budget sticks in various sizes. We are also looking for shin pads in different sizes and new balls. I have about 15 players and about \$1000 to spend. What type of package could you offer?

Many thanks,

Jaime Garrett

Jaime Garrett

Secondary Teacher

ACSF Co-ordinator

Ballardong Nyoongar Boodja

Quairading District High School

McLennan St

Quairading

WA 6383

Jaime.Garrett@education.wa.edu.au

Ph: 08 9645 3500

From: [GARRETT Jaime \[Quairading District High Sch\]](#)
To: [Jen Green](#)
Subject: FW: Hockey quote - Quairading High School
Date: Friday, 31 March 2023 9:00:43 AM
Attachments: [image001.png](#)
[image002.png](#)
[Grant 2 Application Form 2023.docx](#)

Hi Jen – here is the Quote and I have reattached the Grant Application. You have the other documentation in the previous email.

Do I need to submit elsewhere or is it through you?

Thanks for helping me on such short notice.

Jaime

Jaime Garrett
 Secondary Teacher
 ACSF Co-ordinator
 Ballardong Nyoongar Boodja
 Quairading District High School
 McLennan St
 Quairading
 WA 6383

Jaime.Garrett@education.wa.edu.au

Ph: 08 9645 3500

signature_1993535930



I would like to acknowledge the Ballardong Nyoongar Boodja, on which we stand and the Elders past and present who share their kaardatjin with us. Nyoongar kaardatjin and language is precious and we should look after it kalyakoorl.

From: Hockey International <sales@hockeyinternational.com.au>
Date: Thursday, 30 March 2023 at 3:55 pm
To: "GARRETT Jaime [Quairading District High Sch]" <jaime.garrett@education.wa.edu.au>
Subject: Hockey quote - Quairading High School

Hi Jaime

Thank you for your query.

Please see following options for junior hockey kits;

Junior hockey pack – value \$62.00ea
 Atlas Blaze junior hockey stick -sizes 24” -34” -\$39.00e
 Atlas minkey ball - \$14.00



Community Grants Application Form Grant 2 – Small Grants \$500 - \$2500 2023

APPLICANT DETAILS

Name of Organisation	Quairading Football & Netball Club Inc
Contact Person	Jill Hayes
Position	Treasurer
Contact Phone Number	0459220053
Email Address	treasurer@quairadingbulls.com
Postal Address	N/A
Organisation's ABN:	14 687 405 076
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	BSB: 036 172 ACC: 760190


The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.

Please provide membership numbers for the previous financial year.			
Adults	50	Juniors	N/A
Volunteers	20	Paid Staff	1 (League Coach)
Have you received support from Council previously?	Not Sure		
Year: Not sure	Amount: Not sure		
Does your organisation receive any other source of funding? If yes, what?	Ad hoc grants as applied for, membership income, merchandise sales, canteen sales, bar sales, sponsorship from small businesses – all to cover the costs of the game.		
What is your club's current financial position?	Transaction Account \$23,227.24	Cash Reserves \$10,107.40 (plus term deposits per balance sheet attached)	

Shire of Quairading – Community Grants
Grant 2 Application Form

PROJECT / EVENT DETAILS:

<p>PROJECT TITLE: Quairading Football & Netball Club Winter Hoedown</p>
<p>Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-</p> <ul style="list-style-type: none"> • The main services / activities your Club / Organisation provides and how this project / event works to progress those • How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?); • How your organisation is going to manage and deliver your project; • How will your organisation fund or maintain your event or project on an ongoing basis (if relevant) • Attach any supporting documentation such as meeting minutes, project plans, photos or diagrams to illustrate your request.
<p>Our club is seeking assistance with event costs to enable our club fundraising efforts to be stretched even further, and put on an event that will attract people to visit, stay and spend in Quairading.</p> <p>The main activity of our club is facilitating games of competitive weekend football and netball, competing in the Avon Football Association. We fundraise throughout the sporting season by running a bar and canteen and home games. Our ability to fundraise is limited by the number of people who attend games and purchase from these outlets. We are requesting funding assistance from the Shire in order to create a bigger fundraising an opportunity than we'd normally be able to.</p> <p>Our organisation is well experienced with managing grant funds and coordinating local events with committee members having gained experienced in other organisations.</p> <p>We strive to create a club culture that is warm and welcoming to all and that nurtures friendships and bonding both on and off the field / court. An important part of this is holding social events. With a limited number of local players available to field a competitive league side, we have a number of players that travel from Perth. We want to create an opportunity and strong reason for these people (and their friends and families) to spend longer in our community than just the length of a game of sport, an evening event will create the need to book accommodation and buy some meals and supplies in town while they're here for the weekend.</p> <p>Our event will be a Winter Hoedown, held at the Ag Shed at the Showgrounds. It will include a Mechanical Bucking Bull where attendees can challenge each other to see how long they can last. It will also include a Reverse Shuffle Music Auction where attendees can add a song to a 100 track playlist and the last three songs played (in random order) on the night will win a prize. This ensures the music is to everyone's taste, and everyone plays a role in choosing the vibe of the event. We'll run a fundraising bar and we will have dinner available to purchase for attendees, catered either by another local group or by a visiting food truck.</p> <p>We're grateful to be able to apply for funding and support from our local Shire in this easy to complete process. We will endeavour to source funding to support the event ongoing, from a variety of different sources each year, in order to make it as beneficial a fundraising event as possible for our NFP club.</p>

Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire’s Strategic Plans and Policies? 

The *Strategic Community Plan 2021-31* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (starting on Page 15).

Our event aligns with the following points from the Strategic Community Plan:

1.2 Provide social and cultural activities for all members of the community

1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience

2.3 Shire engages stakeholders and partners to help capture local economic development initiatives (Well attended local events and celebrations)

Would it be possible to share your project with another group?
 (i.e. Is there someone you can partner with? Does your proposal duplicate an existing service?) *Please Comment* **No – though other clubs will be invited to participate, such as Quairading Ladies Hockey Club.** Yes No

MILESTONES & TIMEFRAME:

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date	Completion Date
Apply for supporting funding	Treasurer, Jill Hayes	03/03/23	31/02/23
Apply for liquor licence	Secretary, Braden Hayes	01/06/23	01/06/23
Notify Shire of event, request permit to sell and consumer alcohol on Shire property	Secretary, Braden Hayes	01/06/23	01/06/23
Book vendors	Treasurer, Jill Hayes	When funding approved	01/06/23
Advertise event	Treasurer, Jill Hayes	31/03/23	01/06/23
Set up, run, pack down event	Committee	01/07/23	02/07/23

PROJECT BUDGET & COSTINGS:

Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of \$20/hour.

Item/Activity	Supplier	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
Speaker Hire \$400	Mega Vision	\$ 400	\$ 0	\$ 0
Mechanical Bull Hire \$1000	Air-born Amusements	\$ 1000	\$ 0	\$ 0
Paid Facebook Ads \$100	Facebook	\$ 0	\$ 100	\$ 0
Catering \$2250	TBC	\$ 0	\$ 2250	\$ 0

Shire of Quairading – Community Grants
 Grant 2 Application Form

Alcohol \$3000	Quairading Club and Quairading Hotel	\$ 0	\$ 3000	\$ 0
Ice \$80	Quairading BP	\$ 0	\$ 80	\$ 0
Disposable Drinkware \$60	Quairading Rainmakers Inc	\$ 0	\$ 60	\$ 0
Printer flyers \$40	Quairading CRC	\$ 0	\$ 40	\$ 0
Sub-Total Budget		\$ 1400	\$ 5530	\$ 0
Total Budget		\$ 6930		

External Funding – Grants / Loans / Donations	
Please provide details of any other funding your group has applied for or received that will contribute to this project:	
Name of organisation/funding source/type	Status (e.g. Received, pending)
Income received through sale of catering	\$2250 expected on the night - pending
Income received through sale of alcohol / drinks	\$6000 expected on the night - pending

Shire of Quairading – Community Grants
Grant 2 Application Form

BUDGET BREAKDOWN:		
Description	Funding amount (ex GST)	Percentage (%)
Applicant Club / Organisation	\$ 5530	80%
External Funding (Grants / Loans / Donations)	\$ 0	0%
Council	\$ 1400	20%
Total	\$ 6930	100%

How will you acknowledge the support received from the Shire of Quairading?	On marketing materials and in post event Banksia Bulletin and social media reports.
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CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

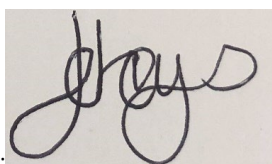
DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Jill Hayes



Signed:

Date: 31/03/23

SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31st March (Round 1) or 30th September (Round 2).

Late applications will not be accepted.

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to: PO Box 38, Quairading WA 6383

Shire of Quairading – Community Grants
Grant 2 Application Form

Balance Sheet

Quairading Football Club Inc
As at 31 March 2023

31 MAR 2023

Assets	
Bank	
Cash Reserve	10,107.40
Cheque Account	23,227.24
Term Deposit 1	60,931.38
Term Deposit 2	35,947.56
Total Bank	130,213.58
Total Assets	130,213.58
Liabilities	
Current Liabilities	
Historical Adjustment	129,791.06
Total Current Liabilities	129,791.06
Total Liabilities	129,791.06
Net Assets	422.52
Equity	
Current Year Earnings	422.52
Total Equity	422.52

AGM minutes

Quairading Football Club

Annual General Meeting Minutes

Date:	18 th October 2022
Time:	7:20pm
Place:	Quairading Football Club Changerooms

Attendees:	Tom Lee, Oscar Stone, Tom Hadlow, Jill Hayes, Greg Hayes, Shaun Simpson, Kelli Brown, Trevor Stacey, Sean Powell, Jack Richards, Brendon Stone, Braden Hayes, Richard Walker, Scott Walker, Hollee Siviour, Tamara Stacey, Ryan Powell, Dylan Johnston
Apologies:	Matt Richards, William Hadlow, Rohan Hadlow, Kaiden Johnston, Greg Richards, Robyn Richards
Proxies:	

Item	Description
1	Welcome and introductions
2	Apologies
3	Review of actions from previous annual general meeting
4	Acceptance of minutes of previous annual general meeting <i>Proposed resolution: That the minutes of the 2021 annual general meeting be accepted.</i> Moved: Tom Hadlow Seconded: Shaun Simpson Passed
5	President/Chair's report <i>Proposed resolution: That the presidents report for 2022 be accepted.</i> Moved: Jill Hayes Seconded: Greg Hayes Passed
6	Treasurer's report <i>Propose resolution: That the treasurers report for the 2022 season be accepted</i> Moved: Scott Walker Seconded: Ryan Powell Passed

7	Questions to Management Committee		
8	Proposed resolutions		
	Proposed resolution	Moved by	Passed
	The formation of the Quairading Football and Netball Club, and if passed	Sean Powell, Seconded: Shaun Simpson	Passed
	Adopt new articles of association of the Quairading Football and Netball Club, with a copy of the new articles available upon request by members	Sean Powell Seconded: Hollee Siviour	Passed
	Acceptance of new life membership Sean moved that Mark Wells be awarded life membership	Sean Powell Seconded: Richard Walker	Passed
9	Acceptance of financial statements <i>Proposed resolution: That the financial statements tabled at the annual general meeting be accepted.</i> Moved: Seconded: Passed/Not passed		
10	Acceptance of annual report <i>Proposed resolution: That the annual report tabled at the annual general meeting be accepted.</i>		

	Moved:	Seconded:	Passed/Not passed
11	Appointment of an auditor <i>Proposed resolution: That [auditor name] be appointed as Quairading Football Club auditor for the next reporting period.</i>		
	Moved:	Seconded:	Passed/Not passed
12	Election of Management Committee: Appointed: <p>Lyall Brown declared all offices vacant and Trevor Stacey called for nominations. President – Lyall Brown nominated Jack Richards: accepted Vice President – Shaun Simpson nominated Sean Powell : Accepted Secretary – Thomas Hadlow nominated Braden Hayes : Accepted Treasurer - Kelli Brown nominated Jill Hayes : Accepted Social Secretary – Lyall moved to disband social secretary and social committee Committee – Jack Richards nominated Tom Hadlow – Accepted Tom Lee nominated Ryan Powell – Accepted Riachard Walker nominated Hollee Siviour – Accepted Tom Hadlow nominated Shaun Simpson – Accepted Lyall Brown nominated Brendon Stone – Accepted Jack Richards nominated Tamara Stacey - Accepted Property manager – Financial Reviewer – Bar Manager – Tom Hadlow nominated William Hadlow – Accepted Tom Hadlow nominated Tom Lee – Declined</p>		
		Removed:	

	<p>Braden Hayes nominated Oscar Stone - Accepted</p> <p>Head Patron – Brendon Stone nominated Trevor Stacey - Accepted</p> <p>Vice Patrons – nominated en bloc</p> <p>Les Anderson, Rob Wilson, George Anderson, Richard Walker, Chris Squiers, Darryl Richards, Hank Van Elden, Allan Osborne, Scott Richards, Greg Hayes, Vincent Hadlow and Greg Richards</p> <p>Sean Powell acknowledged Lyall Brown for his services while Richard Walker acknowledged Kelli Brown</p>
13	Meeting close 8:27pm

Minute taker: Braden Hayes

Signed:



Community Grants Application Form Grant 2 – Small Grants \$500 - \$2500 2023

APPLICANT DETAILS

Name of Organisation	Quairading & Tidy Towns Committee
Contact Person	Phyllis Brown
Position	Secretary
Contact Phone Number	0429 451 245
Email Address	djbrown@wn.com.au
Postal Address	PO Box 141, Quairading WA 6383
Organisation's ABN:	Click or tap here to enter text.
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	036-172 764597

The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.

Please provide membership numbers for the previous financial year.			
Adults	16	Juniors	0
Volunteers	16	Paid Staff	0
Have you received support from Council previously?	Yes		
Year: 2022	Amount: 2500		
Does your organisation receive any other source of funding? If yes, what?	Shop sales (minimal)		
What is your club's current financial position?	Transaction Account \$6084.10	Cash Reserves \$5000	

Shire of Quairading – Community Grants
Grant 2 Application Form

PROJECT / EVENT DETAILS:

<p>PROJECT TITLE: Click or tap here to enter text.</p>		
<p>Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-</p> <ul style="list-style-type: none"> • The main services / activities your Club / Organisation provides and how this project / event works to progress those • How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?); • How your organisation is going to manage and deliver your project; • How will your organisation fund or maintain your event or project on an ongoing basis (if relevant) • Attach any supporting documentation such as meeting minutes, project plans, photos or diagrams to illustrate your request. 		
<ul style="list-style-type: none"> - The Tourist & Tidy Towns Committee’s (TTTC) main aim is to enhance the town of Quairading by keeping it clean, tidy and inviting to visitors. - We have quite a lot of projects on the go and require continued support from the Shire. - We will hold the annual Quairading clean up day later in the year. - We manage the Quairading Railway Museum and open to tourists and visitors all year round. <p>The TTTC wishes to create a mural in the Quairading Farmer’s Co-op courtyard. We have engaged Charlie Colbung and he has agreed to paint a mural based on a wheatbelt landscape. We believe the mural will be an important addition to the main street, improving the streetscape and encouraging visitors, tourists and local to use the public space.</p> <p>Charlie Colbung is a celebrated local Noongar Artist who has created many public art murals in town already, including a large feature of birds at the Quairading District High School.</p> <p>The TTTC has support from the Co-op board to undertake construction of panels and complete the mural.</p>		
<p>Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire’s Strategic Plans and Policies?</p> <p>The <i>Strategic Community Plan 2021-31</i> provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (<i>starting on Page 15</i>).</p> <p>Yes</p> <p>1.1 (Community) Preservation of assets and education of our local culture and heritage 1.2 (Community) Provide social and cultural activities for all members of the community. 2.1 (Economy) Local economic diversification.</p> <p>The project will contribute to activating the main streetscape and providing a vital local meeting place and focal point for the community. By improving the streetscape, this will encourage more visitors and the potential for those visitors to spend money in the other main street shops, providing a big boost to Quairading’s local economy.</p>		
<p>Would it be possible to share your project with another group? (i.e. Is there someone you can partner with? Does your proposal duplicate an existing service?) <i>Please Comment</i></p>		<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>



MILESTONES & TIMEFRAME:

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date	Completion Date
Purchase and installation of panels	TTTC	Aug 23	Aug 23
Mural painted	Charlie Colbung	Sep 23	Sep 23

PROJECT BUDGET & COSTINGS:

Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of \$20/hour.

Item/Activity	Supplier	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
Artist fee	Charlie Colbung	\$ 588	\$ 1912	\$
Materials	Bunnings	\$ 600	\$	\$
Labour for panel installation	TTTC	\$	\$ 500	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Sub-Total Budget		\$ 1188	\$ 2412	\$
Total Budget		\$ 3600		

External Funding – Grants / Loans / Donations Please provide details of any other funding your group has applied for or received that will contribute to this project:	
Name of organisation/funding source/type	Status (e.g. Received, pending)

BUDGET BREAKDOWN:		
Description	Funding amount (ex GST)	Percentage (%)
Applicant Club / Organisation	\$ 2412	66
External Funding (Grants / Loans / Donations)	\$ 0	0
Council	\$ 1188	33
Total	\$ 3600	100%

How will you acknowledge the support received from the Shire of Quairading?	The Shire will be acknowledged on a sign near the mural plus a notice in the Banksia Bulletin.
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CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Phyllis Brown

Signed: *Phyllis Brown*.....

Date: 29/3/2023

SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31st March (Round 1) or 30th September (Round 2).

Late applications will not be accepted.

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to: PO Box 38, Quairading WA 6383

Shire of Quairading – Community Grants
Grant 2 Application Form

QUAIRADING TOURIST & TIDY TOWNS FINANCIAL REPORT FOR 27th February, 2023		
Opening balance in cheque a/c		10,295.83
Income		
Garden day	560	
Colgar funding	2,500.00	
Shire Grant <i>Gran men</i>	2,500.00	
Sale of stock	261	
Reimbursement from Bec	135	
Donations	128.1	
	6084.1	6,084.10 16,379.93
Expenditure		
Letty Mills (Paint drill) <i>sign</i>	48.68	
Graham Ellis (signs) <i>gran men</i>	2,500.00	
CRC	50	
paid out of a/c reimbursed	<i>1.135 for CASINOS. CAPORN.</i>	
Fly's r game	120.00	
Phyllis Brown (drinks club) ✓	61.50	
CRC (poster)	28.71	
	2943.89	2,943.89 13,436.04
Balance in cheque book at 27th February, 2023 is \$13,436.04		
<i>Term Deposit \$5,000.00 reinvested for 12 months maturing 16.5.2023 at 1.18%</i>		



Community Grants Application Form Grant 4 – Annual Recurrent Funding 2023

APPLICANT DETAILS

Name of Organisation	Quairading Tourist & Tidy Town Committee
Contact Person	Phyllis Brown
Position	Secretary
Contact Phone Number	0429 451 245
Email Address	djbrown@wn.com.au
Postal Address	Box 141, Quairading WA 6383
Organisation's ABN:	N/A
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	BSB 036172 A/c 764597

The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount

Please provide membership numbers for the previous financial year.			
Adults	16	Juniors	
Volunteers	16	Paid Staff	
Have you received support from Council previously?	Yes		
Year: 2022	Amount: \$ 3500		
Does your organisation receive any other source of funding? If yes, what?	No		
What is your club's current financial position?	Transaction Account \$6084.10	Cash Reserves \$5000	

Shire of Quairading – Community Grants Process
Grant 4 Application Form

PROJECT DETAILS

<p>Please provide a description of your Club’s annual maintenance and running costs that require financial assistance. You should include:-</p>
<ul style="list-style-type: none"> • The main services / activities your Club / Organisation provides. • How do you fund your activities currently and why is funding assistance from the Shire necessary; • List and justify all proposed repairs, maintenance, activities and events for your Club.
<ul style="list-style-type: none"> - The Tourist & Tidy Towns Committee’s main aim is to enhance the town of Quairading by keeping it clean, tidy and inviting to visitors. - We have quite a lot of projects on the go and require continued support from the Shire. - We will hold the annual Quairading clean up day later in the year. - We manage the Quairading Railway Museum and open to tourists and visitors all year round.

BUDGET & COSTINGS

Item/Activity	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
Pest Treatment	\$400	0.00	\$ 0
Maintenance of Railway Museum	\$1000	0.00	\$ 0
Membership, printing, rules of Association, Australia Post fees etc	\$ 500	0.00	\$ 0
Shop costs	\$ 800	\$700	\$ 0
Clean up day costs	\$ 300	\$100.00	\$ 0
New guttering	\$ 500	\$ 0	\$ 0
Sub-Total Budget	\$ 3500	\$ 800	\$ 0
Total Budget	\$ 4300.00		

External Funding – Grants / Loans / Donations	
Please provide details of any other funding your group has applied for or received that will contribute to your Club's annual running costs:	
Name of organisation/funding source/type	Status (e.g. Received, pending)
Shop income	\$300

CHECKLIST OF REQUIREMENTS:

- 1. Latest copy of financial statements
- 2. Minutes of latest AGM with listed office bearers
- 3. Photographs and quotes for proposed works to be completed (if relevant)

DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Phyllis Brown

Signed: *Phyllis Brown*.....

Date: 29/3/2023

SUBMISSION INFORMATION

All applications to be received BEFORE 4pm, 31st March 2023. **Late applications will not be accepted.**

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to: PO Box 38, Quairading WA 6383

CONTACT

For further information or assistance with this Application Form, please contact the Shire’s Grants & Projects Officer ph. 9645 1607 or email gpo@quairading.wa.gov.au



Community Grants Application Form Grant 4 – Annual Recurrent Funding 2023

PROJECT
 Please provide
 financial

APPLICANT DETAILS

Name of Organisation	Wamenusking Sports Club Inc
Contact Person	Alyson Groves
Position	Secretary
Contact Phone Number	0488722463
Email Address	wamenusking@gmail.com
Postal Address	4600 Old Beverley Road Shackleton WA 6386
Organisation's ABN:	12905780969
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	036 172 121727

The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount

Please provide membership numbers for the previous financial year.			
Adults	33	Juniors	1
Volunteers	various members	Paid Staff	0
Have you received support from Council previously?	Yes		
Year: 2022	Amount: \$ 700		
Does your organisation receive any other source of funding? If yes, what?	Yes – Occasional small amounts from people free camping on the oval and renting the clubhouse to community groups.		
What is your club's current financial position?	Transaction Account \$3465.50	Cash Reserves \$66616.84	

Shire of Quairading – Community Grants
Grant 4 Application Form

Funding Form

PROJECT DETAILS

Please provide a description of your Club's annual maintenance and running costs that require financial assistance. You should include:-

- The main services / activities your Club / Organisation provides. • How do you fund your activities currently and why is funding assistance from the Shire necessary;
- List and justify all proposed repairs, maintenance, activities and events for 20/21 for your Club.

The Wamenusking Sports Club Inc provides facilities to support the playing of tennis and archery. The premises are also used to play cards/board games in the off season and during summer when not enough tennis players. The club is also used as a community hub. Providing premises, at no cost, for local groups such as the Quairading and Rotary Clubs, Wamenusking Volunteer Fire Brigade. And a small cost to locals holding a family event and occasionally a caravan group.

The club is funded by member fees, ongoing fundraising, volunteer labour and grant funding for larger requirements.

The club was made aware that it needed to have Public Liability Insurance as well as insurance offered by the TAA (archery) and Tennis West sporting bodies. The club is requesting assistance from the Shire of Quairading to cover the cost of this insurance.

Please note costings are based on the last 12 months of operation

BUDGET & COSTINGS

Item/Activity	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
Affiliation Fees – {TAA} Traditional Archery Assoc, Tennis West	\$ 141	\$ 284	\$ 0
WFI – Public Liability Insurance, building and contents	\$ 462	925	0
	\$	\$	\$
Synergy	\$ 253	505	0
Annual subscription Xero cashbook	\$ 44	88	0
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Sub-Total Budget	\$ 900	\$ 1802	\$
Total Budget		\$ 2702.00	

External Funding – Grants / Loans / Donations
Please provide details of any other funding your group has applied for or received that will contribute to your Club's annual running costs:

Shire of Quairading – Community Grants
Grant 4 Application Form

Name of organisation/funding source/type	Status (e.g. Received, pending)
No funding for running costs	

CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Photographs and quotes for proposed works to be completed (if relevant)

DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Becky Cowcill

Signed: B. Cowcill [Treasurer][in lieu of A. Groves - secretary]

Date: 13.03.2023

SUBMISSION INFORMATION

All applications to be received BEFORE 4pm, 31st March. **Late applications will not be accepted.**

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to: PO Box 38, Quairading WA 6383

CONTACT

For further information or assistance with this Application Form, please contact the Shire’s Communications & Engagement Officer jen.green@quairading.wa.gov.au

Shire of Quairading – Community Grants
Grant 4 Application Form

Account Transactions

Wamenusking Sports Club Inc For the period 1 July 2022 to 31 March 2023

DATE	CONTACT	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE
- CHEQUE ACCOUNT									
Opening Balance				1,444.63	-	1,444.63			
7 Jul 2022	WA Return Recycling	WA Return Recycling		7.20	-	1,451.83		CHEQUE ACCOUNT	Asset
15 Jul 2022	Shire of Quairading	Shire of Quairading		1,700.00	-	3,151.83		CHEQUE ACCOUNT	Asset
18 Jul 2022	IGA Corrigin	IGA Corrigin		-	29.75	3,122.08		CHEQUE ACCOUNT	Asset
19 Jul 2022	A. Szczecinski	A. Szczecinski		2,413.29	-	5,535.37		CHEQUE ACCOUNT	Asset
19 Jul 2022	A Szczecinski	A Szczecinski		-	2,413.29	3,122.08		CHEQUE ACCOUNT	Asset
19 Jul 2022	A. Szczecinski	A. Szczecinski		-	2,413.29	708.79		CHEQUE ACCOUNT	Asset
20 Jul 2022	WA Return Recycling	WA Return Recycling		20.70	-	729.49		CHEQUE ACCOUNT	Asset
26 Jul 2022	Deposit	Deposit		2,611.00	-	3,340.49		CHEQUE ACCOUNT	Asset
2 Aug 2022	Synergy	Synergy		-	198.74	3,141.75		CHEQUE ACCOUNT	Asset
5 Aug 2022	A & B Cowcill	A & B Cowcill		-	39.00	3,102.75		CHEQUE ACCOUNT	Asset
5 Aug 2022	Quairading Community Resource Centre	Quairading Community Resource Centre		-	50.00	3,052.75		CHEQUE ACCOUNT	Asset
5 Aug 2022	K Mills	K Mills		-	214.97	2,837.78		CHEQUE ACCOUNT	Asset
24 Aug 2022	Westpac	Westpac		4,500.00	-	7,337.78		CHEQUE ACCOUNT	Asset
24 Aug 2022	Westpac	Westpac		12.40	-	7,350.18		CHEQUE ACCOUNT	Asset
25 Aug 2022	Western Power	Western Power		120.00	-	7,470.18		CHEQUE ACCOUNT	Asset
26 Aug 2022	A & B Cowcill	A & B Cowcill		-	4,779.50	2,690.68		CHEQUE ACCOUNT	Asset
1 Sep 2022	Western Power	Western Power		120.00	-	2,810.68		CHEQUE ACCOUNT	Asset
12 Sep 2022	Iga Cellarbrations	Iga Cellarbrations		-	210.98	2,599.70		CHEQUE ACCOUNT	Asset
12 Sep 2022	IGA Corrigin	IGA Corrigin		-	10.40	2,589.30		CHEQUE ACCOUNT	Asset
19 Sep 2022	K Mills	K Mills		-	33.92	2,555.38		CHEQUE ACCOUNT	Asset
19 Sep 2022	The Butchers Block	The Butchers Block		-	158.71	2,396.67		CHEQUE ACCOUNT	Asset

Account Transactions

DATE	CONTACT	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE
19 Sep 2022	P & A Groves	P & A Groves		-	32.10	2,364.57		CHEQUE ACCOUNT	Asset
20 Sep 2022	Deposit	Deposit		110.00	-	2,474.57		CHEQUE ACCOUNT	Asset
20 Sep 2022	Deposit	Deposit		115.00	-	2,589.57		CHEQUE ACCOUNT	Asset
20 Sep 2022	Deposit	Deposit		200.00	-	2,789.57		CHEQUE ACCOUNT	Asset
20 Sep 2022	Deposit	Deposit		315.90	-	3,105.47		CHEQUE ACCOUNT	Asset
21 Sep 2022	Barbecue Bazaar	Barbecue Bazaar		-	849.00	2,256.47		CHEQUE ACCOUNT	Asset
3 Oct 2022	A. Szczecinski	A. Szczecinski		45.00	-	2,301.47		CHEQUE ACCOUNT	Asset
3 Oct 2022	WA Return Recycling	WA Return Recycling		15.30	-	2,316.77		CHEQUE ACCOUNT	Asset
5 Oct 2022	V & K. Mills	K. Mills		-	51.96	2,264.81		CHEQUE ACCOUNT	Asset
6 Oct 2022	A & W George	A & W George		90.00	-	2,354.81		CHEQUE ACCOUNT	Asset
7 Oct 2022	P. Whiting	P. Whiting		45.00	-	2,399.81		CHEQUE ACCOUNT	Asset
7 Oct 2022	Synergy	Synergy		-	204.60	2,195.21		CHEQUE ACCOUNT	Asset
10 Oct 2022	R Anderson	R Anderson		55.00	-	2,250.21		CHEQUE ACCOUNT	Asset
12 Oct 2022	A & F Newton	A & F Newton		60.00	-	2,310.21		CHEQUE ACCOUNT	Asset
14 Oct 2022	A. Fulwood	A. Fulwood		55.00	-	2,365.21		CHEQUE ACCOUNT	Asset
17 Oct 2022	P & A Groves	P & A Groves		110.00	-	2,475.21		CHEQUE ACCOUNT	Asset
19 Oct 2022	A & B Cowcill	A & B Cowcill		85.00	-	2,560.21		CHEQUE ACCOUNT	Asset
21 Oct 2022	J. Bavin	J. Bavin		55.00	-	2,615.21		CHEQUE ACCOUNT	Asset
24 Oct 2022	V. Fulwood	V. Fulwood		85.00	-	2,700.21		CHEQUE ACCOUNT	Asset
24 Oct 2022	Xero	Xero		-	132.00	2,568.21		CHEQUE ACCOUNT	Asset
24 Oct 2022	Xero	Xero		25.00	-	2,593.21		CHEQUE ACCOUNT	Asset
24 Oct 2022	CAMPERS	CAMPERS		-	109.98	2,483.23		CHEQUE ACCOUNT	Asset
31 Oct 2022	IGA Corrigin	IGA Corrigin		-	215.35	2,267.88		CHEQUE ACCOUNT	Asset
31 Oct 2022	R & J Szczecinski	R & J Szczecinski		-	215.35	2,267.88		CHEQUE ACCOUNT	Asset
31 Oct 2022	R & J Szczecinski	R & J Szczecinski		70.00	-	2,337.88		CHEQUE ACCOUNT	Asset
31 Oct 2022	R & J Szczecinski	R & J Szczecinski		-	49.50	2,288.38		CHEQUE ACCOUNT	Asset
31 Oct 2022	Corrigin Supermarket	Corrigin Supermarket		-	49.50	2,288.38		CHEQUE ACCOUNT	Asset
7 Nov 2022	Tennis West	Tennis West		-	275.00	2,013.38		CHEQUE ACCOUNT	Asset
7 Nov 2022	R & J Szczecinski	R & J Szczecinski		-	23.66	1,989.72		CHEQUE ACCOUNT	Asset

Account Transactions | Wamenusking Sports Club Inc

Account Transactions

DATE	CONTACT	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE
8 Nov 2022	Deposit	Deposit		190.60	-	2,180.32		CHEQUE ACCOUNT	Asset
8 Nov 2022	Deposit	Deposit		450.15	-	2,630.47		CHEQUE ACCOUNT	Asset
14 Nov 2022	D. Griffiths	D. Griffiths		45.00	-	2,675.47		CHEQUE ACCOUNT	Asset
24 Nov 2022	WA Return Recycling	WA Return Recycling		10.70	-	2,686.17		CHEQUE ACCOUNT	Asset
28 Nov 2022	Corrigin Supermarket	Corrigin Supermarket		-	10.39	2,675.78		CHEQUE ACCOUNT	Asset
28 Nov 2022	P. Thongjaj	P. Thongjaj		90.00	-	2,765.78		CHEQUE ACCOUNT	Asset
29 Nov 2022	V & K Mills	V & K Mills		-	39.90	2,725.88		CHEQUE ACCOUNT	Asset
29 Nov 2022	Corrigin Supermarket	Corrigin Supermarket		-	0.34	2,725.54		CHEQUE ACCOUNT	Asset
1 Dec 2022	J. Stacey	J. Stacey		30.00	-	2,755.54		CHEQUE ACCOUNT	Asset
1 Dec 2022	M. Stacey	M. Stacey		30.00	-	2,785.54		CHEQUE ACCOUNT	Asset
1 Dec 2022	T. Stacey	T. Stacey		30.00	-	2,815.54		CHEQUE ACCOUNT	Asset
5 Dec 2022	M. Caporn	M. Caporn		85.00	-	2,900.54		CHEQUE ACCOUNT	Asset
8 Dec 2022	WA Return Recycling	WA Return Recycling		11.70	-	2,912.24		CHEQUE ACCOUNT	Asset
9 Dec 2022	Deposit	Deposit		685.00	-	3,597.24		CHEQUE ACCOUNT	Asset
12 Dec 2022	Saskia Korzonek	Saskia Korzonek		90.00	-	3,687.24		CHEQUE ACCOUNT	Asset
20 Dec 2022	Synergy	Synergy		-	197.85	3,489.39		CHEQUE ACCOUNT	Asset
20 Dec 2022	R & J Szczecinski	R & J Szczecinski		-	417.94	3,071.45		CHEQUE ACCOUNT	Asset
21 Dec 2022	Deposit	Deposit		570.00	-	3,641.45		CHEQUE ACCOUNT	Asset
3 Jan 2023	Deposit	Deposit		395.00	-	4,036.45		CHEQUE ACCOUNT	Asset
6 Jan 2023	Katems Supermarket	Katems Supermarket		-	24.95	4,011.50		CHEQUE ACCOUNT	Asset
23 Jan 2023	Becky Cowcill	Becky Cowcill		-	112.85	3,898.65		CHEQUE ACCOUNT	Asset
25 Jan 2023	Affordable Glass	Affordable Glass		-	165.00	3,733.65		CHEQUE ACCOUNT	Asset
9 Feb 2023	WA Return Recycling	WA Return Recycling		9.00	-	3,742.65		CHEQUE ACCOUNT	Asset
16 Feb 2023	WA Return Recycling	WA Return Recycling		9.80	-	3,752.45		CHEQUE ACCOUNT	Asset
20 Feb 2023	V & K Mills	V & K Mills		-	129.85	3,622.60		CHEQUE ACCOUNT	Asset

Account Transactions

DATE	CONTACT	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE
20 Feb 2023	Synergy	Synergy		-	157.10	3,465.50		CHEQUE ACCOUNT	Asset
Total - CHEQUE ACCOUNT				15,772.74	13,751.87	3,465.50			
Closing Balance				3,465.50	-	3,465.50			
- TERM DEPOSIT									
Opening Balance				70,290.16	-	70,290.16			
24 Aug 2022	Westpac Cheque Account	Westpac Cheque Account		-	4,500.00	65,790.16		TERM DEPOSIT	Asset
22 Nov 2022	Westpac	Westpac		348.24	-	66,138.40		TERM DEPOSIT	Asset
22 Feb 2023	Westpac	Westpac		478.44	-	66,616.84		TERM DEPOSIT	Asset
Total - TERM DEPOSIT				826.68	4,500.00	66,616.84			
Closing Balance				66,616.84	-	66,616.84			
201 - Drink Sales									
26 Jul 2022	Deposit	Deposit - Archery Weekend- Drink Sales		-	125.00	125.00	201	Drink Sales	Revenue
20 Sep 2022	Deposit	Deposit - Drink Sales		-	200.00	325.00	201	Drink Sales	Revenue
8 Nov 2022	Deposit	Deposit - Drink Sales		-	105.60	430.60	201	Drink Sales	Revenue
8 Nov 2022	Deposit	Deposit - Drink Sales		-	365.00	795.60	201	Drink Sales	Revenue
9 Dec 2022	Deposit	Deposit - Drink Sales		-	380.00	1,175.60	201	Drink Sales	Revenue
21 Dec 2022	Deposit	Deposit - Drink Sales		-	570.00	1,745.60	201	Drink Sales	Revenue
3 Jan 2023	Deposit	Deposit - Drink Sales		-	260.00	2,005.60	201	Drink Sales	Revenue
Total 201 - Drink Sales				-	2,005.60	2,005.60			
202 - Caravan Clubs/Camping									
24 Oct 2022	CAMPERS	CAMPERS		-	25.00	25.00	202	Caravan Clubs/Camping	Revenue
8 Nov 2022	Deposit	Deposit - camping		-	20.15	45.15	202	Caravan Clubs/Camping	Revenue
Total 202 - Caravan Clubs/Camping				-	45.15	45.15			
203 - Archery Other Income									
26 Jul 2022	Deposit	Deposit - Archery Weekend-Entry Fees		-	990.00	990.00	203	Archery Other Income	Revenue

Account Transactions

DATE	CONTACT	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE
26 Jul 2022	Deposit	Deposit - Archery Weekend - Tea		-	660.00	1,650.00	203	Archery Other Income	Revenue
26 Jul 2022	Deposit	Deposit - Archery Weekend- Breakfast & Lunch		-	401.00	2,051.00	203	Archery Other Income	Revenue
26 Jul 2022	Deposit	Deposit - Archery Weekend-Raffles		-	310.00	2,361.00	203	Archery Other Income	Revenue
Total 203 - Archery Other Income				-	2,361.00	2,361.00			
204 - Catering Income									
20 Sep 2022	Deposit	Deposit - AGM Tea leftover from car rally		-	115.00	115.00	204	Catering Income	Revenue
20 Sep 2022	Deposit	Deposit - Car Rally Lunch Sales		-	315.90	430.90	204	Catering Income	Revenue
Total 204 - Catering Income				-	430.90	430.90			
206 - Donations In									
9 Dec 2022	Deposit	Deposit - Murray		-	20.00	20.00	206	Donations In	Revenue
Total 206 - Donations In				-	20.00	20.00			
208 - Membership									
3 Oct 2022	A. Szczecinski	A. Szczecinski - A. Szczecinski Archery Membership		-	45.00	45.00	208	Membership	Revenue
6 Oct 2022	A & W George	A & W George - A & W George Archery Membership		-	90.00	135.00	208	Membership	Revenue
7 Oct 2022	P. Whiting	P. Whiting - P. Whiting Archery Membership		-	45.00	180.00	208	Membership	Revenue
10 Oct 2022	R Anderson	R Anderson - R. Anderson Tennis Subs		-	55.00	235.00	208	Membership	Revenue
12 Oct 2022	A & F Newton	A & F Newton - A & F Newton Social Membership		-	60.00	295.00	208	Membership	Revenue
14 Oct 2022	A. Fulwood	A. Fulwood - A. Fulwood Tennis Subs		-	55.00	350.00	208	Membership	Revenue
17 Oct 2022	P & A Groves	P & A Groves - P & A Groves Tennis Subs		-	110.00	460.00	208	Membership	Revenue
19 Oct 2022	A & B Cowcill	A & B Cowcill - B. Cowcill Tennis Subs		-	55.00	515.00	208	Membership	Revenue
19 Oct 2022	A & B Cowcill	A & B Cowcill - A. Cowcill Social Subs		-	30.00	545.00	208	Membership	Revenue
21 Oct 2022	J. Bavin	J. Bavin - J. Bavin Tennis Subs		-	55.00	600.00	208	Membership	Revenue
24 Oct 2022	V. Fulwood	V. Fulwood		-	85.00	685.00	208	Membership	Revenue
31 Oct 2022	R & J Szczecinski	R & J Szczecinski		-	70.00	755.00	208	Membership	Revenue
8 Nov 2022	Deposit	Deposit - membership, V & K Mills		-	85.00	840.00	208	Membership	Revenue

Account Transactions

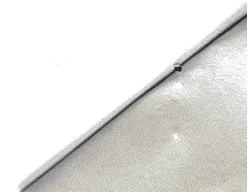
DATE	CONTACT	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE
8 Nov 2022	Deposit	Deposit - A. gentlemen		-	45.00	885.00	208	Membership	Revenue
14 Nov 2022	D. Griffiths	D. Griffiths		-	45.00	930.00	208	Membership	Revenue
28 Nov 2022	P. Thongjaj	P. Thongjaj - Pera and Arun		-	90.00	1,020.00	208	Membership	Revenue
1 Dec 2022	J. Stacey	J. Stacey		-	30.00	1,050.00	208	Membership	Revenue
1 Dec 2022	M. Stacey	M. Stacey		-	30.00	1,080.00	208	Membership	Revenue
1 Dec 2022	T. Stacey	T. Stacey		-	30.00	1,110.00	208	Membership	Revenue
5 Dec 2022	M. Caporn	M. Caporn - Mervyn And Andrew		-	85.00	1,195.00	208	Membership	Revenue
9 Dec 2022	Deposit	Deposit - G. Hughes		-	55.00	1,250.00	208	Membership	Revenue
9 Dec 2022	Deposit	Deposit - M. Williams		-	30.00	1,280.00	208	Membership	Revenue
12 Dec 2022	Saskia Korzonek	Saskia Korzonek - Dean and Saskia		-	90.00	1,370.00	208	Membership	Revenue
3 Jan 2023	Deposit	Deposit - P. Cummings		-	45.00	1,415.00	208	Membership	Revenue
Total 208 - Membership				-	1,415.00	1,415.00			
209 - Archery Playing Fees									
19 Jul 2022	A. Szczecinski	A. Szczecinski - Bank Processing error		-	2,413.29	2,413.29	209	Archery Playing Fees	Revenue
26 Jul 2022	Deposit	Deposit - Archery Weekly Playing Fees		-	125.00	2,538.29	209	Archery Playing Fees	Revenue
20 Sep 2022	Deposit	Deposit - Archery Playing Fees		-	110.00	2,648.29	209	Archery Playing Fees	Revenue
9 Dec 2022	Deposit	Deposit		-	200.00	2,848.29	209	Archery Playing Fees	Revenue
3 Jan 2023	Deposit	Deposit		-	90.00	2,938.29	209	Archery Playing Fees	Revenue
Total 209 - Archery Playing Fees				-	2,938.29	2,938.29			
213 - Grants									
15 Jul 2022	Shire of Quairading	Shire of Quairading - Recurrent Grant-Maintenance Club		-	700.00	700.00	213	Grants	Revenue
15 Jul 2022	Shire of Quairading	Shire of Quairading - Small Grant-Targets Open Day		-	1,000.00	1,700.00	213	Grants	Revenue
Total 213 - Grants				-	1,700.00	1,700.00			
215 - Other Income									
24 Aug 2022	Westpac	Westpac - New Fridge-extra funds needed from term deposit		-	4,500.00	4,500.00	215	Other Income	Revenue

Account Transactions

DATE	CONTACT	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE
25 Aug 2022	Western Power	Western Power - Extended Outage Payment		-	120.00	4,620.00	215	Other Income	Revenue
1 Sep 2022	Western Power	Western Power - extended power outage payment		-	120.00	4,740.00	215	Other Income	Revenue
Total 215 - Other Income				-	4,740.00	4,740.00			
216 - Containers for Change									
7 Jul 2022	WA Return Recycling	WA Return Recycling - Recycled Container deposit		-	7.20	7.20	216	Containers for Change	Revenue
20 Jul 2022	WA Return Recycling	WA Return Recycling - Recycled Container deposit		-	20.70	27.90	216	Containers for Change	Revenue
3 Oct 2022	WA Return Recycling	WA Return Recycling - Recycled Container deposit		-	15.30	43.20	216	Containers for Change	Revenue
24 Nov 2022	WA Return Recycling	WA Return Recycling - Recycled Container deposit		-	10.70	53.90	216	Containers for Change	Revenue
8 Dec 2022	WA Return Recycling	WA Return Recycling - Recycled Container deposit		-	11.70	65.60	216	Containers for Change	Revenue
9 Feb 2023	WA Return Recycling	WA Return Recycling - Recycled Container deposit		-	9.00	74.60	216	Containers for Change	Revenue
16 Feb 2023	WA Return Recycling	WA Return Recycling - Recycled Container deposit		-	9.80	84.40	216	Containers for Change	Revenue
Total 216 - Containers for Change				-	84.40	84.40			
270 - Interest Income									
24 Aug 2022	Westpac	Westpac - Term Deposit Interest		-	12.40	12.40	270	Interest Income	Revenue
22 Nov 2022	Westpac	Westpac - interest		-	348.24	360.64	270	Interest Income	Revenue
22 Feb 2023	Westpac	Westpac - Interest		-	478.44	839.08	270	Interest Income	Revenue
Total 270 - Interest Income				-	839.08	839.08			
401 - Archery Expenses									
19 Jul 2022	A Szczecinski	A Szczecinski - Bank Processing error		2,413.29	-	2,413.29	401	Archery Expenses	Expense
19 Jul 2022	A. Szczecinski	A. Szczecinski - 3D Targets-Apex Hunting		1,499.52	-	3,912.81	401	Archery Expenses	Expense
19 Jul 2022	A. Szczecinski	A. Szczecinski - Archery Supplies - 20xWaterproof targets		56.20	-	3,969.01	401	Archery Expenses	Expense
19 Jul 2022	A. Szczecinski	A. Szczecinski - Bunnings Gift cardsx5 @\$20		100.00	-	4,069.01	401	Archery Expenses	Expense

Account Transactions

DATE	CONTACT	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE
19 Jul 2022	A. Szczecinski	A. Szczecinski - Food		699.67	-	4,768.68	401	Archery Expenses	Expense
Total 401 - Archery Expenses				4,768.68	-	4,768.68			
404 - Bank Fees									
8 Nov 2022	Deposit	Deposit - Ball fees		-	20.00	(20.00)	404	Bank Fees	Expense
Total 404 - Bank Fees				-	20.00	(20.00)			
405 - Drink Purchases									
5 Aug 2022	K Mills	K Mills - Re-imbusement for drinks purchased		214.97	-	214.97	405	Drink Purchases	Expense
12 Sep 2022	Iga Cellarbrations	Iga Cellarbrations - 2x wine gift for reviewer		32.00	-	246.97	405	Drink Purchases	Expense
12 Sep 2022	Iga Cellarbrations	Iga Cellarbrations - drink purchases		178.98	-	425.95	405	Drink Purchases	Expense
19 Sep 2022	K Mills	K Mills - Cooldrinks		33.92	-	459.87	405	Drink Purchases	Expense
31 Oct 2022	IGA Corrigin	IGA Corrigin		109.98	-	569.85	405	Drink Purchases	Expense
31 Oct 2022	R & J Szczecinski	R & J Szczecinski		215.35	-	785.20	405	Drink Purchases	Expense
7 Nov 2022	R & J Szczecinski	R & J Szczecinski		23.66	-	808.86	405	Drink Purchases	Expense
20 Dec 2022	R & J Szczecinski	R & J Szczecinski		417.94	-	1,226.80	405	Drink Purchases	Expense
6 Jan 2023	Katems Supermarket	Katems Supermarket		24.95	-	1,251.75	405	Drink Purchases	Expense
20 Feb 2023	V & K Mills	V & K Mills		129.85	-	1,381.60	405	Drink Purchases	Expense
Total 405 - Drink Purchases				1,381.60	-	1,381.60			
407 - Catering Expenses									
19 Sep 2022	The Butchers Block	The Butchers Block - Car Rally Hamburger Patties		115.00	-	115.00	407	Catering Expenses	Expense
19 Sep 2022	The Butchers Block	The Butchers Block - Car Rally Sausages		43.71	-	158.71	407	Catering Expenses	Expense
19 Sep 2022	P & A Groves	P & A Groves - Car Rally Bread Rolls 6 pack		17.10	-	175.81	407	Catering Expenses	Expense
19 Sep 2022	P & A Groves	P & A Groves - Car Rally Burger Rolls 6 pack		15.00	-	190.81	407	Catering Expenses	Expense
Total 407 - Catering Expenses				190.81	-	190.81			
409 - Clubhouse Supplies									
18 Jul 2022	IGA Corrigin	IGA Corrigin - Kitchen Supplies		20.75	-	20.75	409	Clubhouse Supplies	Expense



Account Transactions

DATE	CONTACT	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE
18 Jul 2022	IGA Corrigin	IGA Corrigin - Toilet Paper		9.00	-	29.75	409	Clubhouse Supplies	Expense
12 Sep 2022	IGA Corrigin	IGA Corrigin - toilet cleaning supplies		5.60	-	35.35	409	Clubhouse Supplies	Expense
12 Sep 2022	IGA Corrigin	IGA Corrigin - kitchen detergent		4.80	-	40.15	409	Clubhouse Supplies	Expense
31 Oct 2022	Corrigin Supermarket	Corrigin Supermarket		49.50	-	89.65	409	Clubhouse Supplies	Expense
28 Nov 2022	Corrigin Supermarket	Corrigin Supermarket		10.39	-	100.04	409	Clubhouse Supplies	Expense
29 Nov 2022	Corrigin Supermarket	Corrigin Supermarket		0.34	-	100.38	409	Clubhouse Supplies	Expense
23 Jan 2023	Becky Cowcill	Becky Cowcill - security cameras/ no cash signs		69.86	-	170.24	409	Clubhouse Supplies	Expense
23 Jan 2023	Becky Cowcill	Becky Cowcill - laptop bag for treasurer to store books in		42.99	-	213.23	409	Clubhouse Supplies	Expense
Total 409 - Clubhouse Supplies				213.23	-	213.23			
410 - Gas Bottles									
19 Jul 2022	A. Szczecinski	A. Szczecinski - 2x LP Gas Bottle exchange		57.90	-	57.90	410	Gas Bottles	Expense
5 Oct 2022	V & K. Mills	K. Mills - Re-imburse for 2 x gas exchange		51.96	-	109.86	410	Gas Bottles	Expense
Total 410 - Gas Bottles				109.86	-	109.86			
417 - Electricity									
2 Aug 2022	Synergy	Synergy - 31/5/22-25/7/22		198.74	-	198.74	417	Electricity	Expense
7 Oct 2022	Synergy	Synergy - Electricity		204.60	-	403.34	417	Electricity	Expense
20 Dec 2022	Synergy	Synergy		197.85	-	601.19	417	Electricity	Expense
20 Feb 2023	Synergy	Synergy		157.10	-	758.29	417	Electricity	Expense
Total 417 - Electricity				758.29	-	758.29			
425 - Freight & Courier									
26 Aug 2022	A & B Cowcill	A & B Cowcill - re-imburse for delivery to quairading		379.50	-	379.50	425	Freight & Courier	Expense
Total 425 - Freight & Courier				379.50	-	379.50			
429 - General Expenses									
24 Aug 2022	Westpac Cheque Account	Westpac Cheque Account - New Double Door Fridge		4,500.00	-	4,500.00	429	General Expenses	Expense
Total 429 - General Expenses				4,500.00	-	4,500.00			

Account Transactions

DATE	CONTACT	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE
450 - Property, Plant & Equipment									
26 Aug 2022	A & B Cowcill	A & B Cowcill - re-imburse for double door display fridge		4,400.00	-	4,400.00	450	Property, Plant & Equipment	Expense
21 Sep 2022	Barbecue Bazaar	Barbecue Bazaar - Gasmate Caterer 6 BBQ BQ1051		849.00	-	5,249.00	450	Property, Plant & Equipment	Expense
Total 450 - Property, Plant & Equipment				5,249.00	-	5,249.00			
473 - Repairs and Maintenance									
5 Aug 2022	A & B Cowcill	A & B Cowcill - re-imburement for 2x garage roller door seals		39.00	-	39.00	473	Repairs and Maintenance	Expense
29 Nov 2022	V & K Mills	V & K Mills - padlock		39.90	-	78.90	473	Repairs and Maintenance	Expense
25 Jan 2023	Affordable Glass	Affordable Glass - repair kitchen window after break-in		165.00	-	243.90	473	Repairs and Maintenance	Expense
Total 473 - Repairs and Maintenance				243.90	-	243.90			
475 - Subscription/Memberships									
5 Aug 2022	Quairading Community Resource Centre	Quairading Community Resource Centre - CRC Membership for Wamo advertising		50.00	-	50.00	475	Subscription/Memberships	Expense
24 Oct 2022	Xero	Xero - annual		132.00	-	182.00	475	Subscription/Memberships	Expense
7 Nov 2022	Tennis West	Tennis West		275.00	-	457.00	475	Subscription/Memberships	Expense
Total 475 - Subscription/Memberships				457.00	-	457.00			
Total				34,851.29	34,851.29	-			

Wamenusking Sports Club Annual General Meeting 18th September 2022

Meeting Opened: 4.00 pm

Present: Becky Cowcill, Renee Anderson, Vicki Fulwood, Kelly Mills, Peter Groves, Alyson Groves, Jenna Bavin, Allen Cowcill, Peter Fulwood, Aaron Fulwood, Dave Griffiths, Andrew George, Weng George & Andrew Szczecinski.

Apologies: Mervyn Caporn, Andrew Caporn, Ryan Szczecinski, Vaughan Mills, Jenn Szczecinski, Murray Williams & Noel Stone.

2021/2022 AGM minutes true & accurate record:

Moved: Alyson Groves **Seconded:** Kelly Mills All in favour

Business arising from minutes: Nil

President Report: see attached

Archery captain's report: see attached

Tennis captain's report: to be added later. Jenn Szczecinski unavailable due to surgery.

All reports moved by: Andrew Szczecinski **Seconded by:** Peter Groves All in favour

Treasurers Report: see attached

Moved by: Vicki Fulwood **Seconded by:** Dave Griffiths All in favour

Election of office bearers

Role	Nominated	Nom. By	Accepted
President	Kelly Mills	Vicki Fulwood	Yes
Vice president	Jenna Bavin Andrew George	Becky Cowcill Alyson Groves	Withdrawn Yes
Secretary	Alyson Groves	Becky Cowcill	Yes
Treasurer	Becky Cowcill	Jenna Bavin	Yes
Tennis Captain	Volunteer on day		
Archery Captain	Andrew Szczecinski	Andrew George	Yes
Drinks Manager	Ryan Szczecinski	Becky Cowcill	Yes
Kitchen Convenor	Aaron Fulwood	Becky Cowcill	Yes
Reviewer of books	Carol Dall	Alyson Groves	Yes
Fines Manager	Volunteer on day		
Committee Member	Andrew Szczecinski	Kelly Mills	Yes
Committee Member	Vicki Fulwood	Kelly Mills	Yes

- Vicky Fulwood will fill the drinks manager job if Ryan declines.
- It was decided to have a volunteer do the tennis captains job each week as numbers are low.
- Fines session to be a "Confession Session", when numbers allowed. To be run by a volunteer.

Moved by Jenna Bavin. Seconded by Allen Cowcill that the incoming office bearers be accepted.
All in favour.

Change of banking signatories-

Peter Groves moved a motion that Vicki Fulwood, outgoing Treasurer, be removed as signatory of the Wamenusking Sports Club Inc. That Kelly Mills be added as signatory as incoming President of Wamenusking Sports Club Inc. That Becky Cowcill, outgoing President remain a signatory as incoming Treasurer. Seconded Andrew Szczecinski. All in favour
Two persons are required to sign/authorise online banking.

Associations Online:

Alyson Groves will lodge the required annual activity statement on the Associations Online website.

Fees

Andrew George moved that the Wamenusking Sports Club membership (formally social membership) be raised to \$30. And that each member pays this in addition to archery/tennis affiliation fee. Weekly target and ball fees to remain unchanged. Seconded Peter Groves. All in favour.

It was decided to reduce the number of playing courts from 4 to 2. This will reduce the Tennis West insurance cost from \$500 to \$250.

Archery and Tennis fees will be based on the annual affiliation fees from each governing body divided by members in each group.

Senior tennis-\$25.00	Junior tennis-\$15.00	Weekly ball fee-\$2.00
WSC membership-\$30.00	Archery-\$ 15.00	Weekly target fee-\$5.00

Meeting Closed: 4.50pm

**FINANCIAL REVIEW REPORT
QUAIRADING GOLF CLUB INC.**

Dear Craig & Committee

I have conducted an independent review of the books of the Quairading Golf Club Inc. for the year ended 30th September 2022 in order to express an opinion on them.

The review included reviewing, on a test basis, evidence supporting the Income and Expenditures of the Club. Amounts registered in the source documents were compared against the bank statements provided.

Qualifications

The review was conducted in order to provide reasonable assurance as to whether the financial report is free of material misstatement.

Findings

Quairading Golf Club Inc. accounts were able to be reconciled with all bank statements when compared to the cheque and deposit records on a test basis.

The records of income and expenditure seem to represent the fair view of the financial affairs of Quairading Golf Club Inc. for the period of time given.

Financial Review Opinion

In my opinion, as per all the information provided and examined that the financial statement does present a true and fair view of the financial position of Quairading Golf Club Inc. as at 30th September 2022.



Carol L Dall (B. Com)
Financial Statement Reviewer

16/10/22
Date

CL

Balance Sheet

Quairading Golf Club

As at 30 September 2022

	30 SEP 2022	30 SEP 2021
Assets		
Bank		
Solutions One Cheque Account	28,172.77	19,116.20
Term Deposit	32,668.69	41,582.11
Total Bank	60,841.46	60,698.31
Total Assets	60,841.46	60,698.31
Liabilities		
Non-current Liabilities		
SS Loan (Shire)	1,786.84	3,503.05
Total Non-current Liabilities	1,786.84	3,503.05
Total Liabilities	1,786.84	3,503.05
Net Assets	59,054.62	57,195.26
Equity		
Current Year Earnings	1,859.36	539.97
Historical Adjustment	39,783.45	39,783.45
Retained Earnings	17,411.81	16,871.84
Total Equity	59,054.62	57,195.26



Statement Period
30 September 2022 - 31 October 2022

Westpac Community Solutions One

Account Name
QUAIRADING GOLF CLUB



THE TREASURER
QUAIRADING GOLF CLUB
PO BOX 179
QUAIRADING WA 6383

053 Customer ID
1916 3298 **QUAIRADING GOLF CLUB**

BSB Account Number
036-172 760 254

Opening Balance	+ \$28,172.77
Total Credits	+ \$26.00
Total Debits	- \$1,867.58
Closing Balance	+ \$26,331.19

TRANSACTIONS

Please check all entries on this statement and promptly inform Westpac of any possible error or unauthorised transaction



DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
30/09/22	STATEMENT OPENING BALANCE			28,172.77
06/10/22	Deposit-Osko Payment 2156210 The Quairading District Bowling Clu Biscuits		26.00	28,198.77
17/10/22	Withdrawal-Osko Payment 1410406 Chris Hadlow C. Hadlow-Gv Reimburse 16 Oct 2022	50.00		28,148.77
17/10/22	Withdrawal-Osko Payment 1410491 Av-Sec Security Av-Sec Security 16 Oct 2022	125.00		28,023.77
17/10/22	Withdrawal-Osko Payment 1414225 We & Se Shenton B. Shenton-Mowing 16 Oct 2022	220.00		27,803.77
17/10/22	Withdrawal-Osko Payment 1414739 Farmarama Farmarama 16 Oct 2022	58.30		27,745.47
17/10/22	Withdrawal-Osko Payment 1415986 Quairading Bookpost Qdg Bookpost 16 Oct 2022	193.50		27,551.97
21/10/22	Payment By Authority To Telstra Ddebit 2000085163127	50.00		27,501.97
28/10/22	Withdrawal-Osko Payment 1505625 Qdg Tyre Battery Service Qdg Tyre & Battery-Fuel	200.00		27,301.97
28/10/22	Withdrawal-Osko Payment 1506019 Shire of Quairading Qdg Shire-Loan Repayment	920.90		26,381.07
28/10/22	Withdrawal Mobile 7694926 Bpay Water Corp Water Corporation	49.88		26,331.19
31/10/22	CLOSING BALANCE			26,331.19

CONVENIENCE AT YOUR FINGERTIPS

Use Online, Mobile or Tablet Banking to pay bills, transfer funds, check your account balances and much more

S008186 / M003578 / 305 / CNECNCPIW

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

Statement No. 657 Page 1 of 3

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Profit and Loss

Quairading Golf Club

For the year ended 30 September 2022

	2022	2021
Trading Income		
AFGRI Entry	700.00	-
AFGRI Golf Day Trophy Donation	510.00	500.00
Bar Sales	23,129.85	20,746.30
Catering Income	1,482.50	1,265.00
Entry Avon Valley Ladies Golf Association	1,044.00	836.00
Entry Charity Day	150.00	1,075.00
Entry Dolin Cup /4BBB	1,820.00	2,651.00
Entry Scott J/Byfields	2,333.00	2,466.00
Entry Shattock Cup	870.00	1,453.00
Green /Buggy Hire Fees	5,381.00	6,373.00
Income other	-	685.00
Interest Income	86.58	101.58
Quairading Agri Day	680.00	-
Sponsorship /Trophy Donation	6,290.00	6,190.00
Subscriptions-Members	6,455.00	6,585.00
Summer Golf	-	1,255.20
Uniform Sales	230.00	25.00
WA Golf Competition Fees	-	74.00
Total Trading Income	51,161.93	52,281.08
Gross Profit	51,161.93	52,281.08
Operating Expenses		
Affiliation Fees Avon Valley Golf Association	170.00	220.00
Affiliation Fees Avon Valley Ladies Golf Association	50.00	50.00
Affiliation Fees Golf WA	2,401.08	2,772.66
AFGRI Day Expenses	510.00	137.91
Asset Purchase	-	3,500.00
Avon Valley Ladies Golf Association Expense	1,044.00	840.00
Bank Fees	66.00	66.00
Bar Purchases	15,321.49	12,917.88
Charity Day Expenditure	715.89	2,465.86
Cleaning	1,159.96	2,190.00
Club Trophies	1,279.80	1,070.00
Club Uniforms	-	180.62
Dolin Cup /4BBB Expenditure	1,526.47	1,181.41
Electricity	2,000.87	327.37
Gas	85.80	-
Golf WA Entry Entry	-	152.00
Insurance	552.62	3,031.00
Kitchen Expenditure	550.66	730.64

Profit and Loss

	2022	2021
licences	-	702.20
Mi Club	1,772.10	1,582.90
Miscellaneous	240.00	-
Office Expenses	971.22	1,055.47
Quairading Agri Day Expenditure	208.00	203.63
Rates	314.00	292.00
Repairs and Maintenance Buildings	745.59	1,058.73
Repairs and Maintenance Course	11,880.07	8,503.06
Scott J /Byfields Expense	3,546.28	3,442.43
Security	480.00	630.00
Shattock Cup Expenditure	954.27	1,271.92
SS Interest	150.94	336.20
Telephone & Internet	600.00	746.70
Water	5.46	82.52
Total Operating Expenses	49,302.57	51,741.11
Net Profit	1,859.36	539.97

QUAIRADING GOLF CLUB INC.

Minutes of the Annual General Meeting of the Quairading Golf Club held on the 18th of October 2022. Meeting commenced at 7.30.pm.

PRESENT: C. Anderson (Presiding), Sharon Richards, K. Johnson, M. Caporn, C. Hadlow, J. Anderson, A. Cousins, Scott Richards, B. Bond, T. Bond, G. Logan, S. Wilson, A. Johnson, F. Minchin.

APOLOGIES: were received from L. Caporn, R. Richards, C. Fraser, R. Hadlow, B. Shenton, S. Shenton.

MINUTES: That the minutes from the 2021 Annual General Meeting be accepted as a true and correct record. Moved K. Johnson, seconded Sharon Richards. **CARRIED.**

TREASURERS REPORT:

Christine Hadlow presented her report with copies available to members present. The Club has finished the year in a healthy position. Solutions Account has a balance of \$28,172.77. Term Deposit \$32,668.69.

Christine thanked Carol Dall for her help and for auditing the books and ask that a thank you letter and gift voucher be sent to Carol. All Agreed.

That the financial report be received. Moved C. Hadlow, seconded J. Anderson. **CARRIED.**

REPORTS:

The following reports were presented and are included in the Minutes File.

- President. C.G. Anderson.
- Mens' Captain. R. A. Hadlow.
- Ladies Captain. L. Caporn.
- Grounds. K. Johnson.

That the reports be received. Moved A. Johnson, seconded B. Bond. **CARRIED.**

ELECTION OF MANAGEMENT COMMITTEE.

The following were nominated and elected unopposed.

- President.....C.G. Anderson.
- Vice President.....R. Richards.
- Secretary.....F. Minchin.

- Treasurer.....C. Hadlow.
- Ladies Captain.....L. Caporn.
- Ladies Vice Captain.....A. Cousins.
- Mens’ Captain.....C. Fraser.
- Mens’ Vice Captain.....R. Hadlow.
- Committee Member Ladies.....Sharon Richards.
- Committee Member.....K. Johnson.
- Committee MemberS. Wilson.
- Patron.....Gene Stone.
- Patroness.....A. Johnson.
- Financial Reviewer.....C. Dall.

GENERAL BUSINESS:

1. **SUBS.**
 Members.....\$150.
 12 Holes..... \$85.
 9 Holes..... \$40.
 Country Members..... \$85.
 Visitors Fee.....\$10.
 That the Subs for 2023 be as above, Moved C. Hadlow, seconded Sharon Richards.
CARRIED.
2. That a Flyer be printed covering Subs, Green Fees and General Information about the Club.
 This to be handed out to prospective new members. Moved A. Johnson, seconded Scott Richards. **CARRIED.**

There being no further Business the meeting closed at 8.02.pm.



Community Grants Application Form Grant 2 – Small Grants \$500 - \$2500 2023

APPLICANT DETAILS

Name of Organisation	Quairading Golf Club Inc.
Contact Person	Sharon Richards
Position	Committee Member
Contact Phone Number	0429466249
Email Address	ssr@agn.net.au
Postal Address	PO Box 5 Quairading WA 6383
Organisation's ABN:	N/A
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	036172 760254

The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.

Please provide membership numbers for the previous financial year.			
Adults	50	Juniors	20
Volunteers	50	Paid Staff	2
Have you received support from Council previously?	Not Sure		
Year: 2019	Amount: \$3500.00		
Does your organisation receive any other source of funding? If yes, what?	No		
What is your club's current financial position?	Transaction Account \$28 172.77	Cash Reserves \$32 668.69	

Shire of Quairading – Community Grants
Grant 2 Application Form

PROJECT / EVENT DETAILS:

<p>PROJECT TITLE: Avon Valley Ladies Golf Assn District Championships</p>
<p>Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-</p>
<ul style="list-style-type: none"> • The main services / activities your Club / Organisation provides and how this project / event works to progress those • How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?); • How your organisation is going to manage and deliver your project; • How will your organisation fund or maintain your event or project on an ongoing basis (if relevant) • Attach any supporting documentation such as meeting minutes, project plans, photos or diagrams to illustrate your request.
<p>We are the only Golf Club in Quairading providing weekly activities to many locals and juniors. We are a small Club run by a Committee and volunteers. The time put in by volunteers over the season (April to October) is huge as the maintenance of the course and Clubhouse is ongoing. We pay a greenkeeper to mow but this job is also supported by many volunteer members pitching in to keep the cost down.</p> <p>We are hosting our annual Avon Valley Ladies Golf Association Championships from the 2nd to 4th August 2023 which consists of approx. 100+ ladies residing in Quairading over the 3 or 4 days to compete in the event. We host this event every 10 years in our District. Ladies participate from approx. 12 Clubs within the Avon Valley. It is always a fun and happy event bringing many towns together.</p> <p>With hosting this event there is obviously a lot of work and cost involved and yet again this comes down to our Members and their time and money. We call on the members to donate their time to prepare the course and cater for all the participants over the three days. We are endeavouring to avoid asking members for more money contributions by requesting a grant from the Shire to help cover the cost of our raffles and/or trophies.</p> <p>We also provide a gift on arrival which is normally a small token of our appreciation and we try and include something local in this gift. This year a few of us volunteers are making pouches/purses and we will fill them with a local souvenir.</p> <p>We also provide a novelty for each hole on the first day of the tournament which is 18 prizes normally valued at around \$10 each. This year we are covering small planters with fabric and potting them with succulents that have been grown locally.</p>

Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire’s Strategic Plans and Policies?

The *Strategic Community Plan 2021-31* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (starting on Page 15).

This proposal will bring many visitors to Quairading and spending their money in Quairading. They will be living in local accommodation including the caravan park so it is an ideal event for us to show everything Quairading has to offer. We also have an entertainment evening on one night so it is the perfect opportunity for us to showcase our local talent as well.

The event complements and aligns with several priorities in the Shire’s Strategic Community Plan including:

1.2 Provide social and cultural activities for all members of the community

1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience

Sports events have a ripple effect on a community, directly and indirectly impacting businesses and service providers. Sports events are a positive, rewarding way to generate local business and shine a regional spotlight on the host destination of Quairading.

Sport plays an important role in rural, regional, and remote Australia. It can bring communities together; contribute positively to community identity and sense of place; promote social interaction and inclusion; and, play an important role in providing opportunities for physical activity and improved health outcomes.

Sport, and in particular, organised sport, is an important part of many Australians' lives. It has benefits, not only for physical health and fitness, but also provides valuable social opportunities like being part of a team, meeting up with friends, and having fun. These social aspects can also play a big part in helping participants, whether they are playing or volunteering, to manage their mental and social wellbeing.

<p>Would it be possible to share your project with another group? (i.e. Is there someone you can partner with? Does your proposal duplicate an existing service?) <i>Please Comment</i> No</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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MILESTONES & TIMEFRAME:

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date	Completion Date
Raffles	Sharon	April 2023	July 2023
Attendance gifts and novelties	Sharon	February 2023	July 2023

Shire of Quairading – Community Grants
 Grant 2 Application Form

PROJECT BUDGET & COSTINGS:

Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of \$20/hour.

Item/Activity	Supplier	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
Main Raffle crochet blanket – run over 3 days – cost of yarn only, labour is donated	Emma Jane Siviour	\$ 180	\$ 0	\$ 0
Wednesday Raffles (3)	Various	\$ 450	\$ 0	\$ 0
Thursday Raffles (3)	Various	\$ 450	\$ 0	\$ 0
Friday Raffles (3)	Various	\$ 450	\$ 0	\$ 0
Wednesday attendance gift – cost of fabric only, labour is donated (100)	Sharon & Robyn	\$ 400	\$ 0	\$ 0
Novelties for Wednesday (18)	Sharon & Robyn	\$ 100	\$ 0	\$ 0
Local souvenir to go in gift bag (100)	Locally	\$ 300	\$ 0	\$ 0
Trophies		\$ 0	\$ 4 000	\$ 0
Catering		\$ 0	\$ 8 000	\$ 0
Advertising & Promotion		\$ 0	\$ 500	\$ 0
Decorations		\$ 0	\$ 500	\$ 0
Golf Equipment		\$ 0	\$ 1 000	\$ 0
Mowing expenses		\$ 0	\$ 1 000	\$ 0
Sub-Total Budget		\$ 2330	\$ 15 000	\$0.00
Total Budget		\$ 17 330		

External Funding – Grants / Loans / Donations	
Please provide details of any other funding your group has applied for or received that will contribute to this project: At this point we have no other grants, loans or donations so the extra costs involved will have to come from the Golf Club’s funds.	
Name of organisation/funding source/type NIL	Status (e.g. Received, pending)

BUDGET BREAKDOWN:		
Description	Funding amount (ex GST)	Percentage (%)
Applicant Club / Organisation	\$ 15 000	87
External Funding (Grants / Loans / Donations)	\$ 0	0
Council	\$ 2330	13
Total	\$ 17 330	100%

How will you acknowledge the support received from the Shire of Quairading?	Advertising prior to event and at time of event. Invitation for staff or Councillor to present prizes.
---	--

CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Sharon Richards

Signed: *Sharon Richards*

Date: 2nd February 2023

SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31st March (Round 1) or 30th September (Round 2).

Late applications will not be accepted.

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to: PO Box 38, Quairading WA 6383

Shire of Quairading – Community Grants
Grant 2 Application Form

12.3 Underperformance & Misconduct Policy

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments 1. Underperformance & Misconduct Policy [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council adopt the Underperformance & Misconduct Policy.

IN BRIEF

Currently the Shire does not have an Underperformance & Misconduct Policy in place, meaning there is no procedure or guiding document in place to follow when a staff member is underperforming or partaking in misconduct that requires intervention. This policy has been developed to ensure consistency across the Shire in managing underperforming employees and employees who have engaged in misconduct.

MATTER FOR CONSIDERATION

That Council consider adopting the Underperformance & Misconduct Policy.

BACKGROUND

The purpose of the Underperformance & Misconduct Policy is ensure that employees are aware of behaviour that could amount to underperformance or misconduct and that all relevant parties are aware of Council's policy for dealing with both.

The policy clearly defines what constitutes underperformance and misconduct in the usual course of business at the Shire of Quairading.

This policy:

1. Defines how to identify when a staff member is underperforming or engaging in misconduct.
2. Ensure employees will understand the reasons behind the underperformance or misconduct.
3. Provides a transparent and consistent process on how to appropriately manage an underperforming employee or an employee engaging in misconduct.
4. Outlines the process and other requirements that must be enacted before lawfully being able to terminate the employment of a staff member or engage in other disciplinary action.

This policy is aligned with the Redeployment, Redundancy or Termination Policy, CEO Standards for Recruitment Performance & Termination and other relevant work place policies, Awards and legislation. The policy ensures management acts upon reported/noted underperformance and misconduct in a professional, consistent, legal, and transparent manner across the Shire.

STATUTORY ENVIRONMENT

Local Government Act 1995

Equal Opportunity Act 1984

Minimum Conditions of Employment Act 1993

Industrial Relations Act 1979

POLICY IMPLICATIONS

Bullying, Harassment & Diversity Policy

CEO Standards for Recruitment Performance and Termination

Code of Conduct Behaviour Complaints Management Policy

Employee Code of Conduct

Equal Opportunity Policy

FINANCIAL IMPLICATIONS

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

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

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

CONSULTATION

There was no consultation with any external providers in the development of this Policy.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Skills/qualifications shortage across the Shire.

Unqualified, unskilled and/or inexperienced Shire personnel increase work health and safety risks.

Low employee retention increases recruitment costs, decreases employee morale and decreases Shire reputation.

Misconduct (non-financial) by a Shire employee results in financial, legal and/or reputational damage.

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	N/A

Health	<p>Medium</p> <p><i>The implementation of this Policy gives management clearly defined guidelines on how to manage staff that are underperforming. Underperforming staff can negatively affect the culture of a workplace as well as the physical and mental wellbeing of others working with the underperforming employee.</i></p>
Reputation	<p>High</p> <p><i>This item has potential to be high if staff are underperforming.</i></p> <p><i>All staff are an integral part of the smooth running of the Shire. If a staff member is underperforming in any role, it will have a domino effect into other areas and operations in the Shire causing frustration with other workers who are having to pick up extra work to compensate for the employee.</i></p> <p><i>Staff in customer facing roles (front reception/outside crew) are a high risk of bringing reputational damage to the Shire if they are seen by the public to be underperforming.</i></p>
Operations	<p>Medium</p> <p><i>If a staff member is underperforming it will affect day to day operations and put strain on other employees that have to pick up the work.</i></p> <p><i>The Policy requires to be reviewed every two years.</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.

UNDERPERFORMANCE & MISCONDUCT POLICY

POLICY

- a. Shire of Quairading will be staffed by workers with the qualifications, skills, and abilities to perform their roles and functions to the required standard.
- b. A worker's performance will contribute (either directly or indirectly) to the health, well-being and safety of tenants and co-workers.
- c. A worker's performance will support co-workers in the performance of their roles and functions.
- d. A worker's performance will contribute to positive workplace morale.
- e. A worker's performance will contribute to the productivity and performance of the organisation as a whole.

DEFINITIONS

Bullying

Bullying refers to an individual or a group of individuals who repeatedly behave unreasonably towards a worker or a group of workers of which the worker is a member, and that behaviour creates a risk to health and safety.

Examples of workplace bullying behaviour includes:

- a. Not responding to work health and safety issues;
- b. Managers/supervisors openly venting frustration at workers;
- c. Abusive, insulting, or offensive language or comments;
- d. Unjustified criticism or complaints;
- e. Deliberately excluding someone from workplace activities;
- f. Withholding information that is vital to effective work performance;
- g. Setting unreasonable timelines or constantly changing deadlines;
- h. Setting tasks that are unreasonably below or beyond a person's skill level;
- i. Denying access to information, supervision, consultation, or resources such that it has a detriment to the worker;
- j. Spreading misinformation or malicious rumours;
- k. Changing work arrangements, such as rosters and leave, to deliberately inconvenience a particular worker or workers; and
- l. Excessive scrutiny at work.

UNDERPERFORMANCE & MISCONDUCT POLICY



Single incidents resulting in a risk to health and safety and will not be tolerated. Examples of behaviour NOT classified as workplace bullying includes:

- a. Conducting business or undertaking appropriate management action and making appropriate management decisions;
- b. Making necessary decisions to respond to poor performance or (if necessary) taking disciplinary action;
- c. Directing and controlling the way work is carried out; and
- d. Allocating work and providing fair and constructive feedback on a worker's performance.

Discrimination

Unlawful workplace discrimination occurs when an employer takes adverse action against a person who is an employee or prospective employee because of the following attributes of the person:

- a. race
- b. colour
- c. sex
- d. sexual orientation
- e. age
- f. physical or mental disability
- g. marital status
- h. family or carer's responsibilities
- i. pregnancy
- j. religion
- k. political opinion
- l. national extraction or social origin

Diversity

Workplace diversity means individual differences across the workforce and the adaption of work practices to create an inclusive environment in which all diverse skills, perspectives and backgrounds are valued. Examples of differences include:

- a. Gender;
- b. Age or life-stage;
- c. Language, ethnicity, or cultural background;
- d. Disability;
- e. Sexual orientation;
- f. Religious belief;
- g. Education;
- h. Socio-economic background;



UNDERPERFORMANCE & MISCONDUCT POLICY

- i. Personality;
- j. Geographic location;
- k. Marital status; and
- l. Family or other carer responsibilities.

Equal Opportunity

Equal opportunity means the aggregation of policies and practices in employment and other areas that prohibit discrimination against people according to race, colour, age, sex, national origin, religion, or mental or physical disability.

Harassment

Harassment is any uninvited or unwelcome behaviour that offends, humiliates, or intimidates another person, whether or not that effect is intended. This may occur as a single act, or as a series of incidents, persistent innuendoes, or threats. It can take many forms: it may be silent or loud, subtle, or openly hostile, it can be private or public. Harassment may take the form of general bullying or be specifically aimed at people with particular or different characteristics. The latter type of harassment may amount to discrimination which is unlawful.

Sexual harassment generally includes any unwelcome conduct of a sexual nature which a reasonable person would find offensive, humiliating or intimidating. It may be physical, verbal or written. Certain conduct that may be tolerated socially could constitute sexual harassment in the workplace when it is unwelcome. At the same time, sexual harassment must not be confused with conduct that has the consent of all involved.

Examples of sexual harassment include:

- a. The public display of pornography, including on the internet;
- b. Continued use of jokes containing sexual innuendo;
- c. Intrusive enquiries into another employee's private life, their sexuality or physical appearance;
- d. Persistent requests from a colleague to go for a drink (or similar) where such requests have been consistently declined;
- e. Persistent staring or leering at a person or parts of their body;
- f. Sexually offensive telephone calls;
- g. Requests for, or expectations of, sexual activity under threat, or in exchange for favours or promises of preferential treatment;
- h. Deliberate or unnecessary physical contact, such as patting, pinching, fondling, deliberate brushing up against another body, or attempts at kissing;
- i. Public displays of nudity – commonly referred to as flashing; and
- j. Sexual violence at the most extreme, sexual assault and forced attempts of sexual intercourse.

UNDERPERFORMANCE & MISCONDUCT POLICY

**Misconduct**

Behaviour by a worker that severs the relationship between the worker and the organisation and merits instant dismissal without notice or pay in lieu of notice or termination of the volunteer position. Serious misconduct dismissal requires only one instance of the damaging behaviour. Examples of serious misconduct behaviour include:

- a. Wanton disregard for the safety of others;
- b. Deliberate acts of violence or hostility;
- c. Fighting or assault on another person;
- d. Malicious damage;
- e. Financial defrauding of the organisation;
- f. Significant or repeated levels of insubordination;
- g. Falsification of documents;
- h. Defaming or criticising the organisation or any member of the organisation or a tenant or client of the organisation on social media or through any other public platform; and
- i. Defaming or criticising the organisation to other organisations, including funding and regulatory bodies

Repeated Behaviour

Repeated behaviour means the persistent nature of the behaviour and can refer to a range of behaviours over time.

Underperformance

Behaviour by a worker considered unacceptable to the organisation but not as immediately harmful to the organisation as serious misconduct. The Shire of Quairading will afford a worker every reasonable opportunity to reverse underperforming behaviour prior to consideration of termination of employment.

Underperformance or poor performance is:

- a. Unsatisfactory work performance, that is, a failure to perform the duties of the position or to perform them to the standard required;
- b. Non-compliance with workplace policies, rules, or procedures;
- c. Unacceptable behaviour in the workplace;
- d. Disruptive or negative behaviour that impacts on co-workers;
- e. Continual absenteeism;
- f. Inappropriate use of workplace facilities;
- g. Unprofessional personal appearance;
- h. Negligence; and
- i. Defaming or criticising the organisation to individual residents, clients, families, staff, or other valued stakeholders.

Underperformance is different to misconduct. Misconduct is more serious in terms of action by the worker, impact on the organisation and consequence.

UNDERPERFORMANCE & MISCONDUCT POLICY

**Unreasonable Behaviour**

Behaviour that a reasonable person (having regard for the circumstances) would consider unreasonable. This includes behaviour that is victimizing, humiliating, intimidating, or threatening.

PROCEDURES

Alleged instances of underperformance or misconduct are to be reported to the Executive Manager Corporate Services, who will guide the worker through the correct industrial relations process.

1. Underperformance**Reason for Underperformance**

- a. Shire of Quairading recognises the following potential reasons for underperformance:
 - i. A worker does not have a clear understanding of performance goals; standards; workplace policies; the consequences of non-compliance;
 - ii. Interpersonal differences;
 - iii. The worker does not have the knowledge, skills, or ability to perform the role;
 - iv. The worker has not been provided with counselling or feedback regarding individual performance;
 - v. Lack of personal motivation or low morale in the workplace;
 - vi. Personal issues (e.g. family stress; physical or mental health illness; drug or alcohol addiction);
 - vii. Cultural misunderstandings; and
 - viii. Workplace bullying.

Indication of Underperformance

- a. The line manager will attempt to understand the key drivers of performance or underperformance and will endeavour to correctly and specifically identify these drivers through daily interaction and management, without enacting a formal process.
- b. If the performance issue is not rectified within three months, the matter is to be reported to the respective Executive Manager or CEO for action. No other person is permitted to enact a formal performance management procedure.

Assess and Analyse Underperformance

- a. The line manager will endeavour to determine:
 - i. Whether the instance of underperformance is serious;
 - ii. The duration of the underperformance (how long it has been an issue); and
 - iii. The gap between what is expected by the organisation and what is being delivered by the worker.
- b. Once the underperformance has been identified and assessed the line manager will organise a first meeting with the worker to discuss the problem.
- c. The line manager will advise the worker of the purpose of the meeting in advance to enable the worker to adequately prepare for the meeting.

UNDERPERFORMANCE & MISCONDUCT POLICY



- d. The worker will be informed that they are allowed to bring a support person of choice or a union representative to the meeting.

First Meeting

- a. The first meeting will take place in a private, comfortable, and non-threatening environment, away from distractions and interruptions.
- b. The line manager will detail the issues of concerns using plain English, specific terms, and specific examples. From this conversation, the worker will be able to understand:
 - i. The nature of the underperformance;
 - ii. The gap between what is expected by the organisation and what is being delivered by the worker;
 - iii. The reasons the organisation considers the underperformance to be a concern or a problem;
 - iv. The ways in which the underperformance impacts on the organisation, or anyone associated with the organisation; and
 - v. The outcomes that the line manager wants from the meeting.
- c. The meeting will be an open discussion.
- d. The worker will have the opportunity to put forward any information the worker considers relevant to the discussion and that information will be duly considered by the line manager.
- e. The line manager will talk about the issue and not the person.
- f. The line manager will clarify detail at the request of the worker.
- g. The line manager will ensure that the worker:
 - i. Is aware of the work expectations;
 - ii. Has been shown performance requirements;
 - iii. Understands the gap between expected work performance and actual work performance.
- h. The line manager will also advise the worker of any work the worker is performing to the required standard.

First Meeting

- a. If after the initial meeting the line manager and the worker agree that a verbal warning only is required, a verbal warning will be issued and the line manager will record the fact that a verbal warning has been issued on the worker’s personnel file. The matter will close here, subject to the underperformance actions being repeated by the worker.
- b. If after the initial meeting the line manager considers a verbal warning only will not resolve the underperformance issue a first written warning will be issued and recorded on the worker’s personnel file and a second meeting will be convened within five days of the first meeting.

Second Meeting (When a Verbal Warning is not Appropriate nor Satisfactory)

- a. At the second meeting the line manager will attempt to jointly devise a solution with contribution from the worker.
- b. To determine the solution, the line manager will:
 - i. Explore ideas by asking open questions;
 - ii. Emphasise common ground;
 - iii. Keep the discussion on track;
 - iv. Focus on positive possibilities; and
 - v. Offer assistance (e.g. further training; mentoring; flexible work practices; redefining roles and expectations).
- c. A clear plan of action in the form of a Performance Agreement will be developed with the worker.
- d. The Performance Agreement will:
 - i. Reflect an understanding of performance expectations and what is to be achieved over the specified time period (performance improvement milestones);
 - ii. Clarify roles and responsibilities of the worker;
 - iii. Include strategies for training and career development;
 - iv. Include timeframes for improvement (these may vary according to the issue and the needs of the organisation, but the worker will be granted adequate time to improve performance); and
 - v. Reinforce the value and worth of the role being performed.

Third Meeting (To Review Progress)

- a. A third meeting will be set two weeks after the Performance Agreement has been enacted to review progress and discuss the worker's performance against the agreed Performance Agreement.
- b. If at this juncture the performance of the worker has not improved to a satisfactory standard, a second written warning will be issued, and a copy placed on the worker's personnel file. The warning will include detail on the nature of the underperformance and the fact that a lack of improvement by a specified date will result in a Final Written Warning.

Fourth Meeting (To Review Progress)

- a. A fourth meeting will be set at the discretion of the line manager to review progress and discuss the worker's performance against the agreed Performance Agreement.
- b. If at this juncture the performance of the worker has not improved to a satisfactory standard, a final written warning will be issued, and a copy placed on the worker's personnel file. The warning will include detail on the nature of the underperformance and the fact that a lack of improvement by a specified date will result in termination of the worker's position.

UNDERPERFORMANCE & MISCONDUCT POLICY

**Fifth Meeting (To Review Progress)**

- a. A fifth meeting will be set at the discretion of the line manager to review progress and discuss the worker's performance against the agreed Performance Agreement.

Termination of Employment

- a. If the worker's performance does not improve after performance management, additional training, counselling and/or the issuing of formal warnings and/or if the issue cannot be resolved, the employment or volunteer position will be terminated. Refer to *Redeployment, Redundancy or Termination Policy & Procedures*.

Monitor Performance

- a. The line manager will continue to monitor the worker's performance and provide both positive and negative feedback after the performance management period to ensure that performance improvements are sustained.
- b. The line manager will consult with other members of management, so far as is required to have a detailed understanding of the worker's performance and level of improvement.
- c. A member of the Human Resources team will attend all meetings to minute the discussion and agreed actions.
- d. A written record of all discussions, correspondence and reports relating to underperformance will be retained by the organisation. The organisation reserves the right to use this information in the instance of legal proceedings.

Recourse available to worker

- a. Where a worker considers that the line manager has not fairly or correctly identified or addressed allegations of underperformance, the worker has the right of appeal to the CEO.
- b. Where a worker remains unsatisfied after appealing decisions related to underperformance, the employee is encouraged to contact:

The Australian Services Union

102 East Parade, East Perth WA 6004

[PO Box 8208, Perth Business Centre WA 6849]

Toll free: 1800 064 657

General Email: branch.secretary@asuwa.orgWebsite: www.asuwa.orgEqual opportunity Commission

Albert Facey House, 469 Wellington St, Perth WA 6000

Toll free: 1800 198 149

Website: www.eoc.wa.gov.auOffice of Multicultural Interests

Gordon Stephenson House, 140 William St, Perth WA 6000

Website: www.omni.wa.gov.au

Phone: (08) 6552 7300

Western Australian Industrial Relations Commission

Level 17, 111 St Georges Terrace, PERTH WA 6000

Website: <https://www.wairc.wa.gov.au/>

Free call: 1800 624 263

UNDERPERFORMANCE & MISCONDUCT POLICY

**CEO Underperformance**

- a. Where it is alleged that the CEO is underperforming, the *CEO Standards for Recruitment Performance and Termination* should be enacted.

2. Misconduct**Identification of Misconduct**

- a. Line managers will report suspected misconduct action or inaction of workers to the Executive Manager Corporate Services.
- b. Other workers will report suspected misconduct action or inaction of managers to the Executive Manager Corporate Services.
- c. The Executive Manager Corporate Services will investigate the persons alleged misconduct action or inaction and the impact that the misconduct might have had on the business.
- d. The Executive Manager Corporate Services will arrange to meet immediately with the CEO who will seek legal advice on the issue, if required.
- e. If at any time a report is against the Executive Manager Corporate Services, line managers and workers will report directly to the CEO.

First Meeting

- a. Once the misconduct has been identified and assessed, the Executive Corporate Services, will organise a first meeting with the worker to discuss the problem.
- b. The Executive Manager Corporate Services will advise the worker of the purpose of the meeting in advance to enable the worker to adequately prepare for the meeting.
- c. The worker will be informed that they are allowed to bring a support person of choice or a union representative to the meeting.
- d. A member of the Human Resources Team will attend all meetings to minute the discussion and agreed actions.
- e. Subject to legal advice, if the CEO decides the misconduct warrants termination of the worker's position, the worker will be provided with this information verbally at the meeting and in writing. Refer also to *Redeployment, Redundancy or Termination Policy & Procedures*.

Executive Manager Misconduct

- a. Where it is alleged that the CEO or an Executive Manager is engaging in misconduct, an independent investigator will be engaged to investigate the matter, analyse the outcomes of the investigation and provide recommendations to Council. The recommendations may range from 'no grounds for action' to disciplinary action such as termination of employment.

STATUTORY ENVIRONMENT

Equal Opportunity Act 1984

Industrial Relations Act 1979

Local Government Act 1995

Minimum Conditions of Employment Act 1993



UNDERPERFORMANCE & MISCONDUCT POLICY

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	xx	xx	xx	New Policy	xx

12.4 Redeployment, Redundancy or Termination Policy

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments 1. Redeployment, Redundancy or Termination Policy [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.
Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council adopt the Redeployment, Redundancy or Termination Policy .

IN BRIEF

The Shire of Quairading currently does not have a policy to guide staff and managers to ensure that in the event of redeployment, redundancy or termination, the process followed is fair, consistent and legal.

Council officers have developed a Redeployment, Redundancy or Termination Policy for Council consideration.

MATTER FOR CONSIDERATION

That Council consider adopting the Redeployment, Redundancy or Termination Policy.

BACKGROUND

The purpose of a Redeployment, Redundancy or Termination Policy is to ensure the exit, termination and separation of employees is managed efficiently and effectively, and in compliance with the provisions of the AWARD and other industrial relations tools.

The Shire currently does not have a Redeployment, Redundancy or Termination Policy. From a legal standpoint, having a written employee Redeployment, Redundancy or Termination Policy is critical for protecting the Shire from liability and the risks associated with losing people. From an ethical perspective, the policy also details how an employee subject to involuntary redeployment, redundancy or termination is to be managed with respect.

A written employee Redeployment, Redundancy or Termination Policy helps employers cover critical legal aspects, such as what constitutes voluntary termination verses involuntary termination. This can help avoid wrongful claims, breaches, fines and lawsuits (e.g. wrongful termination).

Since redeployment, redundancy or termination is a sensitive issue, enacting the process can create a strong emotional response from employees. This includes the affected employee, as well as work colleagues. In order to make this transition less traumatic for all, the Shire must make sure the process is as transparent as possible by detailing it within the policy.

STATUTORY ENVIRONMENT

Local Government Act 1995

Equal Opportunity Act 1984

Minimum Conditions of Employment Act 1993

Industrial Relations Act 1979

POLICY IMPLICATIONS

Bullying, Harassment & Diversity Policy

CEO Standards for Recruitment Performance and Termination

Code of Conduct Behaviour Complaints Management Policy

Employee Code of Conduct

Equal Opportunity Policy

FINANCIAL IMPLICATIONS

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

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

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

CONSULTATION

There was no consultation with any external providers in the development of this Policy.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Skills/qualifications shortage across the Shire.

Unqualified, unskilled and/or inexperienced Shire personnel increase work health and safety risks.

Low employee retention increases recruitment costs, decreases employee morale and decreases Shire reputation.

Misconduct (non-financial) by a Shire employee results in financial, legal and/or reputational damage.

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	Medium <i>Unfair dismissal claims could result in financial compensation to the employee for the Shire, as well as legal fees.</i>
Health	N/A
Reputation	High <i>It is imperative that a redundancy, termination or redeployment is handled sensitively and consistently across the Shire. Being that Quairading is a small community there is a chance that poorly handled cases may become public knowledge.</i>
Operations	Low <i>This Policy requires to be reviewed every two years.</i> <i>Having this Policy allows staff members other than HR manage the required process, taking the onus of particular/key staff.</i>
Natural Environment	N/A

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

COMMENT

Nil.



REDEPLOYMENT, REDUNDANCY OR TERMINATION POLICY

POLICY

- a. The Shire of Quairading reserves the right to redeploy positions or make positions redundant on genuine business grounds.
- b. Shire of Quairading will notify and discuss any organisational changes as required by applicable industrial instruments and legislation.
- c. Where a position is identified by the Shire of Quairading as being surplus to business needs, the Executive Team will first attempt to find the worker, whose position is redundant, an alternative position within the organisation. Suitable positions will be identified with reference to the skills and experience of the worker whose position is being considered for redundancy. The worker will be given the opportunity and adequate time to consider the alternatives and respond accordingly.
- d. Where a redundancy arises as a result of a transfer of business, a worker who accepts an offer, that recognises their service for redundancy purposes, or rejects an offer of employment in a new role, that is on terms and conditions substantially similar to and (considered on an overall basis) no less favourable than the worker's previous terms and conditions of employment, will not be entitled to redundancy pay.
- e. Where redeployment is not possible, a worker whose position is made redundant will receive the appropriate severance pay and other entitlements in accordance with an industrial instrument or a contract of employment (whichever is applicable).

DEFINITIONS

Abandonment of Employment

Abandonment of employment means a worker is absent from work without a reasonable excuse for an unreasonable period of time without having communicated to the employer any reason for the absence.

A worker who has abandoned employment has demonstrated an intention to no longer be bound by the terms of the contract of employment.

Redeployment

Redeployment means the transfer of a worker to another job within the same organisation or an 'associated entity'. It is not sufficient for the employer to find another position (e.g. a lower-level or lower-paid position) in the organisation for a worker in danger of retrenchment, unless the worker agrees to this arrangement.

Without this agreement, a demotion or employment conditions that are substantially less favourable to the worker will amount to a breach of the employment contract, and therefore be either an unfair dismissal or a genuine redundancy (the latter meaning that redundancy entitlements will be payable).



REDEPLOYMENT, REDUNDANCY OR TERMINATION POLICY

Redundancy

Redundancy means a worker is no longer required for work through no fault of their own, usually because the employer no longer needs or requires the position to be performed by anyone (i.e. the position has become redundant, not the worker). There is no personal act or default by the worker.

Repudiation

Repudiation means a refusal to perform a duty or obligation in a contract (including an employment contract).

Termination

Termination of employment means the voluntary or involuntary end of a contract of employment by giving proper notice (e.g. resignation of worker, dismissal or retrenchment by the employer).

This is usually because of the worker's misconduct, repudiation or abandonment of employment.

PROCEDURE**1. Redeployment and Redundancy**

- a. Executive Managers will ensure that:
 - i. Shire of Quairading consults with workers where redundancies are being considered;
 - ii. All avenues for worker redeployment are exhausted prior to seeking approval for redundancies from the CEO or for arranging for the issue of any final termination advice;
 - iii. Affected workers are allowed to identify potentially suitable positions from within the organisation as possible options for redeployment;
 - iv. All instances of redundancy follow the appropriate process, including open communication with the workers concerned;
 - v. Communication regarding redundancy is delivered in an appropriate, confidential and sensitive manner;
 - vi. If a worker's employment is terminated for redundancy, the worker is provided with a statement of service and payment of all accrued but unused entitlements, including notice and (if applicable), redundancy pay;
 - vii. All documentation relating to worker entitlements upon termination of employment for redundancy is completed and issued to payroll for timely processing;
 - viii. LGIS is able to provide confidential counselling to affected workers, where considered appropriate; and
 - ix. Exit interviews are conducted with affected workers.
- b. The CEO is responsible for:
 - i. Ensuring any decision made in relation to the retrenchment of workers is based on sound and objective operational criteria and that the positions selected for redundancy are the most appropriate; and
 - ii. Providing final authorisation for any redundancies.

REDEPLOYMENT, REDUNDANCY OR TERMINATION POLICY



- c. Workers will ensure that:
 - i. Full consideration is given to any options or alternatives offered by the organisation; and
 - ii. Normal work is continued during the process of communication and notice period if applicable.

2. Termination

a. Misconduct

Shire of Quairading may (but is not compelled to) terminate a worker's contract of employment for reasons of misconduct (please refer to the *Underperformance & Misconduct Policy & Procedures*).

b. Underperformance

Where a line manager considers a worker is underperforming in the position, the line manager is to initiate the *Underperformance & Misconduct Policy & Procedures*.

If, after following the *Underperformance & Misconduct Policy & Procedures*, the worker is proven to be underperforming in the position and all opportunity has been provided to enable the worker to reverse this position, termination of employment will be considered.

c. Capacity

Capacity relates to the worker's ability to perform the inherent requirements of the position. The 'inherent requirements' are the main components of the position.

Where a line manager considers a worker does not have the 'inherent requirements' of the position, the line manager is to initiate the *Underperformance & Misconduct Policy & Procedures*.

If, after following the *Underperformance & Misconduct Policy & Procedures*, the worker is proven to lack the 'inherent requirements' of the position and all opportunity has been provided to enable the worker to reverse this position, termination of employment will be considered.

d. Abandonment of Employment

When a worker is absent from work without a reasonable excuse for an unreasonable period of time without having communicated to their direct line manager any reason for the absence, the line manager will:

- i. Attempt to contact the worker via home telephone, mobile phone, email, work colleagues and any other reasonable means possible; and
- ii. Post a letter by registered mail to the worker's home address appearing on the organisation's records asking the worker to contact the organisation as soon as possible.



REDEPLOYMENT, REDUNDANCY OR TERMINATION POLICY

A worker will be deemed to have abandoned employment if:

- i. The worker is absent from work for more than five consecutive working days without the line manager’s consent and without notification to Shire of Quairading; and/or
- ii. The worker is absent for an additional 14-day period without satisfying the Shire of Quairading that there is reasonable cause.

A worker’s absence for up to five days will not be construed as abandonment.

If the worker makes no attempt to contact the Shire of Quairading as to continuing employment, or the excuse for the absence is unsatisfactory, the organisation will assume that the worker has abandoned employment from the date the worker last attended work and terminate the employment accordingly.

e. Total Incapacity

A worker who has a medical certificate confirming that they are totally incapacitated for work will not be deemed to be abandoning employment.

f. Industrial Instruments

Where a worker is covered by an Industrial Instrument or employment contract that provides for abandonment of employment, these provisions will prevail.

g. Unreasonable withholding of leave by employer

Where permission for leave of absence is unreasonably withheld by Shire of Quairading and the worker proceeds on such unauthorised leave, abandonment of employment will not apply.

h. Unlawful termination

The relevant Commonwealth workplace laws prohibit a worker from being terminated on certain grounds, including those that are discriminatory. Workers have protection from unlawful termination.

Unlawful termination is when a worker is dismissed by the employer for reasons including:

- i. A person’s race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer’s responsibilities, pregnancy, religion, political opinion, national extraction or social origin (some exceptions apply, such as where it’s based on the inherent requirements of the job) (Refer to the *Equal Opportunity Policy*);
- ii. Temporary absence from work because of illness or injury;
- iii. Trade union membership or non-membership;
- iv. Participation in trade union activities outside working hours or (with the employer’s consent) during working hours;
- v. Seeking office as (or acting as) a representative of workers;
- vi. Being absent from work during maternity leave or other parental leave;
- vii. Temporary absence from work to engage in a voluntary emergency management activity, and;



REDEPLOYMENT, REDUNDANCY OR TERMINATION POLICY

viii. Filing a complaint or participating in proceedings against an employer.

i. Worker Recourse

A worker can have another person present to assist them in discussions in circumstances where dismissal is possible. However, the other person cannot be a lawyer acting in a professional capacity.

The West Australian Industrial Relations Commission can investigate unlawful termination complaints.

Workers who want to seek redress for what is alleged to be an unlawful termination should apply to the West Australian Industrial Relations Commission. Unlawful termination applications must be made to the West Australian Industrial Relations Commission within 21 days of the termination.

ACCOUNTABILITIES & RESPONSIBILITIES

- a. The Council is accountable for:
 - i. Ensuring the organisation has in place a lawful, transparent, and accountable policy framework, supported by a suite of compliant and appropriate policies and procedures.
 - ii. Endorsing (or not) each organisational policy document in a timely and effective manner; and
 - iii. Delegating implementation of each policy document to the CEO.
- b. The CEO is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accord with governing legislation and Council directives.
- c. The Executive Management Team and Managers are responsible for:
 - i. Ensuring that all workers under their direction comply with this policy document; and
 - ii. Enacting process to redress non-compliance with this policy document.
- d. All workers are individually responsible for complying with this policy document.

STATUTORY ENVIRONMENT



- Equal Opportunity Act 1984*
- Industrial Relations Act 1979*
- Minimum Conditions Act 1993*
- Local Government Act 1995*

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	Nicole Gibbs Tricia Brown	xx	xx	New Policy	xx

12.5 Business Continuity Management Procedure Manual & Incident Management/Business Continuity Response Plan

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments 1. Business Continuity Management Procedure Manual [↓](#) 
2. The Incident Management/Business Continuity Response Plan [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council endorse:

1. The Business Continuity Management Procedure Manual – Attachment [1] and;
 2. The Incident Management/Business Continuity Response Plan – Attachment [2].
-

IN BRIEF

Business continuity is defined as the capability of an organisation to continue the delivery of critical activities and services at acceptable predefined levels following a disruptive incident.

Council officers have reviewed the Business Continuity Management Procedure Manual and Incident Management/Business Continuity Response Plan for Council consideration to ensure a consistent approach to business continuity across the Shire.

MATTER FOR CONSIDERATION

That Council endorse:

1. The Business Continuity Management Procedure Manual and;
2. The Incident Management/Business Continuity Response Plan.

BACKGROUND

Disruptive incidents come in varying types, sizes and with varying impacts. Business continuity planning is a key component of responding to those incidents to ensure as little impact to service and project delivery that is reasonably practicable, depending on the severity of the event.

Events that have potential to affect business continuity could be environmental (e.g. natural disaster) or accidental/intentional human factors (e.g. IT data breach, damage to plan or equipment, loss of key staff). The event could occur suddenly or happen over a period of time.

The Shire defines a business continuity event as an incident that could result in:

- The inability to use or access the Admin Building, Depot Medical Practice or CRC for more than 1 day.
- The inability to access or use IT systems or applications for more than 1 day.
- Not having enough staff to perform critical activities for more than 1 day.
- A key supplier/contractor being unable to perform core services on behalf of the Shire for more than 1 day.

Local governments must build an effective response to any disruptive incident through business continuity planning. Business continuity is defined as the capability of an organisation to continue the delivery of critical activities and services at acceptable predefined levels following a disruptive incident. The Shire provides vital services to the community. If different areas of the Shire are not operational it has the potential to affect not only Shire operations, but the whole community.

A business continuity management program includes:

- Establishing the business continuity policy and program.
- Analysing the activities and services to determine what is time-critical.
- Designing the business continuity strategy and requirements.
- Implementing the business continuity action plan.
- Validating the business continuity plans, capabilities and assumptions.

Successful business continuity management requires our local government to commit to raising awareness and implementing sound approaches to building resilience. The importance of becoming a resilient organisation is integral to contemporary management practices and is an essential component of good public sector governance.

Business continuity management is part of an effective risk management program and must be closely aligned to incident management, emergency response and IT disaster recovery. Business continuity plans will be customised to reflect our priorities, stakeholder expectations and any existing capabilities.

The Shire of Quairading's Business Continuity Framework comprises:

- Risk Management Framework, policies and procedures.
- Business Continuity Policy.
- Business Continuity Plans.
- LEMA and;
- ICT Disaster Recovery Plan.

Council officers have reviewed and implemented the Business Continuity Management Procedure Manual and Incident Management/Business Continuity Response Plan to ensure a consistent approach to business continuity across the Shire.

Business Continuity Management Procedure Manual – Attachment [1]

This manual is designed to provide the process, information and tools required to ensure the Shire of Quairading has a robust and effective Business Continuity Plan (BCP). It has been developed to ensure a clear, standardised and consistent approach to business continuity across the Shire.

Incident Management/Business Continuity Response Plan – Attachment [2]

This document is to be used at the time of an adverse situation or event when business continuity is affected. It contains checklists to ensure all processes are followed, and appropriate personnel and businesses are notified at the time of the event, and the process to follow in the recovery after the event.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Business Continuity Management Policy

FINANCIAL IMPLICATIONS

These BCP documents are designed to minimise any financial loss to the Shire as reasonably practicable.

It is also required in the plan that Council fund and provide forecast budgeting for the continual improvement of business resiliency measures and testing of both operational and IT related events.

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
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 1.5 Community:** Support emergency services planning, risk mitigation, response and recovery

CONSULTATION

There was no consultation required in the development of these documents.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

- Loss of emergency communications due to mains power supply.
- Longevity and frequency of power outages significantly impacts business.
- Natural disaster/s impact business continuity.

RISK ASSESSMENT

	Option 1
Financial	<p>High</p> <p><i>Without a Business Continuity Plan the Shire could face financial loss due to business down time and damages to property.</i></p> <p><i>If an adverse event occurs and there is significant loss, damage or injury with no plans in place, Council and management could be personally liable.</i></p>

	<i>The plan also requires for Council to consider budgeting for different areas of business continuity, such as IT renewal.</i>
Health	High <i>If there is an adverse event that is not acted on appropriately there is a higher chance of physical or psychological injury to employees or the community.</i>
Reputation	High <i>The Shire provides vital services to the community. It would be the expectation of the public that even though there may be a major incident, the Shire should be able to communicate information and updates effectively, demonstrate a coordinated approach to the situation and still be able to carry out critical services as soon as reasonably practicable.</i>
Operations	Extremely High <i>Without a BCP in place, it leaves the Shire at high risk of an adverse event affecting service and project delivery.</i> <i>Even in the event when the Shire building is not operational Council need to make sure this is appropriately communicated to the community, and the community should be able to access Council services as quickly as possible.</i>
Natural Environment	N/A

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

COMMENT

Nil.



BUSINESS CONTINUITY MANAGEMENT PROCEDURE MANUAL

 @ShireofQuairading

 @QuairadingCaravanPark

 @shireofquairading



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1. INTRODUCTION

This manual is designed to provide the information and tools required to ensure the Shire of Quairading (the 'Shire') has a robust and effective Business Continuity Plan (BCP).

It has been developed to ensure a standardised, consistent approach to business continuity whilst providing a best practice methodology that fits within the Shire's overarching Risk Management Framework.

This document sets out the:

1. Management principles to be followed should any incident cause or threaten to cause serious impact to the operations of the Shire.
2. Ongoing procedural requirements to ensure the Shire's BCP remains current and effective.

The BCP provides a process that facilitates organised decision making in the event of a major incident that might otherwise be chaotic, to:

- Provide for the welfare of staff, visitors and contractors.
- Provide a flexible response to a variety of emergencies.
- Assist decision making in an uncertain and stressful environment.
- Manage and minimise consequence of incidents to the Shire operations.

The BCP is the tactical response implement, developed and maintained as a result of this process.

Business continuity should be considered with every project within the Shire to mitigate the risks associated with a potential failure. Risk is two-fold:

1. The risk of a project not delivering stated benefits; and
2. The impact of a project upon existing business continuity arrangements.

The change management process must incorporate an element of business continuity to ensure changes are replicated through to recovery arrangements and requirements.

Business continuity principles assume that all external hazard management agencies have and continue to respond as per normal.

2. MANAGEMENT PRINCIPLES

The Shire defines a business continuity event as an incident that could result in:

- The inability to use or access the Admin Building, Depot, CRC or Medical Practice for more than 1 day.
- The inability to access or use IT systems or applications for more than 1 day.
- Not having enough staff to perform critical activities for more than 1 day.
- A key supplier / contractor being unable to perform core services on behalf of the Shire for more than 1 day.

Business continuity events may result from single or multiple events; be accidental, intentional or an act of nature; occur suddenly or have an extended lead time.

It should be noted that an incident may affect the community as well as Shire operations. In these cases, the Shires Local Emergency Management Arrangements (LEMA) will work in conjunction with the Shire's BCP.

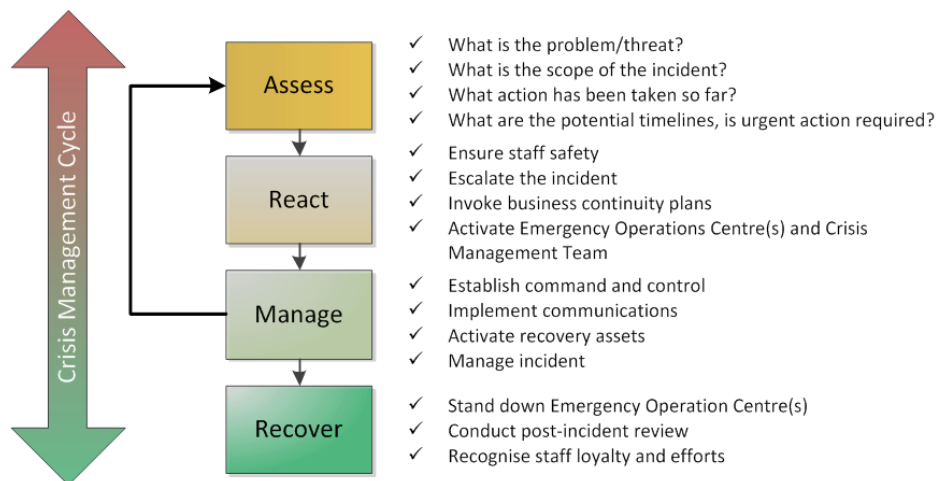
It is also important to note that management response is dictated by the impact the event has or may have on the Shire and not by the event itself. The Shire’s BCP extends this principle to respond to the following impacts;

- Loss of (or access to) buildings or infrastructure
- Loss of IT & communication systems, applications or networks (including data)
- Loss of key staff
- Loss of key suppliers

Therefore, during any Business Continuity event the Shire will seek to:

- **Before all else**, establish the safety and wellbeing of staff, visitors, contractors and where applicable, the community.
- Provide assurance to the community that the Shire’s core operations and services remain strong and viable.
- Provide regular, concise and meaningful communications internally and externally.
- Work together as a team demonstrating the Shire’s principles and values to swiftly return the impacted areas to normality.

Business continuity is a scalable cyclical process, of which there are four generic phases.



Flexibility is required at all times.

Within this cycle, it is appropriate to continually re-assess the situation and modify the response, which will result in a different set of reactions, and tasks to manage the incident, leading to the ultimate recovery of Shire operations.

3. PROCEDURAL REQUIREMENTS

3.1 Generic Requirements

The following provides a summarised list of generic requirements for the ongoing management of business continuity.

Outsourced Partners/Key Supplies

Identify and assess the associated risks and be satisfied that these entities have robust processes and business continuity arrangement in place. Where these entities perform key services for the Shire, ensure that options are in place for the Shire to either resume (internally) or source alternative arrangements within appropriate times.

Budgetary Considerations

Fund and provide forecast budgeting for the continual improvement of business resiliency measures and testing of both operational and IT related events.

Risk Identification & Reporting

Regularly review the Shire's risk profiles to identify potential threats, determine the impact and likelihood of business continuity events. Once assessed, determine appropriate treatments and implement on a risk versus reward basis.

Off-site Copies of Plans

Off-site copies of all plans must be appropriately and securely kept at relevant recovery sites where applicable as well as by a number of responsible staff who have designated responsibilities under the Plan.

Human Resources

Develop processes to allow for trauma counselling for colleagues and their families.

Work Health & Safety

Developing and implementing emergency response plans and drills as required under legislation. This includes identifying and training wardens and first aid representatives in each Shire workplace.

Information Technology

Fund and provide forecast budgeting for all IT Infrastructure associated with potential recovery sites, in addition to any other IT Disaster Recovery or IT Connectivity testing as required. Ensure there is a direct understanding between Shire expectations for recovery (timeframes) and the capability of the IT Team or service provider.

Finance

Ensure the ability to make payments as requested by Incident Management Team in the case of a business continuity event.

Communications

Manage all media during a business continuity event in addition to developing processes to provide internal & external communications in the case of an incident.

- **President** - The Shire's official spokesperson on all non-operational issues in a crisis management situation and plays a key role in developing Shire messages.
- **Chief Executive Officer** - The Shire's official spokesperson on all operational issues in a crisis management situation. In the CEO's absence the Executive acting as CEO must be able to take on the role of official spokesperson.

The Shire is committed to delivering accurate, timely and relevant information to the community, media, councillors, staff, the public and other stakeholders.

3.2 Policy & Program Management

Defining, reviewing and consistently improving business continuity arrangements and how it will be implemented, controlled and validated.

This document forms part of the overarching Risk Management Framework. The review the business continuity procedures are subject to the review frequency as set out in that framework. At a minimum it is expected that this frequency would be at least every 2 years.

The business continuity program (including procedures) are owned and managed by the Chief Executive Officer.

3.3 Embedding Business Continuity

The integration of Business Continuity into business as usual activities and organisational culture.

A consultative approach to the business continuity framework review will assist in raising awareness and embedding the appropriate culture. In addition, conducting regular validations involving those with an incident management responsibility will also contribute to increased awareness and an improved management response.

3.4 Analysis

The ongoing review and assessment of the Shires objectives, functions and environmental constraints against operations.

A Business Impact Analysis (BIA) must be reviewed and endorsed every two years for all work areas as a minimum, alternatively following any material change including but not limited to:

- Structural (hierarchy).
- Operational Objectives.
- Project/change management.
- IT software or infrastructure.

The CEO is also required to consider and analyse any specific threats to Shire Operations and ensure that these are reflected in business continuity or threat specific planning.

The Shire-wide Profile section within the BCP effectively records the latest BIA information and will be utilised as such.

3.5 Design

Identification and enablement of appropriate strategies and processes to determine how best to recover from business disruption.

The Shire currently considers the following recovery strategy themes. This list is non-exhaustive and subject to constant review. In all cases resiliency options should be considered as a priority. The following are a reflection of current strategies only and may be used in part or consecutively as required.

3.5.1 Do Nothing (mothball the activity)

This strategy is to be employed for all activities that are not considered time critical. One of the main objectives of any Incident Management Team is to ensure the resumption of these activities (and managed backlog) as soon as practical. This approach is to allow initial efforts to focus on critical activities only.

3.5.2 Recovery Sites

Formal Recovery Sites are designed to ensure the swift resumption of critical business functions following an incident which has rendered the original operational site inaccessible or inoperable.

Whilst they provide the benefit of almost immediate recovery in the case of a building related incident, they are expensive and currently considered out of scope.

Other forms of Recovery Sites include "hot desk" arrangements at alternative operational sites. These are more cost effective and provide a dual resource to staff who need to work at other sites for varied reasons.

3.5.3 Sharing (budge up)

This strategy has two main options:

1. Increasing the number of people per workstation. This should only be considered for short term disruptions as there are 'social distancing' issues to content with. IT requirements may also impact the effectiveness of this type of strategy.
2. Creating shifts over a greater period of the day. This is where workstations or work areas are used over 16 – 24 hours, rather than the standard 8. Human Resource involvement is a necessity for this strategy as there are a number of people management issues to content with.

3.5.4 Teleworking (working from home)

A simple and quick strategy which allows the 'almost' immediate resumption of activities. It is only effective for those staff that are PC work based and it relies on them:

- Having their own PC.
- Taking Laptops home (prior to incident)
- Having available connectivity (at home and work infrastructure capacity).

There are also Work Health & Safety considerations that need to be managed.

3.6 Implementation

Maintaining the Business Continuity Plan around current strategies and processes.

The Shire must be covered by an effective, up to date and fit-for-purpose Business Continuity Plan (“Plan”).

Whilst the BCP is owned by the CEO, it is developed, managed and reviewed by the Executive Management Team under delegation. Adequate time and resources must be allocated to achieve a functional and valuable BCP. Filling in the blanks is one thing, but it is the input and understanding of the business continuity data and localised strategies that determines how effective the BCP can be.

The BCP must be reviewed annually.

The BCP must also be reviewed whenever structural, technological or procedural considerations indicate. Once reviewed, it must be approved by the Executive Management Team and approved copies distributed accordingly.

3.7 Validation

Validating, through exercise and formal review that this program meets the key objectives.

An effective fit-for-purpose BCP cannot be considered reliable until it has been exercised and proven as workable, especially since false confidence may be placed in its reliability. Consequently, exercising the BCP assumes considerable importance in establishing the capability of the Shire to effectively recovery from a business continuity event in a timely fashion.

Exercising the BCP is an ongoing requirement that provides a mechanism to validate and ensure that it remains up to date. Exercises do not create pass/fail situations; rather they are designed to expose the areas in the BCP which need to be revisited.

The major components of the BCP should be tested annually and revised upon the results of each test.

Exercising the BCP can cause disruption to the business, and it requires commitment from the Executive Management Team to ensure sufficient resources are available. As business continuity develops within the Shire, additional test types will be introduced, however at this stage the BCP will be tested via desktop scenarios.

Desktop scenario exercises provide a mechanism to:

1. Validate the BCP
2. Identify any improvements that can be made and;
3. Provide training to the colleagues who would be involved with the enactment of the BCP in an actual crisis.

Among other things, desktop scenario exercises are designed to identify any potential roadblocks and their solutions, so that when the BCP is executed in a real-life situation it will work without fail.

The objectives of the exercise are to:

- Ensure staff are aware of their roles and responsibilities.
- Act out critical steps to recognise difficulties in the plan and;
- Demonstrate decision making abilities and knowledge of response operations.
- Highlight areas of improvement



INCIDENT MANAGEMENT / BUSINESS CONTINUITY RESPONSE PLAN 2023



IMPORTANT

This document is a collection of checklists developed and maintained in readiness for use during an incident, particularly if the incident results in a disruption to business-as-usual activities.

The term ‘Incident’ can also be used to indicate a ‘Disruption’, ‘Crisis’, ‘Disaster’ or ‘Emergency’.

This plan’s main purpose is to offer guidance in restoring the Shire to an acceptable level of operation and ensure continuity of time-critical business activities following disruption.

Plan Activation Decision

Will the incident:	Yes	No
Result in an unsafe workplace or negatively affect our community?		
Disrupt critical activities for more than one day or affect multiple sites?		
Cause property or environmental damage?		
If YES to any of the above, this plan is to be activated.		

During a disruptive incident, the Shire will seek to:

1. **Before all else, establish the safety and wellbeing of staff, visitors and the community.**
2. Provide assurance to the community that the Shire’s operations and service to residents remain strong and viable.
3. Provide regular, concise and meaningful communications internally and externally.
4. Work together as a team demonstrating the Shire’s principles and values to swiftly return operations to normality.
5. Minimise the impact on the Shire’s operations and public image.
6. Strategically manage the incident through strong leadership.
7. Restore time-critical business activities to acceptable levels within recovery time objectives.
8. Ensure that the recovery efforts have the necessary resources and support.
9. Set critical milestones and time frames for recovery.
10. Ensure all actions are documented for investigators.

INCIDENT LEADER AND OTHER CHECKLISTS BEGIN AFTER THE TABLE OF CONTENTS

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1. CHECKLISTS

1.1 Emergency Response

Start logging all activities

Action	Delegated to:	Complete
Respond to audible and telecommunication alarms	Onsite Staff	Date & Time
Evacuate Building if required to do so	Wardens	Date & Time
Account for and verify staff support & wellbeing and safety	Wardens	Date & Time
Receive information from relevant sources (Internal, DFES, Police, and Witnesses) before handing over to Emergency Services.	Chief Warden	Date & Time
Take appropriate safety precautions (e.g. turn off electricity) and close the safe if it is safe to do so.	Chief Warden	Date & Time
Contact neighbours if applicable. Advise them of the situation.	Chief Warden	Date & Time

1.2 Immediately After Emergency


***It is essential that the Incident Management Team be informed of the incident as quickly as possible.**

Have all members of the Incident Management Team and spokesperson been informed?		
Nicole Gibbs (CEO) 0429 451 001 – Incidents Manager Team Leader	Yes	Date & Time
Tricia Brown (Executive Manager Corporate Services) 0428 451 001	Yes	Date & Time
Sarah Caporn (Executive Manager of Works and Services) 0427 451 001	Yes	Date & Time
Natalie Ness (Executive Manager, Economic Development) 0499 718 369	Yes	Date & Time
Cr Peter Smith (President) 0427 817 707	Yes	Date & Time

***If a member cannot be reached, consider calling their home number or sending someone to them**

Are there any Witnesses? Is there any Photographic or CCTV evidence?

1.3 Plan Activation Procedures & Incident Leader Checklist

Incident Leader Checklist: Consider the following actions important:			
<p><u>Invoke this Response Plan if the incident could: Result in an unsafe workplace, negatively affect our community, disrupt critical activities for more than one day, affect multiple sites, or cause property or environmental damage</u></p> <p>Convene the Incident Management Team to review the situation at an 'Incident Control Centre' venue in the following order:</p> <ol style="list-style-type: none"> 1. CEO's Office or Council Chambers (If inaccessible) 2. Community Resource Centre/Arts Centre 3. Works Depot <p>Arrange access and teleconferencing facilities at Incident Control Centre.</p>	<p style="text-align: center;">Incident Management Team Leader</p>	<p style="text-align: center;">Date & Time</p>	
		<p>Agree future location of your Incident Control Centre and future meeting times for convening the Incident Management Team.</p>	<p>Delegated to:</p>
<p>Determine employee support & wellbeing requirements (See section 3 for more details).</p>	<p>Delegated to:</p>	<p>Date & Time</p>	
<p>Start recording a log of all decisions, actions and issues</p>	<p>Delegated to:</p>	<p>Date & Time</p>	
<p>Before sending anyone home (if applicable), determine Leadership Team and Staff roles and responsibilities (Support staff are listed below).</p> <p>Make sure they understand:</p> <p>Where they should go</p> <p>What they should do and how they should do it</p> <p>Remind them about the Social Media policy. If an employee is approached to make a comment, they should refer the media body to you.</p> <p>Reporting arrangements</p> <p>That their jobs are safe (if applicable)</p> <p>When they should come back to work</p> <p>When the next communication can be expected and how it will be communicated.</p> <ul style="list-style-type: none"> • Contact and instruct staff not affected by the incident, currently off site, on leave or located elsewhere. • A main point of contact should be nominated and provided to all staff should they need to communicate. This should be a different person to that making the staff contacts. 	<p>Delegated to:</p>	<p>Date & Time</p>	
<p>If electricity has been shut down, notify I.T. who may need to implement a shutdown procedure.</p>	<p>Delegated to:</p>	<p>Date & Time</p>	
<p>Start recording an assessment of the situation:</p>	<p>Delegated to:</p>	<p>Date & Time</p>	

Incident Leader Checklist: Consider the following actions important:		
<p>This is what we know.....</p> <p>This is what we don't know.....</p> <p>This is what we need you to do.....</p> <p>This is what we're going to do.....</p> <p>A more detailed assessment checklist can be found on the pages below.</p>		
<p>Delegate responsibilities for communications</p> <p>Appendix A – Communications Guidelines</p>	Delegated to:	Date & Time
<p>Depending on the nature of the incident, consider:</p> <ul style="list-style-type: none"> • Requesting assistance from other local governments, contractors or stakeholders • Staffing requirements for the next 5 days • Supply requirements for the next 5 days • Other resources or equipment required for the next 5 days • Clearing backlogs • Leadership and staff rotation / rostering 	Delegated to:	Date & Time
Notify neighbours	Delegated to:	Date & Time
Notify insurer and seek advice	Delegated to:	Date & Time
Contact Quairading businesses, school & church leaders where appropriate	Delegated to:	Date & Time
Remind staff to photograph all evidence prior to initiating urgent repairs	Delegated to:	Date & Time
Ensure emergency funds are available if required	Delegated to:	Date & Time
Arrange for phones to be diverted and set up a temporary reception area.	Delegated to:	Date & Time
<p>See 'scenario-specific' checklists on following pages for more specific information relating to:</p> <ul style="list-style-type: none"> • Loss of people • Loss of (or access to) buildings / infrastructure / equipment • Loss of I.T., data or communications • Loss of key suppliers 	See Section 4: 'React'	
<p>Assess and Prioritise:</p> <p>A. Time-Critical business functions</p> <p>B. Other activities for delivery</p>	See "Assess" Below	

Incident Leader Checklist: Consider the following actions important:		
C. Employee’s support & wellbeing requirements		
D. All upcoming activities or events		
E. Key contacts / Organisations / Contractors to be contacted		
Additional Actions / Notes Log	Delegated to:	Complete
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time

2. SUPPORT TEAM

Name	Position	Contact
Britt Hadlow	Executive Officer - Governance	0447 811 267
Melissa-ann Ogden	Works Admin & Property Officer	
Ben Davies	Community Emergency Services Manager	0448 008 653
Cynthia Yarran	Youth Services Officer	0439 362 820
Vacant	Town Planning Services	0429 303 100
Cynthia Lowe	Finance / Administration Officer - Rates, Payroll	
Matthew Sharp	Community Ranger - Animal Control	0459 678 154
Jen Green	Grants & Projects Officer	0439 922 148
Chanel Mills	Customer Service Officer	0467 628 223

3. ASSESS

Assess the Situation
Describe what has happened:
What action has been taken so far?
What has changed / is changing? / Will work hours be affected?
Which areas are impacted, or may still become impacted?
What might happen next?
How long is this Incident likely to continue?
What actions should be taken immediately?
What's the desired realistic outcome?
Can we put plans in place to deal with any backlogs?
How often should the team meet?

Identify and Prioritise
A. Time-Critical business functions
B. Other activities for delivery
C. Employee's support & wellbeing requirements
D. All Upcoming activities or events
E. Key contacts / Organisations / Contractors to be contacted

3.1 Time-Critical Business Functions

Critical Activities	Recovery Time Objective	Delegated to: Date & Time
Stakeholder communications including staff and elected members see 'Key Contact List'	1	Delegated to: Date & Time
Media liaison & official media releases	1	Delegated to: Date & Time
Contact all relevant contractors to confirm if they have been affected by the incident	1	Delegated to: Date & Time
Contact insurers (LGIS)	1	Delegated to: Date & Time
Customer service – (redirect main office numbers, set up new customer face-to-face office) Divert 9645 2400 to CEO 0429 451 001	1	Delegated to: Date & Time
Urgent works requests (sewerage, drainage, retic, road, traffic, trees, verges, etc.)	1	Delegated to: Date & Time
I.T. and communications systems to the organisation (mainframe, internet, e-mail, systems, phones).	1	Delegated to: Date & Time
Close the swimming pool or manage pool quality, cleanliness, etc.	1	Delegated to: Date & Time
Close the childcare centre if required	1	Delegated to: Date & Time
Establish a community centre for people to meet	1	Delegated to: Date & Time
Accident investigation and incident reporting	1	Delegated to: Date & Time
Building safety maintenance requests	1	Delegated to: Date & Time
AKV & Council houses may need to be rehoused if affected	1	Delegated to: Date & Time
Ensure inductions are being performed	1	Delegated to: Date & Time
Inform local & district Emergency Management Committee	1	Delegated to: Date & Time
Management of contracts & contractors	1	Delegated to: Date & Time
Medical Practice (re-establish at hospital if required)	1	Delegated to: Date & Time
Payroll	1	Delegated to: Date & Time
Prepare the hall as an emergency evacuation centre	1	Delegated to: Date & Time
Ranger-related calls (animal control, etc.)	1	Delegated to: Date & Time
Traffic management	1	Delegated to: Date & Time
Urgent EHO-related requests (contamination, food premises, pests, etc)	1	Delegated to: Date & Time
Burials, burial register & liaison with funeral directors	3	Delegated to: Date & Time
Bush Fire Control & SES	3	Delegated to: Date & Time
Elections (if in election mode)	3	Delegated to: Date & Time
Financial accounting, rates, creditors, etc.	3	Delegated to: Date & Time
Grant funding submissions	3	Delegated to: Date & Time
Litter control (street bins, litter, sporting facilities)	3	Delegated to: Date & Time
Oversee and manage return to work programs	3	Delegated to: Date & Time
Shire-owned reserve and facility hire – seasonal and casual	3	Delegated to: Date & Time
Staff complaints and dispute handling	3	Delegated to: Date & Time
Administrative support to Councillors and CEO	5	Delegated to: Date & Time

Critical Activities	Recovery Time Objective	Delegated to: Date & Time
Minutes and agendas	5	Delegated to: Date & Time
Monitor septic tanks & caravan sewerage drop-points	5	Delegated to: Date & Time
Records management including incoming and outgoing mail	5	Delegated to: Date & Time
Registration of building and planning applications	5	Delegated to: Date & Time
Road's maintenance	5	Delegated to: Date & Time
Waste and recycling (contracted)	5	Delegated to: Date & Time
Development applications	10	Delegated to: Date & Time
Revenue control and funds management	10	Delegated to: Date & Time

3.2 Other Activities

Other activities	Priority	Delegated to:
Animal pound food & water		Delegated to:
Banking Security Tokens (X3)		Delegated to:
Coffee & tea		Delegated to:
Eftpos/cash		Delegated to:
Fuel		Delegated to:
Mobile phone chargers		Delegated to:
Office safe		Delegated to:
Pens, paper & stationery		Delegated to:
Shoring equipment and backhoe for burials		Delegated to:
White board & markers		Delegated to:
Landline at depot		Delegated to:

3.3 Employee’s support & wellbeing requirements

Determine employee’s support & wellbeing requirements:	Delegated to:	Complete
Set up a main contact point for staff should they need to communicate	Delegated to:	Date & Time
Monitor employee’s medical & stress factors	Delegated to:	Date & Time
Engage external employee assistance program (EAP) Refer key contacts	Delegated to:	Date & Time
Consider employee’s family responsibilities	Delegated to:	Date & Time
If required, assist employees who may have increased medical requirements such as; those persons who may be pregnant, recently undergone an operation, disabled or frail.	Delegated to:	Date & Time
Set up a roster system and/or additional resources to manage workload	Delegated to:	Date & Time
Contact family or next of kin with assistance from Employee Assistance Program or police	Delegated to:	Date & Time
Organise refreshments, catering, and toilet facilities	Delegated to:	Date & Time
Organise suitable transport arrangements for employees if required	Delegated to:	Date & Time
Organise temporary accommodation if required	Delegated to:	Date & Time
Ensure regular updates to staff and allocate responsibilities for updates. Methods: Radio; email; SMS; social media; white board; bulletin board; internet; TV; newspapers; other.	Delegated to:	Date & Time

3.4 Recurring Activities and Events

Month	Who?	Activity	Occurs
April	EMCS	Plan for Policies and procedures to be reviewed when required over the year.	Biennially
January	CEO	CEO to review appropriateness and effectiveness of a LG systems and procedures in relation to: (a) Risk management (b) Internal control (c) Legislative compliance CEO is to report to the audit committee the results of the review (Reg 17 Audit Regs)	Statutory - Every 3 financial years (Council has opted to conduct minor reviews in the interim years)
January	CEO	Full review of the Strategic Community Plan	Every 4 years Due June 2025
January	CEO	Compliance Audit Return - commence process. Due to Audit & Risk Committee March. Due to OCM March. Due to DLGC by 31 March.	Annually
January	CEO	Financial Interest Register - Review and remove details of officers /elected members who are no longer relevant.	Annually/ ongoing
January	CEO	Authorised Officers - Purchase & requisitions - review listing of purchase orders under Related Information.	Annually
January	EMCS	Financial Systems - Review the financial system to ensure that controls are active to ensure verification of receipt of goods and services prior to payment of accounts and that orders are entered prior to receipt of goods.	Annually
January	EO	Primary (Financial) Returns. Due three months from swearing in of newly Elected members & within three months of an applicable staff members start date. President to sign CEO's acknowledgement.	Biennial/ ongoing
January	CEO	Commence review of Corporate Business Plan	Every 4 years Due April 2026
January	CEO	Commence review of Workforce Plan	Every 4 years Due March 2027
January	EMCS	List of all unclaimed monies as of 31 December of previous year to be lodged to the Department of Treasury by the 31st January	Annually
January	EMWS	Review of asbestos register	Annually
January	CEO	Review of financial management systems	Every 4 years Due May 2025
January	CEO	Strategic Community Plan - review the corporate plan/plan for the future in-house by staff	Annually
January	EMCS	Run an annual central records/records retention disposal schedule report to see what records are due for disposal	Annually

Month	Who?	Activity	Occurs
January	EMCS	EMCS to check whether any medical reports are required from staff members in terms of ongoing fitness for work.	Annually
January	EO	Minutes - Record true minutes of Council and committees and save securely on the ECM system	Monthly
January	CESM	Review Local Emergency Management Arrangements Contacts	Quarterly
February	EMCS	Compliance Audit Return - Submit to Audit & Risk Committee and Council for approval. Due to DLGC by 31 March.	Annually
February	CEO	Budget review workshop with Executive Management Team prior to Councillors workshop	Annually
February	EO	Record Keeping Plan - Review and submit to State Records Commission. (Required every 5 years or when significant change to organisation).	August 2025
February	CEO	Annual Electors Meeting - to be held within 56 days of adoption of the Annual Report.	Annually
February	CEO/ EO	Commence review of delegation register and authorised persons/officers list.	Annually Due May OCM each year
February	CEO	Audit of the owners and occupiers roll for election	2023 (Part of election preparation)
March	EMCS	Compliance Audit Return - Submit to DLGC by 31 March	Annually
March	CESM	LEMC to review local recovery management arrangements document (due every 5 years). Minor review every year.	Annually
March	CEO	Budget - Review Complete and submit to DLGC. By 31 March	Annually
March	EMCS	Rates - Issue rate instalment notices	Bi-monthly
March	EMWS	Hazardous - Commence Audit of hazardous substances/chemical review for Council	Annually
March	CEO	Annual Electors Meeting minutes to March Council and report on outcomes if required	Annually
March	TP	Municipal Heritage Inventory - updated annually and reviewed every 4 years after compilation. (Needs endorsement by Council)	Annually
April	EMCS	Review of the Long-Term Financial Plan	Annually (Currently due)
April	HR	Review of all casual employee contracts	Annually
April	PO	Replace batteries in smoke alarms	Yearly
April	EMCS	Contact External Auditor to update Annual Audit Plan	Annually
April	EMCS	Fees and Charges review - adopted by budget - Local Public Notices required fees and charges come into effect if not in Adopted Budget.	Annually
April	CEO	Election - create election timeline	Biennial (2023)

Month	Who?	Activity	Occurs
April	CEO	Election - Confirm agreement for Electoral Commissioner to conduct the election (Due 1 August last day)	Biennial (2023)
April	EMCS	Rates - Submit pensioner rebate claim to the Office of State Revue for rates and ESL rebate claims.	Annually
April	HR	Report on Equal Employment Opportunity Survey to go to Public Sector commission (annual survey)	Annually
April	CESM	Hold Annual General Meeting for the Volunteer Bushfire Brigade	Annually
May	CESM	Review Local Emergency Management Arrangements Contacts	Quarterly
April /May	CEO	Performance Reviews - Audit/Review of CEO and staff performance reviews.	Annually
May	CEO	Delegation Review	Annually
May	CESM	Hold LEMC meeting as legislated	Quarterly
May	EMCS	Rates - Advertise the intention to impose differential rates, if applicable. To be advertised no more than two months prior to the budget meeting.	Annually
May	EMCS	Review of Annual Fees and Charges - required for consideration at Council.	Annually
May	CEO	Local Laws - Review: Please refer to the Local Law Management Register in Corporate Documents for required changes. Register to be updated annually	8-Yearly
May	EMT	Review Business Continuity Plan	Annual
June	EMED	Disability Access and Inclusion Plan Review	Yearly
June	EMED	Annual Report / DAIP - Commence Disability Access and Inclusion Plan Report Statement for Inclusion in Councils Annual Report.	Annually
June	CEO	Distribute annual (financial) returns for Councillors and relevant staff	Annually
June	CEO	Auditors Term of Office	Every 3 years
June	CEO	Elections - Last day for local governments to decide whether election will be a postal voting election (cannot be rescinded after this day). If no decision to this effect, to be a voting in person election. s. 4.20, s. 4.61(5)	Biennial (2023)
June	EMT	WHS - Audit completion of one emergency drill or evacuation per building.	Annually
June	CEO	Annual Report - commence preparation. Due December OCM	Annually
July	EMCS	Complete form "A" Schedule in ESL declaration of annual service levy billing	Annually
July	EMCS	Submit deferred interest claim to the office of state revenue for rates and ESL	Annually
July	EO	Review of Councils information statement and FOI processes.	Annually
July	EO	Forward FOI annual statistical data to the commissioner when requested	Annually

Month	Who?	Activity	Occurs
July	CEO	PID - Provide annual integrity & conduct survey to commissioner for public interest's disclosures, when requested	Annually
July	EO	Financial Returns - EO to follow up on annual financial returns	Annually
July	EHO	Complete and submit annual Local Government Food Act and Public Health Act Reporting	Annually
July	EMCS	Send out annual Related Parties Disclosure Forms to Key Management Personnel - i.e. CEO, DCEO and Councillors	Annually
July	SFO	EEO Management Plan/Annual Report - Public Sector Commission	3 yearly Due March 2024
July	CEO	Budget to Council adoption. Submit to DLG by 31 August.	Annually
August	EMCS	Rates - Issue rate notices	Annually
August	CSO	Update Shire website with new firebreak order	Annually
August	EMCS	Copy of the budget to be provided to the Dept of Local Government, Sport and Cultural Industries within 30 days of adoption by Council.	Annually
August	CEO	Elections - State-wide public notice - Close of enrolments (must occur between 70th and 56th day).	Biennial (2023)
August	CEO	Elections - Advertise to call for nominations (Elections) between 56th day and 45th day.	Biennial (2023)
August	CEO	Elections - Close Electoral Rolls - 5pm (50th day)	Biennial (2023)
August	EO	Annual financial returns due 31 August	Annually
August	CESM	Review Local Emergency Management Arrangements Contacts	Quarterly
September	CEO	Complete owners and occupiers roll CEO to certify before 36th day.	Biennial (2023)
September	CEO/ EMCS	Annual Financial Report - to be submitted to auditor	Annually
September	CEO	Elections - Complete consolidated roll by 22 day	Biennial (2023)
September	CEO	Elections - Elected member training - Investigate and organise requirements.	Biennial (2023)
September	CEO	Elections - Electoral officers declarations - sign and submit	Biennial (2023)
September	CEO	Elections - Nominations open (8 day period)	Biennial (2023)
September	CEO	Elections - Prepare special Council meeting post elections agenda and public notice	Biennial (2023)
September	CEO/ CESM	Bush Fire - Appointment of Bush Fire Control Officers	Annually
September	CEO	Elections - Review Elected Members induction manual	Biennial (2023)
September	CEO	Elections - Hold candidate Information sessions prior to close of nominations for elections.	Biennial (2023)
October	CESM	Fire - Advertised prohibited burning times and fire break notices.	Annually
October	CEO	Elections - Review of Terms of Reference Council committees prior to reestablishment of committees post-election	Biennial (2023)

Month	Who?	Activity	Occurs
October	CEO	Election - Advertise Election Results	Biennial (2023)
October	CEO	Election - Send Election Report to Minister	Biennial (2023)
October	CEO	Elections - Conduct Elected Member Training	Biennial (2023)
October	CEO	Elections - Hold Local Government Election usually 3rd Saturday in October	Biennial (2023)
October	CEO	Elections - Last Day for Returning Officer to give state-wide notice of the election (19th day)	Biennial (2023)
October	CEO	Gift Register - RMW/Reminder memo - Councillors pre-election period - regulations regarding electoral gifts - seek declarations.	Biennial (2023)
October	CEO	Primary (Financial) Returns. Seek from newly elected councillors. President to sign CEO's acknowledgement.	Biennial (2023)
October	CEO	Committees - Appoint committees of Council (Majority Required)	Biennial (2023)
October	CEO	Items to Council in Oct regarding - Christmas Closure dates, Councillor & Staff Christmas Function date & venue	Yearly
October	CEO	Item to November Ordinary Council meeting elected representatives on committees	Biennial (2023)
November	CESM	Advertise Harvest Ban Hotline details & Christmas Day Total Harvest/Vehicle Movement Ban	Yearly
November	CEO	Annual and Primary Returns - All returns lodged under s5.75 or s5.76 and removal from register to be kept for 5 years after officer ceases to be councillor or designated employee. Remove returns over 5 years.	Annually
November	CEO	Elections - Destroy Electoral Material from election 4 years prior.	Biennial (2023)
November	CEO	Elections - Election Report to Minister for election of President and Deputy President.	Biennial (2023)
November	CEO	Primary Returns - Acknowledge receipt of new elected members Primary Return.	Biennial (2023)
November	CEO	Council Meetings - Annual Meeting Schedule - obtain Council endorsement and then advertise publicly.	Annually
November	CESM	Review Local Emergency Management Arrangements Contacts	Quarterly
December	CEO	Annual Electors Meeting. Arrange and then publicly advertise.	Annually
December	CEO	Annual Report / Financials and Auditors Report adopt at Council then advertise publicly	By 31st Dec
December	CEO /EO	Send Copy of the Annual Financial Report to DLGC, Website and on Counter	Annually
December	EO	Advertise Office Closure following Council endorsement of office between Christmas and New Year.	Annually
December	CEO	Annual Report - Council Endorse Annual Report, Audit Report and Annual Financials. Audit Actions to Minister if required	Annually
December	CEO	Committees - Review Terms of Reference for Council Committees	Biennial (2022)

3.5 Key Contacts

Organisation	Contact
Before You Dig – Web submission form only	https://www.byda.com.au/contact/
Building Commission	1300 489 099
Department of Aboriginal Affairs	6551 8004
Department of Biodiversity, Conservation and Attractions – Parks & Wildlife Services	9219 9000
Department of Communities (Child Protection & Housing)	6277 3881
Department of Corrective Services	9622 0400
Department of Education	9622 0200
Department of Finance	6551 1000
Department of Fire & Emergency Services (DFES)	9690 2300 – General Enquires 000 – Emergency
Department of Health	9222 4222
Department of Home Affairs	13 18 81
Department of Infrastructure, Transport, Regional Development, Communications and the Arts	1800 075 001
Department of Local Government, Sport and Cultural Industries	6552 7300
Department of Primary Industries and Regional Development	1300 374 731
Department of Transport	13 11 56
Department of Water and Environmental Regulation Environmental Protection Authority (EPA)	1800 161 176
Disability Services Commission	9329 2300
Heritage Council of WA	6551 8002
Landgate	9273 7373
Main Roads Western Australia	9622 4777
Police – WA Police Force	131 444 – General Enquiries 000 – Emergency
Public Transport Authority of Western Australia	9326 2000 9220 9999 (24 hour emergency line)
Services Australia	13 12 72 (Child Support) 13 11 58 (National Business Gateway)
Shire of Beverley	9646 1200
Shire of Bruce Rock	9061 1377
Shire of Cunderdin	9635 1381
Shire of Kellerberrin	9045 4006
Shire of Quairading	9645 2400
Shire of Tammin	9637 0300
St John Ambulance	9334 1233 (Quairading) 000 - Emergency

Organisation	Contact
State Administrative Tribunal (SAT)	9219 3111/1300 306 017
State Library of Western Australia	9427 3111
Synergy	13 13 54
Treasury	9235 9100
Valuer General	9273 7373
Volunteer Bushfire Brigade Chief Fire Control Officer	0409 118 238
WALGA	9213 2000 / info@walga.asn.au
Waste Authority WA	6364 6965
Water Corporation	13 13 75
Western Power	13 13 51
WorkSafe: 1800 678 198 (24hrs serious incidents)	1300 307 877

Contractors / Suppliers			
Service	Contractor/Supplier	Contact person	Number
Banking	Westpac	Rosie Hayes	9645 2333
Bush Fire Brigade	Chief Bush Fire Officer	Nigel Gelmi	0409 118 238
Bush Fire Brigade	CESM	Ben Davies	0448 008 653
CCTV Maintenance	Redfish Technologies	Stuart Herring	6396 0660
Couriers	TOLL IPEC	N/A	13 15 31
Cyber Insurer	Wallis Computer Solutions	Nat Wallis	9661 1803
Electrician	CWB Electrical & A/C	John Greenwood	0448 371 760
Environmental Health Officer	Philip Swain Consulting	Philip Swain	0402 798 996
Fleet Maintenance	Department of Transport	Cynthia Lowe Melissa Ogden	9645 2400 0499 699 086
Fuel Supply	Great Southern Fuel	Jeanette Walling	9063 2014
Funeral Directors	Purslowe Tinetti Funerals		9622 1411
Funeral Directors	Thompson's Funeral Services		96225517
HACC Home and Community Care	QDG District Hospital	Diana Ellison	9645 2222
IT Solutions	Wallis Computer Solutions	Nat Wallis	9661 1803
Insurance	LGIS	Megan Sumpton	9483 8848 0400 352 651
Internet	Wallis Computer Solutions	Nat Wallis	9661 1803
Local newspaper	Quairading Community Resource Centre	Jill Hayes	9645 0096
Locksmith	Commercial Locksmiths	Troy Luksa	1300 134 133

Contractors / Suppliers			
Mail	QDG Book Post	Mick & Nikki Grage	9645 1133
Mechanic	Marnham's Mechanical Services	Andy Marnham	0427 451 441
Mechanic- Diesel	AFGRI		9645 0077
Media Outlets – Radio	Triple M		9622 2777
Parker House Aged Care	QDG District Hospital	Diana Ellison	9645 2222
Pharmacy	QDG Clinicare Pharmacy	EJ Cheang	9645 1061
Plumbing	GJ Jones Plumbing	Glen Jones	0437 937 855
QDG District Hospital	QDG District Hospital	Diana Ellison	9645 2222
Refuse / Recycling disposal	Shire of Quairading	Sarah Caporn	0427 451 001
Stationery	COS	N/A	1300 882 244
Supermarkets	IGA	Sharon Cutts	9645 1205
Telecommunications	Wallis Computer Solutions	Nat Wallis	9661 1803
Waste/bins	Avon Waste	Ashley Fisher	08 9641 1318
Worker's Compensation	LGIS		08 9483 8888

4. REACT

Task	Delegated to:	Complete
<p>Ensure delegation and activation of all:</p> <p>A. Time-Critical business functions B. Other activities for delivery C. Employee’s support & wellbeing requirements D. All upcoming activities or events E. Key contacts / Organisations / Contractors to be contacted</p>		
<p>See ‘Scenario-Specific’ Checklists on following pages for more specific information relating to:</p> <ul style="list-style-type: none"> • Loss of People • Loss of (or access to) buildings / infrastructure / equipment • Loss of I.T., Data or Communications • Loss of key Suppliers 		
Monitor ongoing staff support & wellbeing requirements.	Delegated to:	Date & Time
Continue recording all decisions, actions and issues.	Delegated to:	Date & Time
<p>Consider and agree the following key actions:</p>		
What is considered to be the recovery objective(s)	Delegated to:	Date & Time
Delegate authority for special responsibilities	Delegated to:	Date & Time
Assign salvage or restoration responsibilities	Delegated to:	Date & Time
Delegate alternate actions for staff not affected by the incident	Delegated to:	Date & Time

Task	Delegated to:	Complete
Advise how and when future communications will take place: Radio; Email; SMS; Social Media; White Board, Bulletin board; Internet; TV; Newspapers When:	Delegated to:	Date & Time
Set the time, date & venue for the next meeting	Delegated to:	Date & Time
If not already completed, determine a meeting venue & call a staff meeting. Advise staff: <ul style="list-style-type: none"> • Appraisal of the situation & the scope of the incident: (This is what we know, this is what we don't know, this is what we need you to do and this is what we're going to do). Make sure they understand: <ul style="list-style-type: none"> • Where they should go • What they should do and how they should do it • The Social Media policy. If an employee is approached to make a comment, they should refer the media body to you. • Reporting arrangements • That their jobs are safe (if applicable) • When they should come back to work • When the next communication can be expected and how it will be communicated. Contact and instruct staff not affected by the incident, currently off site, on leave or located elsewhere. A main point of contact should be nominated and provided to all staff should they need to communicate. This should be a different person to that who is making the staff contacts.	Delegated to:	Date & Time
Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff as required. (Refer Appendix A – Communications Guidelines)	Delegated to:	Date & Time
Other actions:	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time

Scenario-Specific Checklists

4.1 Loss of (or access to) buildings / infrastructure / equipment

Tasks: Loss of (or access to) buildings / infrastructure / equipment	Delegated to:	Complete
<p>If relocation is necessary; consider: Alternative Locations:</p> <ul style="list-style-type: none"> • Community Resource Centre • Depot • Arts Centre • Portable site offices • Town Hall • Local School • Work from home • Other Local Governments <p>Storage Locations: Physical equipment; Contractors / Local businesses</p>	Delegated to:	Date & Time
Consider how workstations & communications for staff relocating to other sites will be established and allocated	Delegated to:	Date & Time
Staff travel arrangements to other sites	Delegated to:	Date & Time
Consider how staff working in shifts will be established and allocated (e.g. work two shifts of 5 hours rather than one shift of 8 hours)	Delegated to:	Date & Time
How workstations & communications for staff working from home will be organised	Delegated to:	Date & Time
Note: staff working from home should be housed at the office 2 days per week wherever possible		
Consider other support areas to assist with relocation	Delegated to:	Date & Time
Familiarise staff with new arrangements and determine communication protocols	Delegated to:	Date & Time
Arrange security access controls for the affected building	Delegated to:	Date & Time
Arrange security access controls for the new building/s	Delegated to:	Date & Time
Manage any new OHS/Support & wellbeing issues that may arise either	Delegated to:	Date & Time
<ol style="list-style-type: none"> 1. During relocation or 2. At the new building/s or 3. With the use of new equipment 		
Notify Stakeholders of amended working arrangements	Delegated to:	Date & Time
Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff as required. (Refer Appendix A – Communications Guidelines)	Delegated to:	Date & Time
Redirect: Emails, phones, etc	Delegated to:	Date & Time
Identify necessary people & equipment requirements to maintain Time-Critical Activities	Delegated to:	Date & Time

Tasks: Loss of (or access to) buildings / infrastructure / equipment	Delegated to:	Complete
If possible, begin salvage or restoration activities	Delegated to:	Date & Time
Other:	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
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	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time

4.2 Loss of People

Tasks: Loss of People	Delegated to:	Complete
Determine: The number of staff away Affected service areas Expected return dates	Delegated to:	Date & Time
Ensure the safety and wellbeing of remaining staff	Delegated to:	Date & Time
Identify Time-Critical deliverables due today and for the next 5 days	Delegated to:	Date & Time
Determine the minimum number of staff required to continue operations and identify critical servicing and staffing gaps	Delegated to:	Date & Time
Consider how staff working in shifts will be established and allocated (e.g. work two shifts of 5 hours rather than one shift of 8 hours)	Delegated to:	Date & Time
Ensure replacement staff are inducted and competent	Delegated to:	Date & Time
Cease all non-critical activities (deferred activities) where appropriate	Delegated to:	Date & Time
In consultation with HR, notify / escalate to Health Department or Worksafe etc.	Delegated to:	Date & Time
<p>Can temporary competent replacements be arranged:</p> <p>From other business units?</p> <p>From other sources: Refer Key Contacts</p> <ul style="list-style-type: none"> ○ Other Local Governments ○ Casuals ○ Volunteers ○ Existing contractors ○ Recruitment agencies for Labour Hire (e.g. LoGo, WALGA) ○ State Government Agencies (Main Roads) ○ Retired or former employees 	Delegated to:	Date & Time
<p>Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff as required.</p> <p>(Refer Appendix A – Communications Guidelines)</p>	Delegated to:	Date & Time
Notify Stakeholders of amended working arrangements	Delegated to:	Date & Time
Other:	Delegated to:	Date & Time

4.3 Loss of IT or Communications

Tasks: Loss of IT or Communications	Delegated to:	Complete
Contact IT Contractor / Support / Cyber Insurer: (Chubb Cyber Incident Response Hotline): Determine potential cause/s Clarify the extent of the outage Clarify the extent of any data loss Determine restoration target timeframes	Delegated to:	Date & Time
Determine whether there is a need for any other staff to assist I.T.	Delegated to:	Date & Time
Detail a strategy and resources for recovery, including assistance from external contractors, cyber insurer and I.T. specialists. Most important are Internet, Outlook, Synergy and MedPrac.	Delegated to:	Date & Time
Consider: Deliverables due today and for the next five days Consider how workstations & communications for staff relocating to other sites or working from home will be established and allocated Staff travel arrangements to other sites Manual procedures or workarounds Other productive activities not requiring I.T. or communications infrastructure	Delegated to:	Date & Time
Detail a strategy and resources for recovery, including assistance from neighbouring local governments, responders, external contractors, suppliers, insurers and specialists:	Delegated to:	Date & Time
Invoke the ICT Disaster Recovery Plan	Delegated to:	Date & Time
If there has been a partial loss of IT or Communications, consider how staff working in shifts will be established and allocated (e.g. work two shifts of 5 hours rather than one shift of 8 hours)	Delegated to:	Date & Time
Notify Stakeholders of amended working arrangements	Delegated to:	Date & Time
Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff as required. (Refer Appendix A – Communications Guidelines)	Delegated to:	Date & Time
Ensure ongoing interaction with appropriate IT Incident Management for regular updates and feedback	Delegated to:	Date & Time
Ensure protocols for regular updates and feedback	Delegated to:	Date & Time
Consider support & wellbeing requirements of the I.T. Contractor	Delegated to:	Date & Time
Other:	Delegated to:	Date & Time

4.4 Loss of Supplier

Tasks: Loss of Supplier	Delegated to:	Complete
Contact the Supplier (where possible) and determine: The nature and extent of the incident Have operations ceased entirely, or is it limited? Supply of any goods currently in transit Whether the supplier has stock on hand that you can collect Communication updates from the supplier if possible Assign someone to monitor & communicate with the supplier	Delegated to:	Date & Time
Restoration timeframes and clearance of backlogs (if applicable)	Delegated to:	Date & Time
Consider: Time-Critical activities that rely on this supplier	Delegated to:	Date & Time
Procurement Requirements Purchasing policy	Delegated to:	Date & Time
Length of time before these activities are impacted	Delegated to:	Date & Time
Alternative procedures	Delegated to:	Date & Time
Alternative suppliers / Other LG's? Contact them immediately.	Delegated to:	Date & Time
Determine if there are any legal, health and safety, reputation or financial implications	Delegated to:	Date & Time
Notify Stakeholders of amended working arrangements	Delegated to:	Date & Time
Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff as required. (Refer Appendix A – Communications Guidelines)	Delegated to:	Date & Time
Other:	Delegated to:	Date & Time

5. MANAGE

The following is a basic standing agenda for each regular meeting. Incident-specific information should also be included where relevant.

Tasks	Delegated to:	Complete
Arrange responsibilities for tasks & determine target completion times		
Record all decisions, actions and issues.	Delegated to:	Date & Time
Monitor ongoing staff support & wellbeing requirements	Delegated to:	Date & Time
Considerations to be discussed and actioned accordingly:	Delegated to:	Date & Time
• Review effectiveness of recovery actions to date	Delegated to:	Date & Time
• Discuss any emerging issues or new information	Delegated to:	Date & Time
• Reassess resource requirements and capabilities	Delegated to:	Date & Time
• Review all working arrangements for affected areas	Delegated to:	Date & Time
• Review all Time-Critical business activities (achievement of Recovery Time Objectives)	Delegated to:	Date & Time
• Review existing / current workload and any backlogs	Delegated to:	Date & Time
• Review all outstanding Deferred Activities and arrange resumption	Delegated to:	Date & Time
• Assess any insurance implications	Delegated to:	Date & Time
• Set next meeting and venue	Delegated to:	Date & Time
Identify & notify Key Contacts of amended working arrangements	Delegated to:	Date & Time
Provide feedback, information, copies of communications & copies of logs to the Admin Support Team to ensure that an appropriate record of the incident is maintained	Delegated to:	Date & Time
Provide updates to impacted staff	Delegated to:	Date & Time
Release external communications if deemed appropriate	Delegated to:	Date & Time
Conduct site visits if deemed appropriate and safe	Delegated to:	Date & Time
Ensure all relevant stakeholders continue to be kept informed	Delegated to:	Date & Time
Continue to monitor Incident and issue instructions as appropriate	Delegated to:	Date & Time
Review status of Incident and scale down recovery as situation dictates	Delegated to:	Date & Time
Implement staff rotation / rostering	Delegated to:	Date & Time
Other:	Delegated to:	Date & Time

6. RECOVER

Tasks	Delegated to:	Complete
Arrange responsibilities for tasks & determine target completion times		
Record all decisions, actions and issues.	Delegated to:	Date & Time
Monitor ongoing staff support & wellbeing requirements	Delegated to:	Date & Time
For review and agreement:		
• Completed action items	Delegated to:	Date & Time
• Recovery objectives	Delegated to:	Date & Time
• Plans are in place to deal with any backlogs	Delegated to:	Date & Time
• Communication to staff to recognise efforts	Delegated to:	Date & Time
• Target date for completion of post incident review	Delegated to:	Date & Time
Provide copies of logs and decisions to Admin Officer for collation	Delegated to:	Date & Time
Undertake <u>post-incident review / debrief</u>, including:		
<ul style="list-style-type: none"> • Communication within and between Incident Management Team and Support areas • Effectiveness of communication with affected areas and stakeholders • Cost of recovery arrangements and insurance offsets • Effectiveness of recovery strategies • Advice to external and internal customers • Media arrangements • Impact of incident on Shire’s reputation • Timeframes for tasks and achievement of target • Impact on work flows of affected and interdependent areas • Special staffing arrangements and acknowledgment of contributions. • IT recovery arrangements. 	Delegated to:	Date & Time
Present findings to the Audit Committee for review.	Delegated to:	
Celebrate achievements and anniversary of incident (if appropriate).	Delegated to:	

7. SHIRE RECOVERY INFORMATION

Equipment:

Shire of Quairading Details	Cumulative quantities required within ...				
	1 day	3 days	1 week	2 weeks	4 weeks
Cumulative:					
Workstations / Laptops (Comm’s, Payroll, Customer Service)	3	3	5	5	All
Printers	1	1	2	2	All
Server					

APPENDIX A – COMMUNICATIONS GUIDELINES

Sample Communications Template

New York Mayor Rudy Guiliani’s format for providing 9/11 disaster information is given as an example of best practice:

- **this is what we know** _____
- **this is what we don’t know** _____
- **this is what we are doing** _____
- **this is what we want you to do** _____

Communications Team Responsibilities

ONLY an authorised spokesperson may speak to the media.

Primary	Deputy	Role / Responsibility
Shire President	CEO	<ul style="list-style-type: none"> • Works with Management Team / Council to publicly issue statements to the media. • Serves as lead representative at press conferences with assistance as required. • Approves all publicly disseminated information. • Identifies spokespersons if required.
Shire President	CEO	<ul style="list-style-type: none"> • Works in close liaison with the spokesperson to ensure message accuracy and delivery. • Assists with media relations.
Shire President/ CEO	CEO	<ul style="list-style-type: none"> • Provides legal advice on communications strategies. • Provides legal advice on messaging to victim(s), family members, media, etc. • Approves messages before release.

Verify the Incident

WHAT happened?	
WHERE did it happen?	
WHEN did this happen?	
WHO is involved?	
HOW did it happen?	
WHY did it happen?	
WHAT is currently being Completed?	

When collecting information, it is important to consider the following:

- Have all the facts been obtained (to the best of your knowledge)? _____
- What other information is needed? _____
- Have the details of the situation been confirmed? _____
- Are the information sources credible? _____
- Is the information consistent from several sources? _____
- Other? _____

Notification Chart

Internal Audience	Mode of delivery, release date and time	Likely questions
Councilors	Face-to-face / SMS / phone call / e-mail / Conference call	What has happened? What is the impact? How have you responded? How could it happen and who is to blame? What is being done to fix it? What is the impact on customers and how are these are being managed? When will normal capability be restored? What is the status of your recovery?
Employees	Face-to-face / SMS / phone call / e-mail / Conference call	Where should we go? What should we do? How do we do it? What are we allowed to say? Will I get paid? Is my job safe? When do I come back to work? Impact of the incident? Continuing operational capability? Alternate work arrangements? Access to counseling services.
Employee's family		Are they safe?
Incident Management Team		What has happened? What is the impact? How should we respond?
Other?		
Other?		
External Audience	Mode of delivery, release date and time	Likely questions
Community	Face-to-face / SMS / phone call / Social Media / e-mail / Conference call / website / radio bulletin / press release	Will you be in a position to provide the services I require?
DFES / SES / WA Police		
Media: local, regional and national		What is the impact? How many casualties? Safety concerns for the local area?

External Audience	Mode of delivery, release date and time	Likely questions
Public		
Stakeholders		What has happened? What is the impact? How does this affect us? How could it happen and who is to blame? How have you responded? What is the status of your recovery?
Contractors / Suppliers		Will my bills be paid? Changes to supply requirements? How long will inventory need to be held? Capacity for changed pricing? Likely duration of supply impacts. Compensation available under contractual conditions?
EAP Provider		
Regulators		Are all relevant rules and regulations being adhered to? What is the compliance of other related areas? Can it happen again? What similar events have happened previously?
Other?		
Other?		

Message Mapping - Example

Stakeholders: e.g. Community, employees, clients, customers & shareholders	
Core Message 1	
At 2am on Tuesday 23 January 2019, a contractor Police have confirmed that a male of approximately 25 years of agewas discovered by workers this morning at approximately 6.30am. this is what we know	
Supporting core message 1	Evidence
It is not known why the contractor was on site at 2am ... this is what we don't know	A: Questioned staff B: Interviewed the witness C:
Information Supporting the core message 1	Evidence
We have contacted ... this is what we are doing	A: B: C:
Information Supporting the core message	Evidence
If anyone has any information ... this is what we want you to do	A: B: C:
Delivery Method: CEO: Verbal interview with reporter at 11am.	

APPENDIX C – SUMMARY OF BUSINESS ACTIVITIES

Service Area	Activity	Delegated to: Date & Time
Governance	Advocacy	Delegated to: Date & Time
Governance	Annual Report	Delegated to: Date & Time
Communications	Civic Speeches	Delegated to: Date & Time
Communications	Communication Plans	Delegated to: Date & Time
Communications	Media liaison & official media releases	Delegated to: Date & Time
Communications	Monthly Newsletters	Delegated to: Date & Time
Communications	Social Media – Facebook, Twitter and YouTube	Delegated to: Date & Time
Communications	Stakeholder communications including staff and elected members	Delegated to: Date & Time
Community Services	Aged Care	Delegated to: Date & Time
Community Services	Club Development Program	Delegated to: Date & Time
Community Services	Community education programs	Delegated to: Date & Time
Community Services	Community Housing – (AKV & Council Houses)	Delegated to: Date & Time
Community Services	Youth group programs	Delegated to: Date & Time
Community Services	Events / Festivals	Delegated to: Date & Time
Community Services	Other Programs – Disability, Youth including Youth Council, Volunteers, Multicultural, RAP	Delegated to: Date & Time
Community Services	Reserve and Facility hire – seasonal and casual	Delegated to: Date & Time
Construction & Maintenance	Burials, burial register & liaison with Funeral Directors	Delegated to: Date & Time
Construction & Maintenance	Crossover and Verge Bond Administration	Delegated to: Date & Time
Construction & Maintenance	Drainage Construction / Maintenance	Delegated to: Date & Time
Construction & Maintenance	Engineering Administration	Delegated to: Date & Time
Construction & Maintenance	Graffiti Management	Delegated to: Date & Time
Construction & Maintenance	Management of Contracts & Contractors	Delegated to: Date & Time
Construction & Maintenance	Reactive response to urgent repair requests	Delegated to: Date & Time
Construction & Maintenance	Road and Footpath Construction / Maintenance	Delegated to: Date & Time
Construction & Maintenance	Scheduled building maintenance & inspections- (non urgent)	Delegated to: Date & Time
Construction & Maintenance	Street Lighting – Western Power supply	Delegated to: Date & Time
Construction & Maintenance	Traffic Management/Road Projects	Delegated to: Date & Time

Service Area	Activity	Delegated to: Date & Time
Construction & Maintenance	Capital building projects.	Delegated to: Date & Time
Community Services	Community Leases/Agreements with community not-for-profit organisations/ sporting clubs for the ongoing use of buildings and facilities	Delegated to: Date & Time
Corporate Services	Contract Administration (inc. leases & agreements)	Delegated to: Date & Time
Corporate Services	Customer Service – first point of contact	Delegated to: Date & Time
Corporate Services	Grants – (Project vs Acquittal)	Delegated to: Date & Time
Corporate Services	Insurance program management	Delegated to: Date & Time
Corporate Services	Procurement (inc. Tender/ Disposal) Management	Delegated to: Date & Time
Development	Advice to customers on statutory or strategic planning matters.	Delegated to: Date & Time
Development	Assessment of development applications - Certified	Delegated to: Date & Time
Development	Assessment of development applications - Others	Delegated to: Date & Time
Development	Assessment of development applications - Uncertified	Delegated to: Date & Time
Development	Building compliance activities.	Delegated to: Date & Time
Development	State Administrative Tribunal reviews & responses	Delegated to: Date & Time
Economic Development	Advocacy for economic development	Delegated to: Date & Time
Economic Development	Economic Development Plan	Delegated to: Date & Time
Economic Development	Funding submissions.	Delegated to: Date & Time
Economic Development	Contribute to marketing and promotion of the area	Delegated to: Date & Time
Emergency Management	Bushfire mitigation (seasonal)	Delegated to: Date & Time
Emergency Management	Local & district emergency management committee	Delegated to: Date & Time
Emergency Management	Training in emergency management practices and response	Delegated to: Date & Time
Environmental Health	Contaminated Sites	Delegated to: Date & Time
Environmental Health	Food Control/Handling (*Spoilt Food)	Delegated to: Date & Time
Environmental Health	Health Promotion	Delegated to: Date & Time
Environmental Health	Industrial Area Inspections	Delegated to: Date & Time
Environmental Health	Mosquito Control (Seasonal)	Delegated to: Date & Time

Service Area	Activity	Delegated to: Date & Time
Environmental Health	Pest Control	Delegated to: Date & Time
Environmental Health	Public Buildings and Public Swimming Pools	Delegated to: Date & Time
Environmental Health	Reactive response to urgent EHO-related requests (Pest control, contamination, food premises, etc)	Delegated to: Date & Time
Financial Services	Acquittal facilitation (Grants)	Delegated to: Date & Time
Financial Services	Financial Accounting	Delegated to: Date & Time
Financial Services	Funds Management	Delegated to: Date & Time
Financial Services	Invoicing and collection of charges	Delegated to: Date & Time
Financial Services	Management Accounting	Delegated to: Date & Time
Financial Services	Payment of creditors	Delegated to: Date & Time
Financial Services	Payroll	Delegated to: Date & Time
Financial Services	Rates	Delegated to: Date & Time
Fleet Management	Fleet and Plant Management	Delegated to: Date & Time
Fleet Management	Plant and equipment maintenance	Delegated to: Date & Time
Fleet Management	Vehicle fleet management	Delegated to: Date & Time
Governance Support	Administrative support to Councillors and CEO	Delegated to: Date & Time
Governance Support	Citizenship Ceremony	Delegated to: Date & Time
Governance Support	Corporate Reporting	Delegated to: Date & Time
Governance Support	Councillor Conference/ Event Attendance	Delegated to: Date & Time
Governance Support	Delegated Authority Register	Delegated to: Date & Time
Governance Support	Disclosure of Gifts	Delegated to: Date & Time
Governance Support	Elections (If an Election Year)	Delegated to: Date & Time
Governance Support	Interests & Disclosures	Delegated to: Date & Time
Governance Support	Local Laws	Delegated to: Date & Time
Governance Support	Minutes and Agendas	Delegated to: Date & Time
Governance Support	Policy (Policy makeup/review vs administration)	Delegated to: Date & Time
Human Resources	Employee and Industrial relations	Delegated to: Date & Time
Human Resources	Employee inductions	Delegated to: Date & Time
Human Resources	Legislative requirements relating to employment	Delegated to: Date & Time
Human Resources	Recruitment, selection and retention	Delegated to: Date & Time
Human Resources	Staff complaints and dispute handling	Delegated to: Date & Time
Human Resources	Staff training and development	Delegated to: Date & Time
Human Resources	Workforce planning	Delegated to: Date & Time
Information Technology	Business Systems	Delegated to: Date & Time
Information Technology	IT Asset Management	Delegated to: Date & Time
Information Technology	IT Contracts management/renewal	Delegated to: Date & Time

Service Area	Activity	Delegated to: Date & Time
Information Technology	Network Infrastructure	Delegated to: Date & Time
Information Technology	Provision of information technology and communications systems to the organisation	Delegated to: Date & Time
Information Technology	Security of critical applications and data	Delegated to: Date & Time
Information Technology	Telecommunications	Delegated to: Date & Time
Library Services	Children’s and Adult Activities	Delegated to: Date & Time
Library Services	Management of Libraries	Delegated to: Date & Time
Library Services	Onsite Internet/PC Service	Delegated to: Date & Time
Library Services	Wi-Fi service at Library	Delegated to: Date & Time
OH&S	Accident investigation and incident reporting	Delegated to: Date & Time
OH&S	Occupational Health and Safety Committee Meetings	Delegated to: Date & Time
OH&S	Oversee and manage return to work programs	Delegated to: Date & Time
Organisational Development	Building organisational alignment, process improvement and embedding best practice	Delegated to: Date & Time
Organisational Development	Business Analysis	Delegated to: Date & Time
Organisational Development	Coordinate implementation of improvements and change management	Delegated to: Date & Time
Parks & Gardens	Landscape Design and Construction Services	Delegated to: Date & Time
Parks & Gardens	Litter control	Delegated to: Date & Time
Parks & Gardens	Manage reticulation systems and bores	Delegated to: Date & Time
Parks & Gardens	Parks and Gardens Administration	Delegated to: Date & Time
Parks & Gardens	Passive and Active Grounds Maintenance	Delegated to: Date & Time
Parks & Gardens	Private Works	Delegated to: Date & Time
Parks & Gardens	Reactive response to urgent jobs (trees over roads etc)	Delegated to: Date & Time
Parks & Gardens	Scheduled maintenance activities	Delegated to: Date & Time
Parks & Gardens	Street Tree Maintenance	Delegated to: Date & Time
Ranger Services	Assist with provision of bushfire mitigation	Delegated to: Date & Time
Ranger Services	Community education programs	Delegated to: Date & Time
Ranger Services	Permits issued under Local Laws	Delegated to: Date & Time
Ranger Services	Reactive response to urgent Ranger-related calls (Local Law enforcement, animal control, litter control, parking, etc.	Delegated to: Date & Time
Ranger Services	Security Watch - 24 Hour Security Patrols, Holiday Watch Program and Security Appraisals	Delegated to: Date & Time
Records Management	Disposal of records according to legislation	Delegated to: Date & Time
Records Management	Filing, retrieving and archiving of files	Delegated to: Date & Time

Service Area	Activity	Delegated to: Date & Time
Records Management	Freedom of Information requests	Delegated to: Date & Time
Records Management	Registration & distribution of incoming and outgoing hard copy and digital correspondence (mail)	Delegated to: Date & Time
Records Management	Registration of building and planning applications	Delegated to: Date & Time
Recreation	Recreation centre administration	Delegated to: Date & Time
Recreation	Management of operations (eg. pool quality, cleanliness, etc.)	Delegated to: Date & Time
Recreation	Sports centre, function suite	Delegated to: Date & Time
Recreation	Utilisation of the Recreation centre as an emergency evacuation centre	Delegated to: Date & Time
Works & Services	GPS Fleet Systems Management	Delegated to: Date & Time
Works & Services	Infrastructure Asset Management (Roads, Drainage, Footpaths, Parks, Signage, Street Trees, Street Furniture)	Delegated to: Date & Time
Works & Services	Land/Property Data Management	Delegated to: Date & Time
Works & Services	Map Production Management	Delegated to: Date & Time
Works & Services	Spatial Systems Management	Delegated to: Date & Time
Works & Services	Waste Request System Management	Delegated to: Date & Time
Waste Management	Complaints and missed bins	Delegated to: Date & Time
Waste Management	Contracted waste and recycling collection	Delegated to: Date & Time
Waste Management	Illegal dumping	Delegated to: Date & Time
Waste Management	Manage waste management facilities	Delegated to: Date & Time
Waste Management	Management of controlled waste disposal	Delegated to: Date & Time
Waste Management	Monitor septic tanks & caravan sewerage drop-points	Delegated to: Date & Time
Waste Management	Waste and recycling management	Delegated to: Date & Time
Waste Management	Waste and recycling promotion & education	Delegated to: Date & Time
	Medical Practice	
	Childcare Centre	

12.6 Edwards Way Vacant Block Strategy

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Nicole Gibbs, Chief Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil.
Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council note the May 2023 progress update of the development of the strategy to populate the Edwards Way development.

IN BRIEF

Council has had 12 residential blocks for sale on Edwards Way/Reid Street for over 20 years. There has been Council discussion on innovative ways to generate interest in the blocks.

The lots have been on sale from between \$30,000 to \$45,000 for over 10 years. There has been no interest in the lots from buyers. Local real estate agents have advised with certainty that the lots will not sell for the current price because construction is cost-prohibitive in Quairading.

Council officers have developed a new advertising prospectus and strategy for the Edwards Way Residential Lots.

Dovetailing off the enormous success of the “search for a doctor” media campaign, officers propose a similar media campaign, the interest being generated by selling the lots by hosting a land auction with no reserve.

MATTER FOR CONSIDERATION

That Council considers noting the progress of the development of the strategy to populate the Edwards Way development.

BACKGROUND

Council has 12 residential blocks for sale on Edwards Way/Reid Street for over 20 years, with minimal to no interest from the community or otherwise in purchasing a block. The lot locations are:

LOT	STREET NO.	AREA	SALE PRICE (EXC GST)
304	2 Edwards Way	1065	\$30,000
303	4 Edwards Way	1061	\$30,000
302	6 Edwards Way	1091	\$30,000
301	8 Edwards Way	1088	\$30,000
325	1 Edwards Way	1082	\$45,120

324	3 Edwards Way	1070	\$45,120
323	5 Edwards Way	1069	\$45,120
321	9 Edwards Way	1069	\$45,120
328	11 Edwards Way	1048	\$47,040
305	15 Reid Street	1084	\$46,080
326	19 Reid Street	1202	\$45,120
327	21 Reid Street	1127	\$43,200

It is a priority for Council officers to find new and innovative ways to generate interest in the blocks in a bid to finally sell them. The first step was to remove the local law restrictions that applied to the lots in terms of the type of build that could be constructed. Adherence to the pre-existing local law resulted in the cost of construction exceeding the total value of the property after construction was complete. This made purchase of one of the blocks unappealing to potential buyers. The local law has now been replaced by the provisions in Local Planning Scheme No. 03.

A search on www.realestate.com shows that Quairading houses in town sell from anywhere between \$195,000 - \$350,000 for a 3x1 or 3x2.

Recent research into building a house on one of the lots indicates that building a decent 3x2 or 4x2, even using modular housing, would cost \$400,000 - \$450,000. Adding the cost of the land onto this price makes selling the lots even more difficult.

There are vacant lots in surrounding towns which are of a similar value so Council needs to find a way to be competitive with these towns.

Council has committed to bringing new residents and businesses to town, and so selling these blocks should be a high priority. If the land can be sold and houses built, new people will come to town. This will help boost the economy for local businesses, increase rates income, improve health services, populate the school and childcare centre, increase new potential volunteers (to avoid volunteer burnout) and increase the number of employable people.

If nothing is done, these blocks will continue to remain unsold and on the market.

The Proposed Strategy

Officers propose attempting to sell the lots through a highly publicised auction with no reserve. A caveat would be included to ensure builds would need to be complete within three years to avoid 'land banking.' Advice from Michael Southwell, Media and Political consultant, indicates that the auction strategy would be the one most likely to gain media support. The '\$1 per lot' model is now common in Australia and so an auction with no reserve would be more unique and so (potentially) will be easier to market to the media.

The work attached to the project is significant and includes:

- Community consultation;
- Instructing a legal firm in the development of property contracts with caveats;
- Facilitating a 'Quairading Day' six weeks prior to the auction to encourage external people to explore the community and experience the ambiance; and
- Facilitating auction day.

The risk is obvious, in that there is the danger that no lots will sell.

Officers are currently working on a project scope and costings.

STATUTORY ENVIRONMENT

Local Government Act 1995

Building Act 2011

Planning and Development Act 2005

POLICY IMPLICATIONS

Asset Management Policy

Community Engagement Policy

FINANCIAL IMPLICATIONS

There are significant financial risk of investing money into this strategy with the chance of it not working, and no blocks selling.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

The CEO has been in consultation with Michael Southwell to appropriately and will also sought legal advice with reference to contracts.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

The resale value/return on investment for local properties remains low.

Low employee retention increases recruitment costs, decreases employee morale and decreases Shire reputation.

Uncertainty of Quairading’s long-term future results in the further attenuation and closure of local businesses.

RISK ASSESSMENT

	Option 1
Financial	Low <i>The lots have been on sale for years without interest. While the financial risk may be considered significant, the potential outcome could bring new house builds and in turn, people to the community which is only positive for local employment, business, schools and health services.</i>
Health	N/A
Reputation	High <i>The residential blocks have been sitting vacant for many years which does not look good for Council. It is important for the community to see growth in the area.</i>
Operations	Medium <i>While much of the media work will be outsourced, this project has potential of tying up key staff members.</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.

12.7 Letter of support to NBN Co Limited

Responsible Officer	Nicole Gibbs, Chief Executive Officer
Reporting Officer	Nicole Gibbs, Chief Executive Officer
Attachments	1. Confidentiality Agreement - NBN/Shire of Quairading (confidential)
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil. Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council direct the CEO to provide a letter of support to NBN to ensure that Quairading benefits from the installation of five towers in the Wheatbelt.

IN BRIEF

The Shire of Quairading has the opportunity to support NBN in securing government funds to install five new towers that will create a microwave link from existing network infrastructure in neighbouring towns and extend through the Shires of Corrigin, Quairading, Bruce Rock and Kellerberrin.

MATTER FOR CONSIDERATION

That Council consider directing the CEO to provide a letter of support to NBN to ensure that Quairading benefits from the installation of five towers in the Wheatbelt.

BACKGROUND

Homes and businesses within a NBN Fixed Wireless footprint are able to order retail services via their preferred retail service provider because NBN is a wholesaler (i.e. NBN infrastructure does not restrict you to using NBN services). NBN provides access to all Retail Service Providers (RSPs) on a non-discriminatory basis. This approach is intended to help level the playing field in the Australian telecommunications industry, assisting to enhance competition and provide greater choice for customers across the country.

By mid-2024, NBN expects to launch two new wholesale higher speed tiers for the NBN Fixed Wireless network – Fixed Wireless Home Fast with peak download speeds of 100 to 130Mbps and Fixed Wireless Superfast with peak download speeds of 200 to 325Mbps, both with peak upload speed of 8-20 Mbps. Not all premises in a NBN Fixed Wireless network coverage area will necessarily be able to access Home Superfast due to technical limitation.

Across the Fixed Wireless network, these projects are expected to allow the network to achieve 'typical wholesale busy period speeds' of at least 50Mbps (download).

The Wheatbelt

There are two projects being proposed for the Wheatbelt. The one relating to the Shire of Quairading is a five-tower proposal that will create a microwave link from existing network infrastructure in neighbouring towns and extend it through the Shires of Corrigin, Quairading, Bruce Rock and Kellerberrin. NBN services in this area are currently delivered by Sky Muster satellite and CRISP.

It is intended the new NBN services will enhance local service provision and fill existing service gap areas, with a small area of signal cross over. This cross over will provide the local community with additional options for broadband service provision across a range of retail service providers.

The proposed project will provide access to high-speed broadband services to approximately 1,234 premises across the Shires of Corrigin and Shire of Quairading.

In the Shire of Quairading, infrastructure impacts would be the construction of one Fixed Wireless tower which will provide a service up to a range of 29 kilometres in diameter from the tower and connect the microwave link to the next service tower in the chain.

NBN is not seeking a financial contribution from the Shire for this project but is seeking a letter of support.

The Technology

Each NBN Fixed Wireless tower can support connections to multiple premises without the need to run individual fixed line connections to each one. These towers are designed to take advantage of advanced wireless technology to deliver internet to premises in rural and remote areas.

Some of the benefits the proposed solution will deliver due to faster and reliable connection are:

- Business will benefit through increased take up of video conferencing and cloud-based applications through an improved customer experience offered by Fixed Wireless due to the lower latency and access to higher speeds.
- Increased take up will lead to improved productivity and efficiency benefits for small businesses and organisations using cloud-based services.
- Large efficiency and operational savings in terms of people not being on the road but able to access services, especially training and meetings through existing regional offices.
- Greater operational efficiencies and options in terms of data storage, bandwidth options, reduced latency/delays, and ability to connect to head office in metro city.
- Streaming videos, entertainment, online gaming and movies.
- Enable working-from-home. More and more Australians have trended towards working from home, which has now significantly increased due to COVID 19. A Fixed Wireless connection can make working at home more efficient as the worker can access company systems remotely, download/upload files and may even save on transportation costs. Working from home offers individuals another way to balance their home and work life and tap into job opportunities that may not have been available before.

The CEO has signed a Non-Disclosure Agreement at the request of NBN. This agreement has been sent back to NBN signed on behalf of the Shire, though upon speaking to Ms Katina Bowie (Community Engagement Manager) the signed copy is yet to be returned.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

NBN are not requesting any financial support from Council, only a letter of support.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

The CEO met with Ms Katina Bowie, Community Engagement Manager for NBN Co Limited for an initial conversation regarding the project.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Asset Management Plan is non-compliant due to aging assets and increasing costs.

Uncertainty of Quairading’s long-term future results in the further attenuation and closure of local businesses.

RISK ASSESSMENT

	Option 1
Financial	Low <i>NBN are not requesting any financial support.</i>
Health	N/A
Reputation	Low <i>A faster, more reliable internet connection is only a positive thing for a Shire trying to attract new business and economy.</i>
Operations	Low <i>A faster, more reliable internet connection is only a positive thing for the Shire of Quairading who are heading into more cloud-based systems for record and information management.</i>
Natural Environment	Low <i>Better internet connectivity will assist the Shire and other businesses in the Wheatbelt move to a cloud-based/electronic system.</i>

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

COMMENT

Nil.

12.8 2023 Shire of Quairading Employee Perception Survey

Responsible Officer	Nicole Gibbs, Chief Executive Officer
Reporting Officer	Natalie Ness, Executive Manager Economic Development
Attachments	1. 2023 Shire of Quairading Employee Satisfaction Survey Results (confidential)
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil. Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council note the results of the 2023 Shire of Quairading Employee Satisfaction Survey (as per Attachment [1]) and the works underway to respond to the staff survey results in the service areas identified.

IN BRIEF

As part of the Shire of Quairading's key performance indicators, Council requested the CEO to monitor and report on organisational culture and capacity building including training and potential opportunity for improvement.

The 2023 Shire of Quairading Employee Satisfaction Survey was designed to collect information to review our workforce and assist us to determine capacity and capability of our workforce to deliver the required services in an effective and efficient manner, now and into the future.

Survey results can be viewed in Attachment [1]. These results will help management to develop strategies to address any structure or line management issues, resource constraints or training and development needed.

This report provides an update to Council on the results of the 2023 Shire of Quairading Employee Satisfaction Survey. In particular, this report looks at the service areas with a low score to better understand the works and actions being proposed by staff to support the delivery of improvements.

The survey was undertaken in April 2023. 69% of employees responded to the survey, which is above the average response rate for a similarly sized local government organisation (typically a response rate of 25%-60%) and provides the best evidence we have of how our staff are feeling.

MATTER FOR CONSIDERATION

That Council note the results of the 2023 Shire of Quairading Employee Satisfaction Survey and the works underway to respond to the staff survey results in the service areas identified.

BACKGROUND

In April 2023 an online staff survey was conducted, made up of 14 questions. The majority of these are categorised against one of the six areas detailed below. The remaining questions look at general feedback. The survey results are grouped into six areas as follows:

- **Leadership** – measures how staff feel about their Executive Management Team, Managers and organisational culture and values
- **My Company** – focuses on how much employees value the organisation; how proud they are to work there; and whether they make a difference
- **My Manager** – measures whether staff feel supported, trusted, and cared for by their immediate Manager
- **Personal Growth** – examines whether employees feel challenged by their job, whether their skills are being utilised and there are perceived opportunities for advancement
- **My Team** – includes how employees feel about the dynamics of their specific department and how well team members work together
- **Wellbeing** – measures the balance between work and home life, bullying and harassment in the workplace and mental health training initiatives.

To protect anonymity all survey results are entered into a database to allow for a report to be compiled that does not identify any one employee but aggregates the results to look at trends and identify gaps in skills and capacity. The survey results remain completely confidential and at no time were staff asked to identify themselves.

PLEASE NOTE: The CEO did NOT complete the survey due to a perceived or real conflict of interest in doing so.

Findings

The overall response rate for the survey was 69%, a total of 31 employees completed the survey (out of a total of 40 employees). Key highlights from the survey include:

- 40% of respondents enjoy working at the Shire of Quairading.
- 41.94% of respondents are very satisfied with career growth opportunities at the Shire of Quairading.
- 35.48% of respondents feel their job responsibilities match their strengths very well.
- 32.26% of respondents say employees in their department work very well as a team.
- 32.26% of respondents are very satisfied with their overall remuneration.
- 93.55% of respondents stated they have the tools and technology required to succeed in their role.
- 83.33% of respondents believe their job responsibilities are clearly defined.
- 29.03% of respondents are very satisfied with their current work-life balance.
- 56.67% of respondents consider the work culture has improved over the past 12 months.

The four largest themes for the organisation relate to Leadership, My Company and Wellbeing, with the following coming out as the key areas to address:

- **Daily work priorities** – reduction in the number of daily changes from management to work priorities.
- **Communications** – improved communications both internally with staff and externally with the community on project status updates and ‘positive’ news stories.

- **Healthier workplace** – improved staff incentives; a reduction in workplace bullying; and the implementation of mental health training initiatives.
- **Training** – more training on equipment that might not be job specific but will develop skills and assist with providing relief when required and assist with career progression; relevant course and forum attendance to improve knowledge and develop skills.

Next Steps

Business areas will develop and continue to progress their action plans providing a summary of the key priorities and the actions they are taking to address concerns raised. This is not an exhaustive list but will provide Council with an overview of the activities taking place to support the delivery of identified improvements.

Individual teams will be encouraged to continue to use the data and have conversations to understand their own strengths and areas of improvement.

The next Employee Satisfaction Survey will be undertaken in October 2023 and results will be benchmarked against the April 2023 Employee Satisfaction Survey results to ascertain trend lines and report on improvements in key areas outlined in the April 2023 survey results.

STATUTORY ENVIRONMENT

Disability Discrimination Act 1992

Equal Opportunity Act 1984

Western Australia Equal Opportunity Act 1984

Work Health & Safety Act 2020

POLICY IMPLICATIONS

Bullying, Harassment & Diversity Policy

Code of Conduct Behaviour Complaints Management Policy

Employee Code of Conduct

Work Health & Safety Policy

Grievance Policy

Equal Opportunity Policy

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report. All additional support being provided to business areas to respond to the staff survey is through prioritisation of existing resources and part of the current budget or budget allocations for 2023/24 financial year.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.3 Community:** Advocate for the provision of quality health services, health facilities and programs in the Shire
- 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
- 2.4 Economy:** Encourage local workforce participation

- 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

CONSULTATION

The 2023 Shire of Quairading Employee Satisfaction Survey was conducted via an online survey that all employees were encouraged to participate in. An all-staff email was distributed outlining the survey requirements. A laptop was made available at the depot for the works crew and all staff were allowed an hour of working time to complete the survey questions during their workday.

The Executive Management Team and managers will communicate the survey results to team members at team meetings via a ppt. presentation.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Skills/qualifications shortage across the Shire.

Unqualified, unskilled and/or inexperienced Shire personnel increase work health and safety risks.

Low employee retention increases recruitment costs, decreases employee morale and decreases Shire reputation.

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>There are no financial implications associated with this report. All additional support being provided to business areas to respond to the survey results is through prioritisation of existing resources and part of the current budget or budget allocations for FY23/24.</i></p>
Health	<p>Medium</p> <p><i>Further work on wellbeing with a focus on healthy workplaces and mental health initiatives will be supported with in-house programs providing specific interventions to help managers tackle stress amongst team members.</i></p>
Reputation	<p>Medium</p> <p><i>The Executive Management Team and managers will work together as appropriate to support the delivery of the identified improvements.</i></p>
Operations	<p>Low</p> <p><i>All additional support being provided to business areas to respond to the survey results is through prioritisation of existing resources.</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.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH & BUILDING

No matters for consideration

ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES**14.1 Update on 2022/23 Works Programme****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Sarah Caporn, Executive Manager, Works & Services**Attachments** 1. Works Programme Update, May 2023 [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil.

Responsible Officer: Nil.

OFFICER RECOMMENDATION

That Council note the commitments and current status of the programme for Works & Services team for the month of May 2023.

IN BRIEF

The first 3km of Quairading – Corrigin Road has now been sealed, ready for signs and white posts. The 22/23 works should be completed by the end of May/early June.

Upgrades have been made the Town Hall, Doctors Residence and Nature Reserve.

Some proposed upgrades for the 2023/24 Capital Works programme are also discussed.

MATTER FOR CONSIDERATION

A comprehensive update of current Works & Services projects is provided below.

PROJECT UPDATES**Construction:**

Quairading – Corrigin Road: Since our last report, the 21/22 works (SLK 5.92 to 9.3) have now been completed to the point of sealing. This is a magnificent milestone for this project and will ensure the road survives well over winter. The last remaining step is white posts and signage. The 22/23 works (SLK 2.9 to 5.92) have been completely cement stabilised and 50% completed with gravel overlay. Carting should only take another 10 days to be completed. Our contractors will then be back to wetmix, and sealing will be completed before the end of May. We have needed to adjust the seal due to the weather conditions and cooler conditions this late into the construction period. It is proposed to come back and do another final coat of seal using a crumb rubber in the spring during the 23/24 construction period. This is an excellent product and will ensure a life span of our new road of approximately 20 years. We will utilise the carry forward funds as well as some funds from 23/24 RRG works. The 23/24 RRG project is still on the Quairading-Corrigin Road but further south, near Horsley Road, so we'll reduce the scope of those works slightly to free up the funds to complete the desired seal on the current section of works.



Dangin Mears Culvert (SLK 21.9): WSNF have replied to our request for delaying the works agreeing that any available construction window for this particular culvert i.e. size and location and complexity is well past. We will regroup and get ready to construct in the spring when the culvert has dried out again.

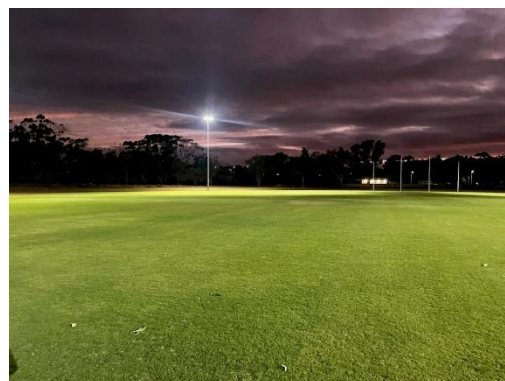
There was no indication of further failure and the very short time frame between now and construction the existing structure should suffice. The EMWS will undertake a regular weekly inspection until construction commences to offset any perceived risk to the road users. The culvert should show signs of failure prior to any collapse.

Verge Mulching: Has been completed on the following roads under contract – Sandplain, Pantapin South, Hughes, Old Beverley East and Balkuling North. Reports were also received for Brighthouse, Dangin South and Wackett Roads but, having much lighter levels of traffic, these roads will be completed by Shire staff.

Grounds & Gardens:

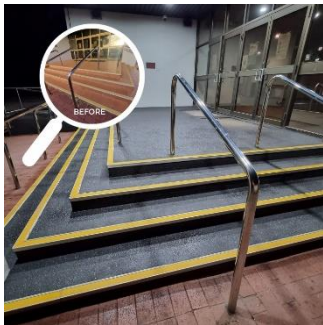
Winter sports season has begun. Our grounds and gardens staff have been kept busy mowing and line marking the oval regularly and cleaning the hard courts. They have also been installing some new signage around the townsite including the Nature Reserve, Toapin Weir and Main Street parking area. Work has also been progressing on the Old School Site with our staff assisting with the earthworks and planting and will be soon providing assistance to move in all the substrates and fall surfaces for the Community Park.

Lights at the Oval: The EMWS has sought further advice from a supplier not involved in the original project. They’ve advised that we shouldn’t have any height restrictions to the design and have recommended adding a higher pole along with another pole and lamp to the eastern side to combat the dark areas in the centre of the playing surface. Project scope and costings will be included for 2023/24 Budget but likely in the vicinity of \$50,000.



Council Properties:

Doctor's Residence: New flooring has been ordered and arrived ahead of our new Doctor commencing. We are now awaiting availability for installation. More flooring has been added to the 2023/24 budget to complete the residence.



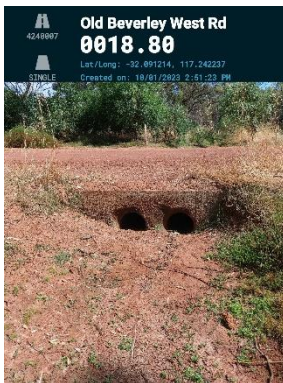
Town Hall: Several of the tiles had lifted and become hazardous on the access ramp into the Town Hall. Staff tried in vain to find a match for existing or replace with something similar. We instead landed on very cost effective spraycrete product which is laid over the existing (deglazed and repaired) tiles and it's produced spectacular results. It has a non-slip clear coat over the top and the Shire could retain the existing handrails and yellow tread markers. This project was achieved within the current Building Maintenance budget.

Plant Updates: The new-to-us backhoe has now arrived in the Shire and already proving very useful having gone to the Groves to remove some tree limbs from the access tracks.

Our 2015 Hitachi excavator is currently out of commission and stuck on a pile in the gravel pit. It has cracked the turbo in a circumstance called 'runaway engine' (that black smear on the gravel is engine oil). Our mechanic recommended to bypass the turbo to limp it down and float it to Perth for repairs, after which we should know more about possible damage and repairs required.

**2023/24 Proposed Projects:**

Unsealed Road Floodways: The EMWS has received many reports of floodways washing away and damaged in recent rainfall events. Works staff spent a lot of time during September 2022 to repair Punch Road only to have it wash away again at the end of March. A similar situation is experienced at Old Beverley Road West. It is proposed to replace existing concrete pipes (2 x 375mm) in our four most temperamental floodways with box culverts (1 x 1200mm). This will instantly double the capacity of the drainage and allow the water to escape past the road and flow down into the catchment much faster. Further resheeting work is also planned for the Old Beverley Road as it's very low lying further west of the formal floodway.



Punch Road Floodway, Apr 2023



Example of Box Culvert drainage



Old Beverley Road West, SLK18.80, Apr 2023

The pipes are already full and flowing and it won't take too much more rain for water to flood over the road again.

McLennan St / Wood St Drainage:

Another area of concern recently highlighted during the recent rains is the limited capacity of the grate in McLennan St near the southwestern corner of the Bowling Club. It is proposed to replace this grate with a side entry pit, a larger sump and redesign the culverts to direct water to the open V-drain for improved drainage. We also proposed to line 200m of V-drain to the east (through Wood St Reserve) with a new 'concrete blanket' product. Shire staff will shape the underlying soil base and then lay the blanket down with a footing/channel and simply hydrate it. Once cured, it should last for many years as long as water doesn't get in and under the substrate. The EMWS will have samples available at the meeting for Councillors to see and some example applications are below.



ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no further financial considerations outside of existing budget scope. Some budget considerations are addressed elsewhere in this agenda.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

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

RISK ASSESSMENT

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

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

COMMENT

Please find an update on the 2022/23 Works Programme as Attachment [1].



WORKS PROGRAMME UPDATE

PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
Final Completion: Old School Site (plaques and signage); Infant Health Centre (plinth and plaques)	Before end December 2022	<u>Old School Site</u> : Project mgmt. now moved to Jen Green. See updates elsewhere in agenda. <u>Infant Health</u> : 3 x Brass plaques are at the Works Depot. We are awaiting Adam May to complete other outstanding projects before commencing on the plinth with bricks retained from the demolished building.
Seal repairs (half road) on corner of Mawson-Doodenanning Rd & Billacabella Rd	December 2022 April 2023	Remains outstanding The patch on Hayes Road is now complete.
Toapin Weir: Improved BBQ and firepit facilities, remove wire fence and install bollards, improved safety signage	November – December 2022	90% complete – The only remaining item from our scope is the handrails. EMED is working to find a suitable supplier as it will be custom manufactured.
The Groves: Access road and fencing	January – February 2023	40% – Purchase orders are now in place with works to be scheduled in the coming months. Access track and Ablution Block costs are included within 2023/24 Budget.
Major Roadworks: Quairading-Corrigin Rd	October 2022 – February 2023	75% complete - See updates within April OCM W&S report.
Gravel Resheeting: Old Beverley Road West; Badjaling North Rd	Outside construction timeframes (October 2022 to March 2023)	30% complete – Remains outstanding. Rainfall has once again impacted OBRd worksite. Badjaling North Road is also in a bad way after the rain events.
Directional shades on Oval lighting	March - April 2023	30% complete – Site visit conducted by Henk from Industrial Automation Group who confirms that lamp hoods will not make the impact we desire and would be a waste of money. His advice is that we need taller poles and another pole near the cricket nets to correctly light oval. Further information is provided in the agenda paper.
Road Maintenance – Cemetery Road (Permit to Take Threatened Flora (for <i>Jacksonia Quairading</i>) required)	May-June 2023	Not yet commenced. DCBA have approved a new clearing permit for the Cemetery Access Road. Works will need to be scheduled to widen the road and clear the necessary vegetation.
Refurbishment of BMX / Bike Track	*** TBC	On Hold – Works staff have done an initial walk through to assess our capacity to assist with this project. Staff will be available to assist with delivery after major construction – April 2023.

ITEM 15 MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY

No matters for consideration

ITEM 16 URGENT COUNCILLOR'S BUSINESS

ITEM 17 CONFIDENTIAL ITEMS

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

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting

OFFICER RECOMMENDATION

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

17.1 Medical Practice Recruitment Update: Selection of Doctor and Practice Nurse

17.1 Medical Practice Recruitment Update: Selection of Doctor and Practice Nurse**OFFICER RECOMMENDATION**

That Council note the April 2023 recruitment of the General Practitioner and Practice Nurse at the Quairading Medical Practice.

The above mentioned report/s were provided to Elected Members under separate cover. The report/s are not for publication.

OFFICER RECOMMENDATION

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

Public Reading of Resolution

Should there be any members of the public in attendance at the re-opened Meeting, the Shire President is to read aloud the decisions made by Council while the Meeting was closed to the public.

ITEM 18 NEXT MEETING DATE

The next Ordinary Council Meeting is scheduled to take place on Thursday 29 June 2023 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.