

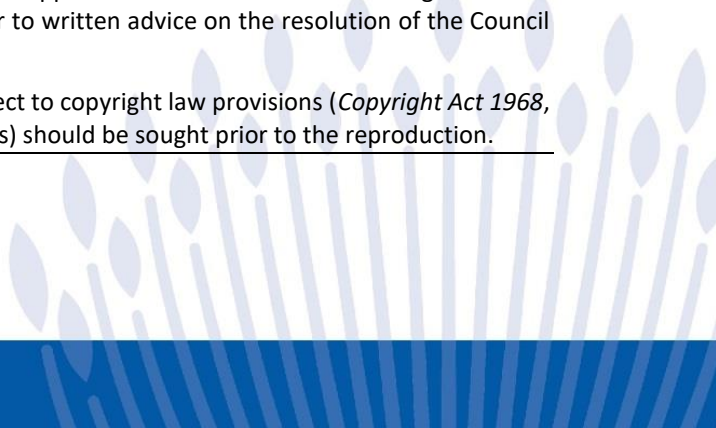
Ordinary Council Meeting

Minutes | 27th July 2023

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SHIRE OF QUAIRADING

The Ordinary Council Meeting Minutes of Meeting held on 27th July 2023 commencing at 2.00pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

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

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 NJ Ness	Executive Manager, Economic Development
Ms T Brown	Executive Manager, Corporate Services
Ms BJ Hadlow	Executive Officer

Observers/Visitor

Apologies

Nil

Leave of Absence Previously Granted

Nil

ITEM 3 PUBLIC QUESTION TIME

No matters for consideration

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS**4.1 Stacey Hobbins - Long Term Financial Plan Introductory Presentation**

Responsible Officer	Nicole Gibbs, Chief Executive Officer
Reporting Officer	Tricia Brown, Executive Manager, Corporate Services
Attachments	Nil
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

Ms Hobbins entered the meeting at 2.02pm

Ms Stacey Hobbins from Viaje Strategic is the consultant developing the Shire Long Term Financial Plan.

Ms Hobbins presented to Council on the purpose and development process of the Long Term Financial Plan and consulted Councillors on Council's project/strategic priorities.

Ms Hobbins will draft a Long Term Financial Plan including a budget for the next ten years. The draft will include the project priorities agreed to by Council.

Ms Hobbins will work with the Executive Officer to set a date to workshop with Council where the priorities fit within the Plan.

Ms Hobbins left the meeting at 2.29pm

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

No matters for consideration

ITEM 6 DECLARATIONS OF INTEREST

Cr Jo Haythornthwaite declared a proximity interest in relation to Item 17.1 – Main Street Façade. The nature of the interest is that Cr Haythornthwaite owns one of the buildings being discussed in the item.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING**7.1 Confirmation of Minutes: Ordinary Council Meeting – 29 June 2023****RESOLUTION: OCM 008-23/24**

Moved: Cr JN Haythornthwaite

Seconded: Cr TJ Stacey

That the Minutes of the Ordinary Council Meeting held on the 29 June 2023 be confirmed as a true and accurate record.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley

AGAINST: Nil

CARRIED 7/0**BUSINESS ARISING**

Cr Stacey queried if the Shire reported to the Minister on the significant findings from the Audit.

The CEO confirmed the report was sent to the Minister.

Cr Hayes asked if there are any specific issues with Bark Park that should be considered in the budget workshop.

7.2 Confirmation of Minutes: Special Council Meeting – 17 July 2023**RESOLUTION: OCM 009-23/24**

Moved: Cr JR Hippisley

Seconded: Cr JC Hayes

That the Minutes of the Special Council Meeting held on the 17 July 2023 be confirmed as a true and accurate record.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley

AGAINST: Nil

CARRIED 7/0**BUSINESS ARISING**

Nil.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)**8.1 Concept Forum Meeting – 29 June 2023****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments** Concept Forum Minutes**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 010-23/24

Moved: Cr JC Hayes

Seconded: Cr JR Hippisley

That Council receive the minutes of the Concept Forum for its meeting on 29 June 2023.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley**AGAINST:** Nil**CARRIED 7/0**



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

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

No matters for consideration

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING

10.1 Workers Accommodation

Responsible Officer Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments** 1. 3-5 Growden Street & 14 McDonald Street [↓](#) 
2. The Revenna [↓](#) **Voting Requirements** Absolute Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

MOVER NIL

That Council

1. That Council approve the expenditure of \$500,000 for the construction of two accommodation units on 3 Growden Street, Quairading, as per Appendix 1.
2. That Council repeal the following motion adopted at the 15 December 2022 Ordinary Council Meeting:

*Resolution: OCM 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 Street, Quairading is complete.*
3. That Council notes the intention of officers to seek some external funding to contribute to building two more accommodation units on 5 Growden Street, Quairading.

MOTION LAPSED

The Shire President requested that this item be deliberated after the budget workshop.

IN BRIEF

There is a dire shortage of worker's accommodation in Quairading. Specifically, there is no available worker's accommodation. This continually results in employees, working permanently or temporarily in Quairading, using accommodation in neighbouring Shires. This means that these employees are also purchasing other commodities (food, entertainment, petrol etc.) from these neighbouring Shires, instead of purchasing in Quairading.

There is no State or Commonwealth funding available to construct worker's accommodation, with the exception of a small amount of Regional Economic Development (RED) grant funding available for the essential services component of the project (up to \$20,000).

This Item proposes that Council self-fund and build two worker's accommodation units on 3 Growden Street and notes that officers are intending to source some external funding to build two more accommodation units on 5 Growden Street.

MATTER FOR CONSIDERATION

That Council consider:

1. Approving the expenditure of \$500,000 for the construction of two accommodation units, as per Appendix 1.
2. That Council considers repealing Council the following motion adopted at the 15 December 2022 Ordinary Council Meeting:

Resolution: OCM 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 Street, Quairading is complete.*
3. That Council notes the intention of officers to seek some external funding to contribute to building two more accommodation units on 5 Growden Street, Quairading.

BACKGROUND

The lack of worker's accommodation in Quairading can no longer be ignored. Industry and businesses within the Shire are directly losing income because transient and permanent workers cannot source accommodation. The worker's stay in neighbouring Shires and literally spend their disposable and other income within those Shires.

There is no State or Commonwealth funding available for one small local government to construct worker's accommodation, with the exception of a small amount of Regional Economic Development (RED) grant funding available for the essential services component of the project (up to \$20,000). The sites proposed for this project already have electricity and water, so this available funding is not relevant.

This Item proposes that Council self-fund and build two worker's accommodation units on 3 Growden Street and notes that officers are intending to source some external funding to build two more accommodation units on 5 Growden Street.

The accommodation units will be rented out at a (current) rate of \$400 per week or \$140 per night, depending on the demand once the units are complete. Return on investment is approximately 10 years.

Officers have consulted the Department of Planning, Lands and Heritage regarding the significant increase in demand for worker's accommodation developments throughout the Wheatbelt Region and how best to accommodate them under local planning schemes.

The Department has advised and recommended that the Shire simply deals with them as grouped dwelling developments, even if they are used for short stay purposes to accommodate workers. The Department considers that this will ensure sufficient housing is available "...to help accommodate demand and contribute to local economic development and growth."

Nos.3 and 5 Growden Street and No.14 McDonald Street, Quairading are all classified 'Residential' zone in the Shire's Local Planning Scheme No.3 with the us class 'grouped dwellings' listed as a permitted use within the zone.

Due regard must be given to the deemed-to-comply requirements and associated design principles of the Residential Design Codes when formulating plans for the proposed developments which the preferred building company can do in consultation with the Shire.

Due regard must also be given to the fact all three properties have been designated by the Fire and Emergency Services Commissioner as being bushfire prone. As such a bushfire attack level (BAL) assessment by a suitably qualified bushfire practitioner will be required once draft plans for each development have been prepared. If the BAL assessment for any given site confirms the bushfire risk rating is above BAL-LOW, a bushfire management plan prepared by the bushfire practitioner must also be prepared demonstrating and explaining how the bushfire risk will be mitigated in the context of the specific requirements of the Guidelines for Planning in Bushfire Prone Areas.

If the Shire is involved in all three (3) developments, then development approval will not be required as they can be classed as public works and therefore the exemption afforded by section 6 of the *Planning and Development Act 2005* can be applied. It must still however demonstrate compliance with the abovementioned requirements.

The Revenna is being tabled to Council as the preferred build, specifications can be found in Attachment [2].

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Asset Management Policy

Local Planning Scheme No. 3

FINANCIAL IMPLICATIONS

Council officers are requesting

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
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives

CONSULTATION

The CEO, EMED and members of the CO-OP board have been met to discuss the topic on many occasions to come up with a solution for the lack of workers accommodation in town.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

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

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.

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

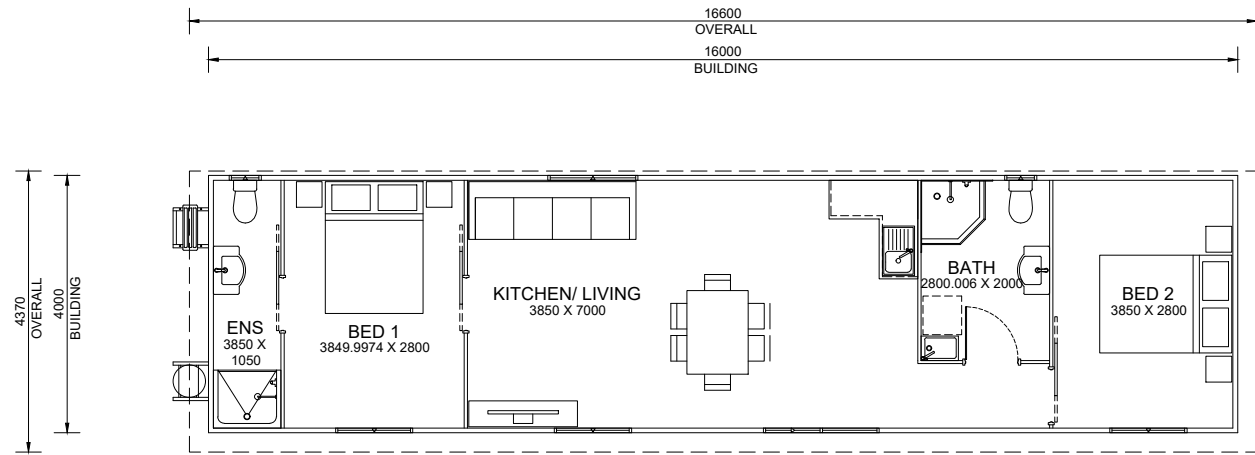
	Option 1
Financial	Moderate <i>Return on investment is 10 years.</i>
Health	N/A
Reputation	High <i>The need for worker’s accommodation is now critical.</i>
Operations	Low <i>External providers will perform most of the work.</i>
Natural Environment	Low <i>The land has already been cleared.</i>

	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

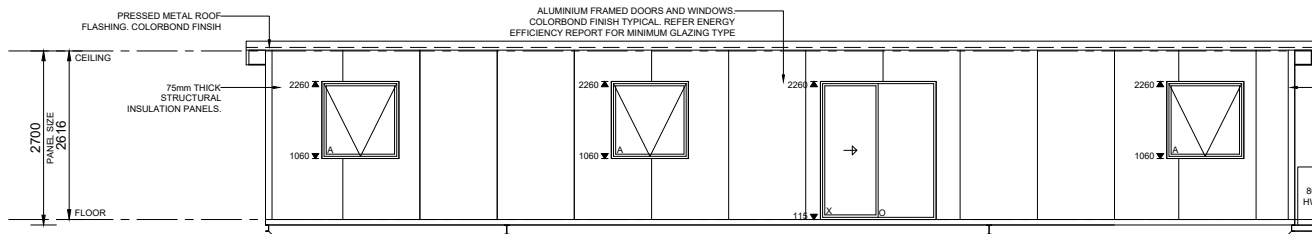
COMMENT

Nil.

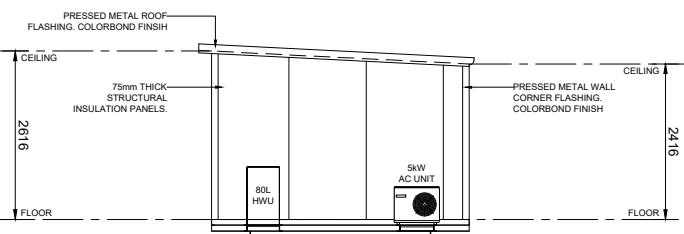




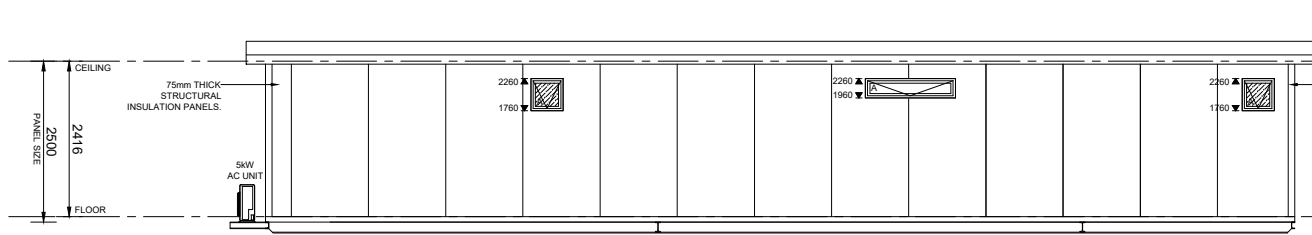
FLOOR PLAN
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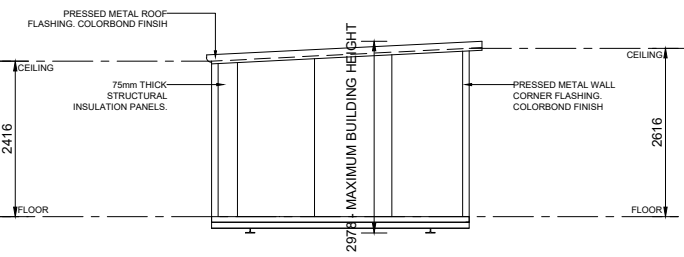
ELEVATION 1



ELEVATION 2



ELEVATION 3



ELEVATION 4



FOX MODULAR
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 GNANGARA
 WESTERN AUSTRALIA
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 t: 08 6377 8335
 w: www.foxgrannyflats.com.au
 e: info@foxgrannyflats.com.au

PROJECT DETAILS

JOB NO: FTxxx
 BUILDING: RAVENNA 15.0
 CLIENT: XXX
 ADDRESS: LOT No/ STREET No
 STREET NAME
 SUBURB
 SHIRE/ COUNCIL

DRAWING DETAILS

PAGE: 1 OF 9
 DRAWING: FLOOR PLAN & ELEVATIONS
 SCALE: 1:100
 DRAWN: FW
 CHCKED: CO
 DATE: XXXX/XXXX/XXXX

REVISIONS

NO	DESCRIPTION

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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FURTHER NOTES (IF REQUIRED)

10.2 Toapin Weir Reserve - Reserves 17433 and 22358

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

RESOLUTION: OCM 011-23/24

Moved: Cr JR Hippisley
 Seconded: Cr BR Cowcill

That Council agree to retain the pump shed at Toapin Weir and convert it into a small museum subject to costings being provided at the August 2023 Ordinary Council Meeting.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley

AGAINST: Nil

CARRIED 7/0

Cr Hippisley requested an amendment to the motion to include the requirement for Council officers to include cost considerations for the conversion of the Water Corporation building to a museum at the August Ordinary Council Meeting.

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.

At the May 2023 Ordinary Council Meeting, Council adopted the following motion:

RESOLUTION: OCM 236-22/23

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

It is now time to decide how Council will operate the premises once the land has been transferred to the Shire.

Officers propose retaining the pump shed at Toapin Weir and converting it into a small museum.

MATTER FOR CONSIDERATION

That Council consider retaining the pump shed at Toapin Weir and converting it into a small museum.

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.

Over the past year, improvements to Toapin Weir (complete or underway) include:

- Removing broken walk rail and installing an Australian Standards rail;
- Removal of old fencing;
- Installation of new signage (including directing people to Quairading, fire prohibition dates and safety signage);
- Repair and maintenance to pump shed;
- New BBQ;
- New fire pits;
- Installation of bollards to stop people driving over the rock;
- New bins.

At the suggestion of Adam May, officers propose retaining the pump shed at Toapin Weir and converting it into a small museum. The museum would be simple, displaying the old pumps and appropriate photos and signage.

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>No significant value purchases are necessary.</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>

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



COMMENT

Nil.

COMMENTS AFFECTING COUNCIL DECISION

Cr Stacey asked if the land had been transferred from Water Corporation into the Shire’s name.

The CEO said the negotiations are still underway. A part of the negotiations include obtaining a report from a structural engineer that specialises in weirs/dams on the integrity of the weir and to remove or restore the Water Corp building. Water Corp are waiting on quotes from Council officers to progress these items/the negotiation.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT**11.1 Monthly Financial Statements - June 2023 – Late Item****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Tricia Brown, Executive Manager, Corporate Services**Attachments** 1. Statement of Financial Activity as at 30 June 2023  **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 012-23/24

Moved: Cr JN Haythornthwaite

Seconded: Cr TJ Stacey

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

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley**AGAINST:** Nil**CARRIED 7/0****IN BRIEF**

- Monthly financial statements for the period ending 30 June 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 June 2023.
- Admin Allocations have been run for the months of July to June 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 5.6% for the twelve months to May 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. The current cash rate to 4.1% to 30 June 2023.

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.

The Financial Management Report contains the Original Budget and the Revised (adjusted) Budget.

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), 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.

Both depreciation and admin allocations (clearing journals) have been recorded for the months of July 2022 to June 2023.

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

The current aged creditors balance as of 30 June 2023 is \$1020.50, being one invoice received after 30th June 2023 final payment run.

The current aged debtors balance as of 30 June 2023 is \$167,028.61, with the majority of this balance being current invoices raised (i.e. June invoices). This includes one grant claim for Main Roads.



SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
 (Containing the Statement of Financial Activity)
 For the Period Ended 30 June 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 JUNE 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)	0%	34,064.00	34,064	1,938	32,126
Old Beverley West Road (R2R)	0%	110,000.00	110,000	329	109,671
Badjaling North Road (R2R)	0%	100,000.00	100,000	0	100,000
RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.!	127%	602,386.00	602,386	764,580	(162,194)
RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.!	132%	599,183.00	599,183	792,886	(193,703)
Doodenanning - Mawson Road - LRCI Funded Expenditu	100%	265,118.31	265,118	265,118	0
Quairading - Cunderdin Road - WSFN Expenditure	10%	69,959.00	69,959	7,241	62,718
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	97%	748,348.45	748,348	726,362	21,987
Grants, Subsidies and Contributions					
Grants, Subsidies and Contributions	373%	809,144	809,144	3,019,219	2,210,075
Capital Grants, Subsidies and Contributions	57%	2,929,326	2,929,326	1,657,006	(1,272,320)
	125%	3,738,470	3,738,470	4,676,225	937,756
Rates Levied	100%	2,488,487	2,488,487	2,492,164	3,677

Financial Position		Prior Year 30	Current Year
		June 2022	30 June 2023
Adjusted Net Current Assets	109%	\$ 2,079,782	\$ 2,271,452
Cash and Equivalent - Unrestricted	103%	\$ 2,526,862	\$ 2,601,593
Cash and Equivalent - Restricted	115%	\$ 3,594,674	\$ 4,126,686
Receivables - Rates	144%	\$ 175,772	\$ 252,260
Receivables - Other	240%	\$ 179,147	\$ 430,286
Payables	320%	\$ 348,295	\$ 1,115,604

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

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

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

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 June 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

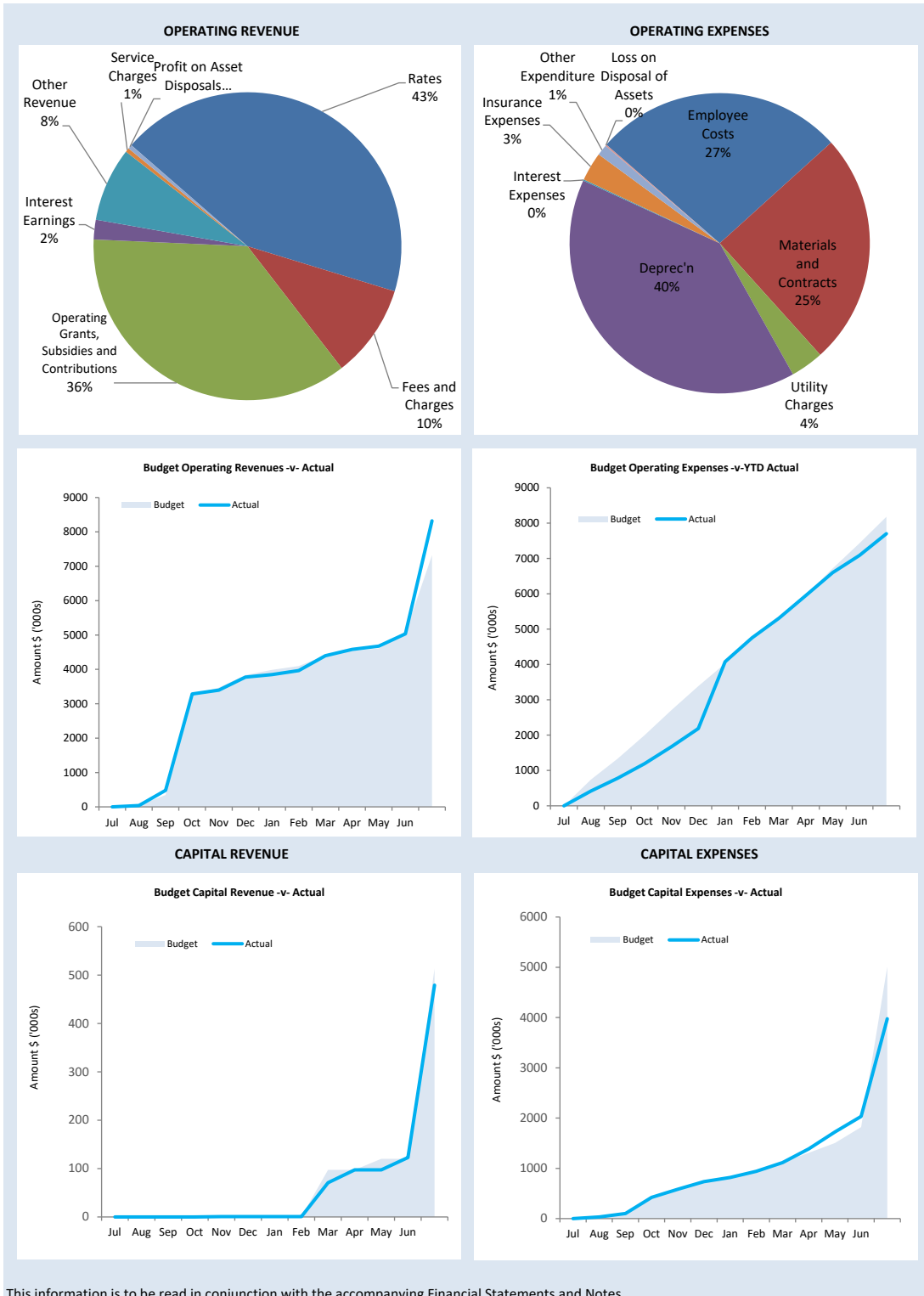
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 JUNE 2023**

SUMMARY GRAPHS



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

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

BY PROGRAM

Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	\$	%		
OPERATING ACTIVITIES								
Revenue from operating activities								
Governance	500	500	500	2	(498)	(100%)	▼	
General Purpose Funding - Rates	2,488,487	2,488,487	2,488,487	2,492,164	3,677	0%	▲	
General Purpose Funding - Other	542,912	635,912	635,912	2,890,588	2,254,676	355%	▲	\$
Law, Order and Public Safety	210,384	281,264	281,264	252,518	(28,746)	(10%)	▼	\$
Health	11,192	47,192	47,192	12,044	(35,148)	(74%)	▼	\$
Education and Welfare	63,053	67,053	67,053	55,998	(11,054)	(16%)	▼	\$
Housing	122,195	122,195	122,195	112,229	(9,966)	(8%)	▼	
Community Amenities	172,522	198,022	198,022	206,802	8,780	4%	▲	
Recreation and Culture	28,577	39,327	39,327	40,419	1,092	3%	▲	
Transport	179,850	183,277	183,277	189,069	5,792	3%	▲	
Economic Services	294,684	294,684	294,684	357,527	62,843	21%	▲	\$
Other Property and Services	33,076	33,076	33,076	54,962	21,886	66%	▲	\$
	4,147,432	4,390,989	4,390,989	6,664,322				
Expenditure from operating activities								
Governance	(714,290)	(713,224)	(713,224)	(646,505)	66,719	9%	▲	
General Purpose Funding	(76,883)	(76,883)	(76,883)	(56,948)	19,935	26%	▲	\$
Law, Order and Public Safety	(544,136)	(620,516)	(620,516)	(443,409)	177,108	29%	▲	\$
Health	(366,622)	(424,441)	(424,441)	(413,992)	10,450	2%	▲	
Education and Welfare	(249,561)	(267,061)	(267,061)	(211,662)	55,399	21%	▲	\$
Housing	(418,337)	(339,417)	(339,417)	(228,384)	111,033	33%	▲	\$
Community Amenities	(539,724)	(593,396)	(593,396)	(613,923)	(20,527)	(3%)	▼	
Recreation and Culture	(1,048,165)	(1,096,108)	(1,096,108)	(1,012,359)	83,749	8%	▲	
Transport	(3,165,567)	(2,901,382)	(2,901,382)	(2,845,839)	55,443	2%	▲	
Economic Services	(1,045,114)	(1,072,314)	(1,072,314)	(957,978)	114,336	11%	▲	\$
Other Property and Services	(39,700)	(75,476)	(75,476)	(270,380)	(194,904)	(258%)	▼	\$
	(8,208,099)	(8,180,218)	(8,180,218)	(7,701,478)				
Operating activities excluded from budget								
Add back Depreciation	3,152,569	3,152,569	3,152,569	3,078,032	(74,537)	(2%)	▼	
Adjust (Profit)/Loss on Asset Disposal	229,131	116,947	116,947	(13,447)	(130,394)	(111%)	▼	\$
Movement in Leave Reserve (Added Back)	464	3,940	0	4,122	4,122		▲	
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			
	3,382,163	3,273,457	3,269,517	3,068,707				
Amount attributable to operating activities	(678,504)	(515,773)	(519,713)	2,031,552				
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	2,610,017	2,929,326	2,929,326	1,657,006	(1,272,320)	(43%)	▼	\$
Proceeds from Disposal of Assets	96,100	159,364	159,364	126,318	(33,045)	(21%)	▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	1,787	1,787	1,787	884	(902)	(51%)	▼	
	2,707,904	3,090,476	3,090,476	1,784,208				
Outflows from investing activities								
Land Held for Resale	0	0	0	0	0			
Land and Buildings	(40,000)	(391,629)	(391,629)	(44,445)	347,184	89%	▲	\$
Plant and Equipment	(384,223)	(396,226)	(396,226)	(209,500)	186,726	47%	▲	\$
Furniture and Equipment	(72,000)	(83,000)	(83,000)	(81,699)	1,301	2%	▲	
Infrastructure Assets - Roads	(1,917,231)	(2,348,752)	(2,348,752)	(1,914,801)	433,951	18%	▲	\$
Infrastructure Assets - Drainage	0	0	0	0	0			
Infrastructure Assets - Footpaths	(60,565)	(32,079)	(32,079)	(32,079)	0	0%		
Infrastructure Assets - Other	(1,336,598)	(831,098)	(831,098)	(762,316)	68,782	8%	▲	
Infrastructure Assets - Bridges	0	0	0	0	0			
Payments for financial assets at amortised cost - self supporting loans	0	0	0	0	0			
	(3,810,618)	(4,082,785)	(4,082,785)	(3,044,840)				
Amount attributable to investing activities	(1,102,714)	(992,309)	(992,309)	(1,260,632)				
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new borrowings	0	0	0	0	0			
Transfer from Reserves	351,900	351,900	351,900	351,900	0	0%		
Transfer from Restricted Cash - Other	0	0	0	0	0			
	351,900	351,900	351,900	351,900				
Outflows from financing activities								
Repayment of borrowings	(66,151)	(66,151)	(66,151)	(66,151)	0	0%		
Payments for principal portion of lease liabilities	(40,850)	(29,389)	(29,389)	(26,092)	3,297	11%	▲	
Transfer to Restricted Cash - Other	0	0	0	0	0			
Transfer to Reserves	(570,000)	(835,000)	(835,000)	(838,913)	(3,913)	(0%)	▼	
	(677,001)	(930,540)	(930,540)	(931,155)				
Amount attributable to financing activities	(325,101)	(578,640)	(578,640)	(579,255)				
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	2,127,487	2,079,787	2,079,787	2,079,787	0	0%		
Amount attributable to operating activities	(678,504)	(515,773)	(519,713)	2,031,552	2,551,264	(491%)	▲	
Amount attributable to investing activities	(1,102,714)	(992,309)	(992,309)	(1,260,632)	(268,323)	27%	▼	
Amount attributable to financing activities	(325,101)	(578,640)	(578,640)	(579,255)	(615)	0%	▼	
Surplus or deficit at the end of the financial year	21,168	(6,934)	(10,873)	2,271,452	2,282,326	(20990%)	▲	

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 JUNE 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 JUNE 2023

BY NATUR

Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	\$	%		
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates	6	2,488,487	2,488,487	2,488,487	2,492,164	3,677	0%	▲
Grants, Subsidies and Contributions	12	720,087	809,144	809,144	3,019,219	2,210,075	273%	▲ \$
Fees and Charges		543,171	584,671	584,671	562,991	(21,680)	(4%)	▼
Service Charges		0	0	0	0	0		
Interest Revenue		31,127	124,127	124,127	118,640	(5,487)	(4%)	▼
Other Revenue		364,560	364,560	364,560	446,408	81,848	22%	▲ \$
Profit on Disposal of Assets	7	0	20,000	20,000	24,900	4,900	24%	▲
Gain FV Valuation of Assets		0	0	0	0	0		
		4,147,432	4,390,989	4,390,989	6,664,322			
Expenditure from operating activities								
Employee Costs		(2,382,511)	(2,195,315)	(2,195,315)	(2,072,911)	122,404	6%	▲
Materials and Contracts		(1,865,959)	(2,122,539)	(2,122,539)	(1,927,070)	195,468	9%	▲
Utility Charges		(199,750)	(199,750)	(199,750)	(274,122)	(74,372)	(37%)	▼ \$
Depreciation		(3,152,569)	(3,152,569)	(3,152,569)	(3,078,032)	74,537	2%	▲
Finance Costs		(14,661)	(13,596)	(13,596)	(10,314)	3,282	24%	▲
Insurance Expenses		(198,267)	(198,267)	(198,267)	(238,147)	(39,880)	(20%)	▼ \$
Other Expenditure		(165,251)	(161,235)	(161,235)	(89,429)	71,806	45%	▲ \$
Loss on Disposal of Assets	7	(229,131)	(136,947)	(136,947)	(11,453)	125,495	92%	▲ \$
Loss FV Valuation of Assets		0	0	0	0	0		
		(8,208,099)	(8,180,218)	(8,180,218)	(7,701,478)			
Operating activities excluded from budget								
Add back Depreciation		3,152,569	3,152,569	3,152,569	3,078,032	(74,537)	(2%)	▼
Adjust (Profit)/Loss on Asset Disposal	7	229,131	116,947	116,947	(13,447)	(130,394)	(111%)	▼ \$
Movement in Leave Reserve (Added Back)		464	3,940	0	4,122	4,122		▲
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		
		3,382,163	3,273,457	3,269,517	3,068,707			
Amount attributable to operating activities		(678,504)	(515,773)	(519,713)	2,031,552			
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	13	2,610,017	2,929,326	2,929,326	1,657,006	(1,272,320)	(43%)	▼ \$
Proceeds from Disposal of Assets	7	96,100	159,364	159,364	126,318	(33,045)	(21%)	▼ \$
Proceeds from financial assets at amortised cost - self supporting loans	9	1,787	1,787	1,787	884	(902)	(51%)	▼
		2,707,904	3,090,476	3,090,476	1,784,208			
Outflows from investing activities								
Land Held for Resale	8	0	0	0	0	0		
Land and Buildings	8	(40,000)	(391,629)	(391,629)	(44,445)	347,184	89%	▲ \$
Plant and Equipment	8	(384,223)	(396,226)	(396,226)	(209,500)	186,726	47%	▲ \$
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)	(2,348,752)	(1,914,801)	433,951	18%	▲ \$
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)	(831,098)	(762,316)	68,782	8%	▲
Infrastructure Assets - Bridges	8	0	0	0	0	0		
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0		
		(3,810,618)	(4,082,785)	(4,082,785)	(3,044,840)			
Amount attributable to investing activities		(1,102,714)	(992,309)	(992,309)	(1,260,632)			
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new borrowings		0	0	0	0	0		
Transfer from Reserves	10	351,900	351,900	351,900	351,900	0	0%	
Transfer from Restricted Cash - Other		0	0	0	0	0		
		351,900	351,900	351,900	351,900			
Outflows from financing activities								
Repayment of borrowings	9	(66,151)	(66,151)	(66,151)	(66,151)	0	0%	
Payments for principal portion of lease liabilities	9	(40,850)	(29,389)	(29,389)	(26,092)	3,297	11%	▲
Transfer to Restricted Cash - Other		0	0	0	0	0		
Transfer to Reserves	10	(570,000)	(835,000)	(835,000)	(838,913)	(3,913)	(0%)	▼
		(677,001)	(930,540)	(930,540)	(931,155)			
Amount attributable to financing activities		(325,101)	(578,640)	(578,640)	(579,255)			
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1	2,127,487	2,079,787	2,079,787	2,079,787	0	0%	
Amount attributable to operating activities		(678,504)	(515,773)	(519,713)	2,031,552			
Amount attributable to investing activities		(1,102,714)	(992,309)	(992,309)	(1,260,632)			
Amount attributable to financing activities		(325,101)	(578,640)	(578,640)	(579,255)			
Surplus or deficit at the end of the financial year	1	21,168	(6,933)	(10,873)	2,271,452			

▲ ▼ 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 JUNE 2023

NATURE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not capital grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGEES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION

Depreciation expense raised on all classes of assets.

FINANCE COSTS

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

OTHER EXPENDITURE

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

SHIRE OF QUAIRADING

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

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

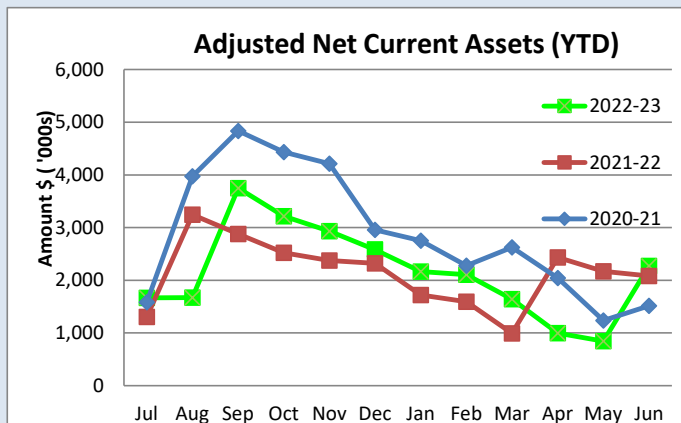
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2022	This Time Last Year 30/06/2022	Year to Date Actual 30/06/2023
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,526,862	2,526,862	2,601,593
Cash Restricted - Reserves	2	3,594,674	3,594,674	4,126,686
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	0	175,772	175,772	252,260
Receivables - Other	3	179,152	179,147	430,286
Other Financial Assets	3	1,787	1,787	902
Other Assets Other Than Inventories	4	194,881	194,881	841,826
Inventories	4	4,513	4,513	(76,826)
		6,677,641	6,677,636	8,176,728
Less: Current Liabilities				
Payables	5	(348,295)	(348,295)	(1,115,604)
Contract Liabilities	11	(473,280)	(473,280)	(511,154)
Bonds & Deposits	14	(100,368)	(100,368)	(120,601)
Loan Liability	9	(66,151)	(66,151)	0
Lease Liability	9	(40,850)	(40,850)	(14,758)
Provisions	11	(246,085)	(246,085)	(246,085)
		(1,275,030)	(1,275,030)	(2,008,203)
Less: Cash Reserves	10	(3,594,674)	(3,594,674)	(4,081,686)
Add Back: Component of Leave Liability not Required to be funded		166,636	166,636	170,758
Add Back: Loan Liability		66,151	66,151	0
Add Back: Lease Liability		40,850	40,850	14,758
Less: Loan Receivable - clubs/institutions		(1,787)	(1,787)	(902)
Net Current Funding Position		2,079,787	2,079,782	2,271,452

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD
Surplus(Deficit)
\$2.27 M
Last Year YTD
Surplus(Deficit)
\$2.08 M

SHIRE OF QUAIRADING

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

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

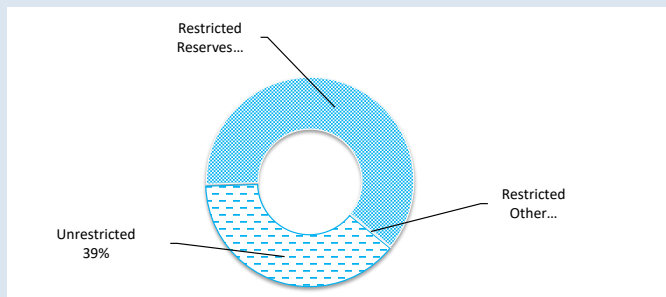
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	0			0	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	1,553,665			1,553,665	Westpac		Ongoing
Municipal Investment Cash at Bank	420,000			420,000	Westpac	0.01%	Ongoing
Reserve Cash at Bank		509,735		509,735	Westpac	0.01%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
Term Deposits							
Municipal - Term Deposit Investment 1	315,109			315,109	Westpac	1.25%	30/06/2023
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		641,609		641,609	Westpac	1.25%	30/06/2023
Reserve - Term Deposit Investment 3		1,065,169		1,065,169	Westpac	3.88%	12/07/2023
Reserve - Term Deposit Investment 4		922,531		922,531	Westpac	1.25%	30/06/2023
		0		0			
		0		0			
Investments							
Total	2,601,593	4,126,686	0	6,728,279			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Restricted
\$6.73 M	\$4.13 M

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

OPERATING ACTIVITIES
 NOTE 3
 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2022	30 Jun 23
	\$	\$
Opening Arrears Previous Years	239,115	206,403
Levied this year	2,482,356	2,612,016
Less Collections to date	(2,515,069)	(2,535,528)
Equals Current Outstanding	206,403	282,891
	206,403	282,891
% Collected	92.42%	89.96%

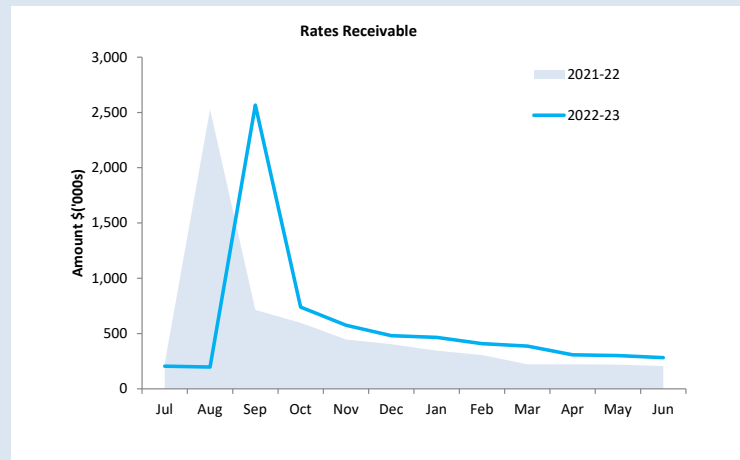
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	164,983	6,194	1,897	(6,045)	167,029
Percentage	99%	4%	1%	-4%	
Balance per Trial Balance					
Sundry Debtors					283,220
Receivables - Other					147,065
Total Receivables General Outstanding					430,286
Amounts shown above include GST (where applicable)					

KEY INFORMATION

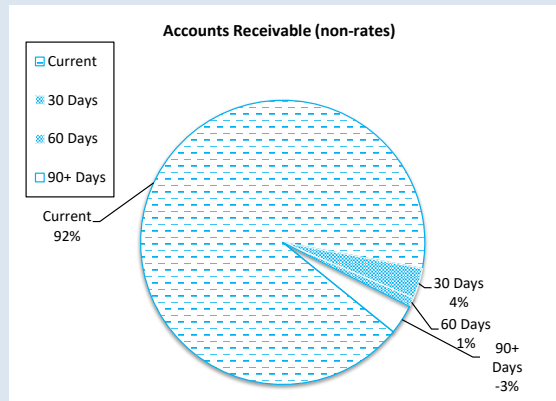
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
90%	\$282,891



Debtors Due
\$430,286
Over 30 Days
1%
Over 90 Days
-4%

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

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 Jul 2022	Asset Increase	Asset Reduction	Closing Balance 30 Jun 2023
	\$	\$	\$	\$
Other Current Assets				
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	(81,339)	(76,826)
Accrued income and prepayments				
Accrued income and prepayments	7,173	0	(2,742)	4,431
Contract assets				
Contract assets	187,708	649,687	0	837,395
Total Other Current assets				815,903
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Borrowing costs and holding charges incurred after development is completed are expensed.

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

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

CONTRACT ASSETS

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

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

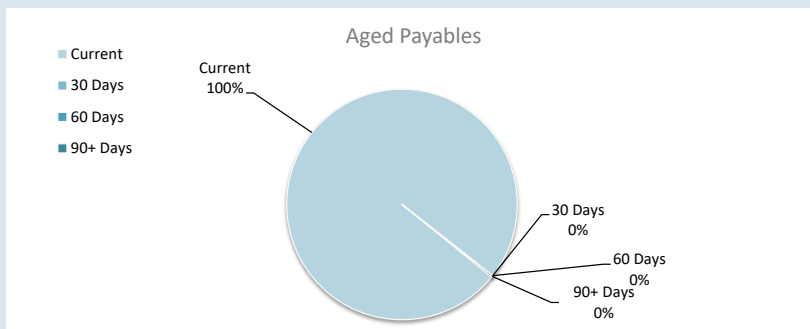
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	1,023	0	0	(2)	1,021
Percentage	100.2%	0%	0%	-0.2%	
Balance per Trial Balance					
Sundry creditors - General					975,008
Other creditors					1,104
Accruals/Income in Advance					780
ATO liabilities					81,770
Other accruals/payables					56,942
Total Payables General Outstanding					1,115,604

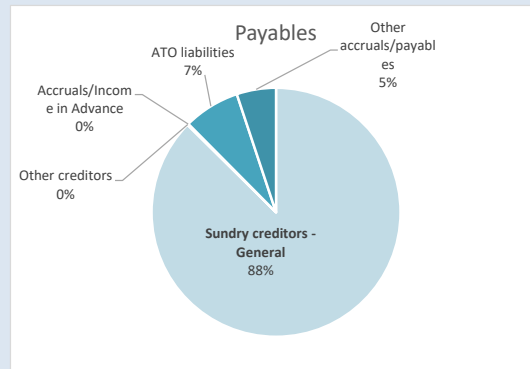
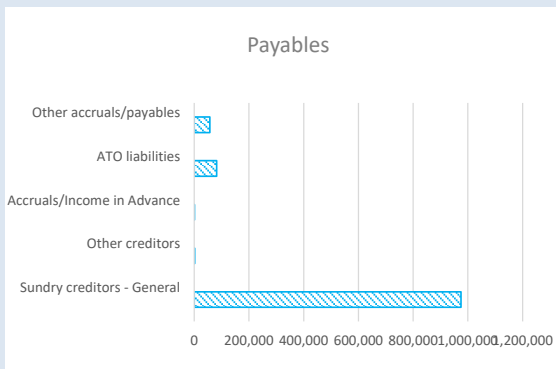
Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Creditors Due
\$1,115,604
Over 30 Days
0%
Over 90 Days
-0.2%



SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES

NOTE 6

RATE REVENUE

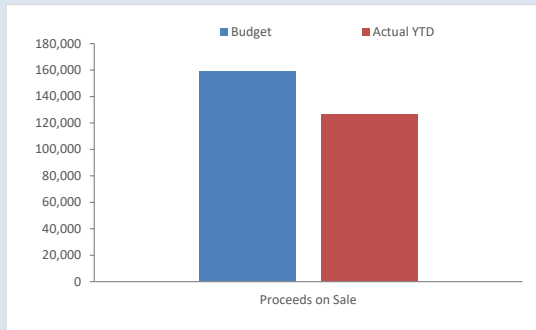
RATE TYPE	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross rental valuations											
GRV - Residential	0.144781	316	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	2,414	1,263	37,677
Sub-Totals		116	1,737,117	78,880	0	0	78,880	78,880	2,414	1,263	82,557
		825	204,799,522	2,475,517	0	0	2,475,517	2,475,517	2,414	1,263	2,479,194
Amount from General Rates							2,475,517	2,475,517			2,479,194
Ex-Gratia Rates							12,970				12,970
Total Rates							2,488,487				2,492,164

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 JUNE 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		25,000	35,000	10,000	
1217	Lhfr - Lot 98 (1) Hinkley Way, Quairading.	25,000	35,000	10,000		25,000	35,000	10,000	
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 TI3 My2C	40,533	26,364	(14,170)		37,817	26,364	(11,453)	
Q5122	2012 Ud Nissan Truck	73,480	40,000	(33,480)		0	0		
P101	2001 Crendon 6.5M Squirrel Cherry Picker	0	0			2,500	4,500	2,000	
4Q360	2020 Mazda Cx-5 Touring	24,298	23,000	(1,298)		22,555	25,455	2,900	
		0	0						
		276,311	159,364	20,000	(136,947)	112,871	126,318	24,900	(11,453)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$159,364	\$126,318	79%

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2023

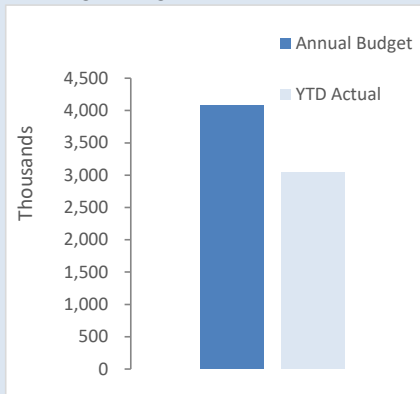
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

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	391,629	391,629	44,445	(347,184)
Plant and Equipment	384,223	396,226	396,226	209,500	(186,726)
Furniture and Equipment	72,000	83,000	83,000	81,699	(1,301)
Infrastructure Assets - Roads	1,917,231	2,348,752	2,348,752	1,914,801	(433,951)
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	831,098	831,098	762,316	(68,782)
Infrastructure Assets - Bridges	0	0	0	0	0
Capital Expenditure Totals	3,810,618	4,082,785	4,082,785	3,044,840	(1,037,945)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,610,017	2,929,326	2,929,326	1,657,006	(1,272,320)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	96,100	159,364	159,364	126,318	(33,045)
Council contribution - Cash Backed Reserves					
Various Reserves	351,900	351,900	351,900	351,900	0
Council contribution - operations	752,601	642,196	642,196	909,616	267,421
Capital Funding Total	3,810,618	4,082,785	4,082,785	3,044,840	(1,037,945)

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.

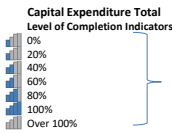
KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.08 M	\$3.04 M	75%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.93 M	\$1.66 M	57%

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

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

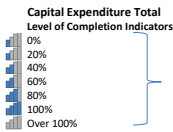


Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% 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
		1 (Lot 325) Edwards Way - Building (Capital)	4090114	514	BC9114	0	(350,000)	(350,000)	0	350,000
		Total - Housing				0	(361,629)	(361,629)	(11,629)	350,000
1.09		Community Amenities								
		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		Recreation And Culture								
		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)	(391,629)	(44,445)	347,184
Plant & Equipment										
Transport										
0.00		UD Auto Truck	4120330	530	PE12303	(180,000)	(180,000)	(180,000)	0	180,000
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)	(60,000)	(78,071)	(18,071)
0.20		Tie down load covers - plant additions	4120330	530	PE12307	(34,000)	(34,000)	(34,000)	(6,867)	27,133
		Total - Transport				(296,223)	(296,863)	(296,863)	(107,800)	189,063
1.00		Other Property & Services								
1.06		Purchase of New CEO Vehicle	4140230	530	PE14201	(50,000)	(61,364)	(61,364)	(61,364)	0
		Purchase of New EMCS Vehicle	4140230	530	PE14202	(38,000)	(38,000)	(38,000)	(40,336)	(2,336)
		Total - Other Property & Services				(88,000)	(99,364)	(99,364)	(101,700)	(2,336)
0.53		Total - Plant & Equipment				(384,223)	(396,226)	(396,226)	(209,500)	186,726
Furniture & Equipment										
0.98		Other Property & Services								
		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)	(34,064)	(1,938)	32,126
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)	(110,000)	(329)	109,671
0.00		Badjalung North Road (R2R)	4120145	540	R2R014	(110,395)	(100,000)	(100,000)	0	100,000
0.00		Stockpool Road (R2R)	4120145	540	R2R106	0	(110,000)	(110,000)	0	110,000
1.00		Rubbish Tip Road (R2R)	4120145	540	R2R116	0	0	0	(4,813)	(4,813)
0.71		Pantapin South Road (R2R)	4120146	540	R2R016	0	(79,865)	(79,865)	(57,000)	22,865
1.27		RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.92 - 9.3	4120149	540	RRG166	(602,386)	(602,386)	(602,386)	(764,580)	(162,194)
1.32		RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.92 - 5.92	4120149	540	RRG166A	(599,183)	(599,183)	(599,183)	(792,886)	(193,703)
1.00		Pantapin South Road (RRG)	4120150	540	RRG016	0	0	0	(1,155)	(1,155)
1.00		Doodenanning - Mawson Road - LRCI Funded Expenditure	4120162	540	LRC027	(176,774)	(265,118)	(265,118)	(265,118)	0
0.10		Quairading - Cunderdin Road - WFSN Expenditure	4120162	540	WSF162	(69,959)	(69,959)	(69,959)	(7,241)	62,718
0.00		Dangin - Mears Road - WFSN Expenditure	4120162	540	WSF010	0	(360,598)	(360,598)	(1,200)	359,398
		Total - Transport				(1,917,231)	(2,348,752)	(2,348,752)	(1,914,801)	433,951
0.82		Total - Infrastructure - Roads				(1,917,231)	(2,348,752)	(2,348,752)	(1,914,801)	433,951

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

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS



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

% of Completion	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)	(8,000)	(2,906)	5,094
	Total - Law, Order & Public Safety				(8,000)	(8,000)	(8,000)	(2,906)	5,094
	Recreation And Culture								
1.00	Construction Hall Carpark LRCI Funded Expenditure	4110190	590	OC11101	(505,500)	0	0	0	0
0.59	Directional Shades - Oval Lighting	4110390	590	OC11340	(25,000)	(25,000)	(25,000)	(14,750)	10,250
0.00	BMX Bike Track - Cubbine Road	4110390	590	OC11341	(25,000)	(25,000)	(25,000)	0	25,000
1.00	Greater Sports Ground (GSG) - Netball/Basketball Courts (Capital)	4110390	590	OC11335	0	0	0	(84)	(84)
0.97	Community Park - LRCI Funded Expenditure	4110390	590	LRC11322	(748,348)	(748,348)	(748,348)	(726,362)	21,987
0.92	OTH CUL - Infrastructure Other (Capital)	4110790	590		(19,750)	(19,750)	(19,750)	(18,215)	1,536
	Total - Recreation And Culture				(1,323,598)	(818,098)	(818,098)	(759,410)	58,688
	Transport								
0.00	AERO - Infrastructure Other (Capital)	4120690	590		(5,000)	(5,000)	(5,000)	0	5,000
	Total - Transport				(5,000)	(5,000)	(5,000)	0	5,000
0.92	Total - Infrastructure - Other				(1,336,598)	(831,098)	(831,098)	(762,316)	68,782
0.75	Grand Total				(3,810,618)	(4,082,785)	(4,082,785)	(3,044,840)	1,037,945
	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)	(361,629)	(11,629)	350,000
	Furniture & Equipment		520		(72,000)	(83,000)	(83,000)	(81,699)	1,301
	Plant & Equipment		530		(384,223)	(396,226)	(396,226)	(209,500)	186,726
	Infrastructure - Roads		540		(1,917,231)	(2,348,752)	(2,348,752)	(1,914,801)	433,951
	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)	(831,098)	(762,316)	68,782
					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)	(4,082,785)	(3,044,840)	1,037,945

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 JUNE 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	49,813	49,813	49,813	243,727	243,727	243,727	8,422	10,647	10,647
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	64,364	64,364	64,364	343,723	343,723	343,723	9,912	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	1,787	1,787	1,787	0	0	0	53	77	77
	1,787	0	0	0	1,787	1,787	1,787	0	0	0	53	77	77
Total	409,874	0	0	0	66,151	66,151	66,151	343,723	343,723	343,723	9,965.36	13,154	13,154
Current loan borrowings	66,151							0					
Non-current loan borrowings	343,723							343,723					
	409,874							343,723					

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	26,092	26,092	26,092	17,555	17,555	17,555	349	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	26,092	29,389	40,850	24,195	20,898	9,437	349	442	1,506
Total	50,287	0	0	0	26,092	29,389	40,850	24,195	20,898	9,437	349	442	1,506
Current financing borrowings	40,850							14,758					
Non-current financing borrowings	9,437							9,437					
	50,287							24,195					

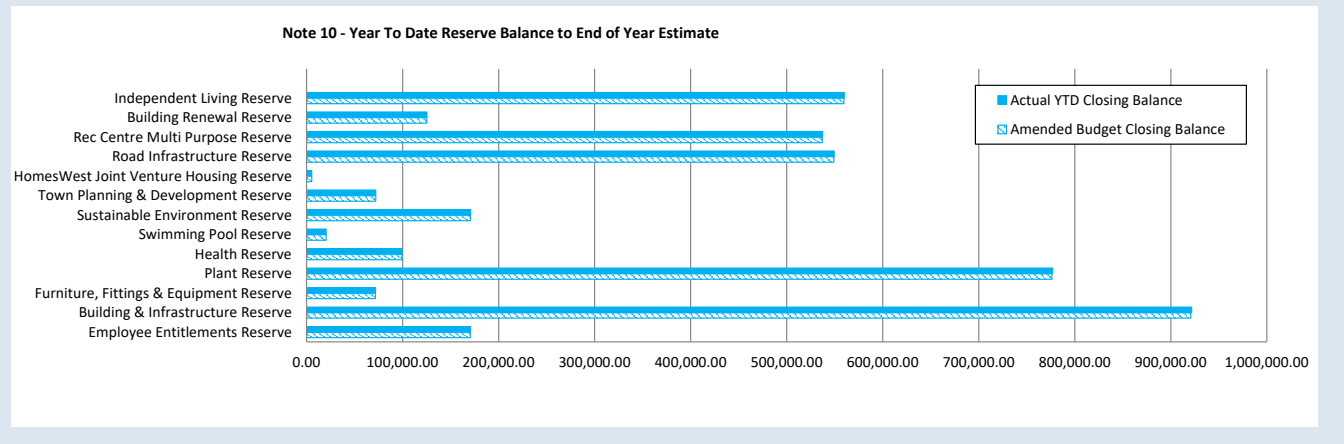
SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 JUNE 2023

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	4,121.65	0.00	0.00	0.00	0.00	170,576.01	170,757.66
Building & Infrastructure Reserve	972,784.37	23,003.00	24,061.33	0.00	0.00	(75,000.00)	(75,000.00)	920,787.37	921,845.70
Furniture, Fittings & Equipment Reserve	114,059.78	2,697.00	2,821.22	0.00	0.00	(45,000.00)	(45,000.00)	71,756.78	71,881.00
Plant Reserve	740,496.48	17,510.00	18,315.82	250,000.00	250,000.00	(231,900.00)	(231,900.00)	776,106.48	776,912.30
Health Reserve	48,225.22	1,140.00	1,192.82	50,000.00	50,000.00	0.00	0.00	99,365.22	99,418.04
Swimming Pool Reserve	264.36	6.00	6.54	20,000.00	20,000.00	0.00	0.00	20,270.36	20,270.90
Sustainable Environment Reserve	166,742.97	3,943.00	4,124.32	0.00	0.00	0.00	0.00	170,685.97	170,867.29
Town Planning & Development Reserve	2,000.00	47.00	49.46	70,000.00	70,000.00	0.00	0.00	72,047.00	72,049.46
HomesWest Joint Venture Housing Reserve	5,277.16	125.00	130.53	0.00	0.00	0.00	0.00	5,402.16	5,407.69
Road Infrastructure Reserve	428,917.52	10,142.00	10,609.08	110,000.00	110,000.00	0.00	0.00	549,059.52	549,526.60
Rec Centre Multi Purpose Reserve	378,024.36	8,939.00	9,350.25	150,000.00	150,000.00	0.00	0.00	536,963.36	537,374.61
Building Renewal Reserve	122,313.53	2,892.00	3,025.36	0.00	0.00	0.00	0.00	125,205.53	125,338.89
Independent Living Reserve	448,932.00	10,616.00	11,104.13	100,000.00	100,000.00	0.00	0.00	559,548.00	560,036.13
	3,594,673.76	85,000.00	88,912.51	750,000.00	750,000.00	(351,900.00)	(351,900.00)	4,077,773.76	4,081,686.27

KEY INFORMATION



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

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2022	Liability Increase	Liability Reduction	Closing Balance 30 Jun 2023
		\$	\$	\$	\$
Other Liabilities					
- Contract Liabilities	12	1,750	53,387	(18,042)	37,095
- Capital Grant/Contribution Liabilities	13	471,530	1,032,102	(1,030,924)	472,708
Total Other liabilities		473,280	1,085,489	(1,048,965)	509,804
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
Total current unspent grants, contributions and reimbursements		473,280	1,085,489	(1,048,965)	509,804
Employee Related 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					755,889
Amounts shown above include GST (where applicable)					

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

CONTRACT LIABILITIES

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

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

NOTE 12

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Grant, Subsidies and Contributions Liability					Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Jun 2023	Current Liability 30 Jun 2023	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
General purpose funding									
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	324,627	324,627	324,627	1,926,944
Grants Commission - Roads (WALGGC)	0	0	0	0	0	179,685	179,685	179,685	835,121
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	38,819	38,819	38,819	45,486
Mitigation Activity Fund Grant Program	0	33,292	0	33,292	33,292	0	66,585	66,585	0
Bushfire Volunteers Grant Program	0	4,295	(3,578)	717	717	0	4,295	4,295	3,578
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	4,100	(2,843)	1,257	1,257	0	4,000	4,000	2,843
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	10,200	(8,848)	1,352	1,352	0	8,000	8,000	8,848
NAIDOC Week Grant	1,750	0	(1,750)	0	1,350	0	1,750	1,750	1,750
Volunteering WA Grant	0	1,500	(1,023)	477	477	0	0	0	1,023
Transport									
Direct Grant (MRWA)	0	0	0	0	0	0	0	0	0
	1,750	53,387	(18,042)	37,095	38,445	714,461	802,518	802,518	3,000,204
Contributions									
Education and welfare									
Quairading Rotary Annual Contribution	0	0	0	0	0	250	250	250	0
Recreation and culture									
Rainmakers Contribution to El Toro (error)	0	0	0	0	0	(500)	500	500	0
Other property and services									
Admin staff contributions to vehicle running costs	0	0	0	0	0	5,876	5,876	5,876	5,863
Admin staff contributions received from other local authorities for LSL paid	0	0	0	0	0	0	0	0	13,153
	0	0	0	0	0	5,626	6,626	6,626	19,016

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TOTALS	1,750	53,387	(18,042)	37,095	38,445	720,087	809,144	809,144	3,019,219
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**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023**

NOTE 13

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital Grants, Subsidies and Contributions Liability					Capital Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Jun 2023	Current Liability 30 Jun 2023	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture									
LRCI Grant Phase 3- Construction Hall Carpark	178,597	0	0	178,597	178,597	359,693	359,693	359,693	0
Lotterywest Grant - Community Park	0	237,101	(237,101)	0	0	478,109	478,109	478,109	478,109
LRCIP Grant Phase 3 - Community Park	0	23,605	(23,605)	0	0	122,013	122,013	122,013	182,578
Transport									
R2R Grant - Old Beverley West Road (R2R)	0	0	0	0	0	246,135	0	0	0
R2R Grant - Badjaling North Road (R2R)	0	0	0	0	0	110,395	0	0	0
R2R Grant - Stockpool Road (R2R)	0	0	0	0	0	0	0	0	0
R2R Grant - Pantapin South Road (R2R)	0	0	0	0	0	0	79,865	79,865	0
R2R Grant - Quairading Corrigin Road (R2R)	0	0	0	0	0	0	235,376	235,376	0
RRG Grant - Quairading - Corrigin Road 21/22	145,586	149,279	(294,865)	0	0	369,504	369,504	369,504	294,865
RRG Grant - Quairading - Corrigin Road 22/23	0	319,564	(319,564)	0	0	399,455	399,455	399,455	319,564
LRCIP Grant Phase 1 - 20/21 Projects Completed 20/21	0	0	0	0	0	0	0	0	196,674
LRCIP Grant Phase 2 - Doodenanning - Mawson Rd Reseal	123,742	0	(123,742)	0	0	176,774	176,774	176,774	176,775
LRCIP Grant Phase 1 - Livingston Rd Resheet	0	0	0	0	0	163,690	163,690	163,690	0
LRCIP Grant Phase 3 - McLennan St Footpath (Wood St - Heal St)	23,605	0	(23,605)	0	0	60,565	28,486	28,486	0
LRCIP Grant Phase 3 - McLennan St Footpath (Stacey St - Southern Terminus) **Budget adjustment	0	0	0	0	0	0	14,700	14,700	0
LRCIP Grant Phase 3 - Cubbine Rd Footpath (Murphy St - QDHS ELC) **Budget adjustment	0	0	0	0	0	0	17,379	17,379	0
WSFN Grant - Stage 4 - Quairading-Cunderdin (Includes Stage 3)	0	118,786	(7,241)	111,545	111,545	50,457	50,457	50,457	7,241
WSFN Grant - Dangin - Mears Road	0	183,767	(1,200)	182,567	182,567	0	360,598	360,598	1,200
	471,530	1,032,102	(1,030,924)	472,708	472,708	2,536,790	2,856,099	2,856,099	1,657,006
Capital Contributions									
Community amenities									
Rural Youth Contribution - Community Park	0	0	0	0	0	73,227	73,227	73,227	0
	0	0	0	0	0	73,227	73,227	73,227	0
Total capital grants, subsidies and contributions	471,530	1,032,102	(1,030,924)	472,708	472,708	2,610,017	2,929,326	2,929,326	1,657,006

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 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 Jun 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	23,920.00	(27,265.65)	5,266.00
Unclaimed Monies	1,152.50	0.00	0.00	1,152.50
Department of Transport Licensing TransWA	2,734.25	391,416.45	(367,037.05)	27,113.65
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	900.00	(1,266.00)	291.30
Rental Bonds	1,474.31	3,752.00	(2,998.31)	2,228.00
Animal Trap Bonds	0.00	0.00	0.00	0.00
Sub-Total	100,368.27	421,568.18	(401,241.10)	120,695.35
Trust Funds				
Nil	0.00	0.00	0.00	0.00
Sub-Total	0.00	0.00	0.00	0.00
	100,368.27	421,568.18	(401,241.10)	120,695.35

KEY INFORMATION

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 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						
General Purpose Funding - Other	2,254,676	355%	▲	S	Timing	Interest earned on reserve accounts received has been significantly higher than budgeted due to increased interest rates. Term Deposit renewals are being done every 3 months at significantly higher rates than the prior year.
Law, Order and Public Safety	(28,746)	(10%)	▼	S	Timing	Reimbursements (income) related to CESM funding behind budget phasing (April to June invoices not sent to MOU partners)
Education and Welfare	(11,054)	(16%)	▼	S	Timing	Rental income for Arthur Kelly Village below budget due to vacancies.
Economic Services	62,843	21%	▲	S	Permanent	
Other Property and Services	21,886	66%	▲	S	Permanent	
General Purpose Funding	19,935	26%	▲	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.
Law, Order and Public Safety	177,108	29%	▲	S	Timing	CESM Invoices still to be paid for MOU
Education and Welfare	55,399	21%	▲	S	Timing	
Housing	111,033	33%	▲	S	Timing	Staff housing and other housing building maintenance and building operation costs are below budgeted amount. Other housing (non-staff) building maintenance and building operation costs are below budgeted amount.
Economic Services	114,336	11%	▲	S	Timing	Tourism Photography/Videography costs for new website were not budgeted. Economic Development employee costs over budget.
Other Property and Services	(194,904)	(258%)	▼	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.
INVESTING ACTIVITIES						

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 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. \$	Timing/ Permanent	Explanation of Variance
Capital Grants, Subsidies and Contributions	(1,272,320)	(43%)	▼	\$	Timing	Grant funding still to be received - Awaiting auditors reports to be finalised in order to claim. Invoices still to be raised for various completed projects
Proceeds from Disposal of Assets	(33,045)	(21%)	▼	\$		Proceeds from Truck no yet recognised as delay in receiving truck in 22-23 FY
Land and Buildings	347,184	89%	▲	\$	Permanent	New House Allocation not spent
Plant and Equipment	186,726		▲	\$		New Truck not received
Infrastructure Assets - Roads	433,951	18%	▲	\$	Timing	Underspend in Road Maintenance due to Capital Works taking priority

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 JUNE 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	-60177.05	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

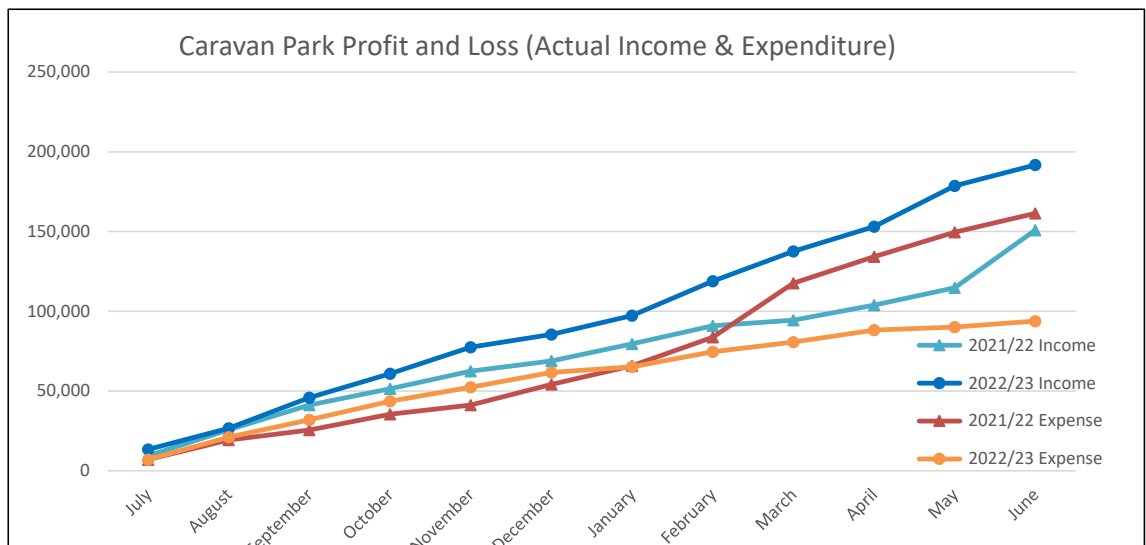
GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
4120170		McLennan Street (Wood St - Heal St) - Footpath Capital LRCI Funded Expenditure		Capital Expenditure	\$	\$ 60,565	\$	\$ 137,477
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 JUNE 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	700	\$ 55,379.11	\$ 60,000.00	92%	\$ 60,000.00	\$ 60,000.00	92%
Cabin and Unit Charges	811	\$ 135,690.67	\$ 100,000.00	136%	\$ 100,000.00	\$ 100,000.00	136%
Fees, Charges & Reimbursements		\$ 703.22	\$ -	0%	\$ -	\$ -	0%
TOTAL INCOME	1511	\$191,773.00	\$160,000.00	120%	\$ 160,000.00	\$ 160,000.00	120%
EXPENDITURE							
Caravan Park							
Salaries & Wages		\$ 14,914.93	\$ 50,325.00	30%	\$ 65,796.00	\$ 50,325.00	30%
Materials & Contracts		\$ 13,580.54	\$ 20,111.00	68%	\$ 4,640.00	\$ 20,111.00	68%
Utilities & Insurance		\$ 12,276.09	\$ 12,700.00	97%	\$ 12,700.00	\$ 12,700.00	97%
Caravan Park Total		\$ 40,771.56	\$ 83,136.00	49%	\$ 83,136.00	\$ 83,136.00	49%
Cabins (3x 2 bedroom Cabins)							
Salaries & Wages		\$ 20,546.31	\$ 36,843.00	56%	\$ 36,843.00	\$ 36,843.00	56%
Materials & Contracts		\$ 257.58	\$ 2,532.00	10%	\$ 2,532.00	\$ 2,532.00	10%
Utilities & Insurance		\$ 11,676.61	\$ 6,585.00	177%	\$ 6,585.00	\$ 6,585.00	177%
Cabins Total		\$ 32,480.50	\$ 45,960.00	71%	\$ 45,960.00	\$ 45,960.00	71%
Caretaker Reception							
Salaries & Wages		\$ 831.37	\$ 3,870.00	21%	\$ 3,870.00	\$ 3,870.00	21%
Materials & Contracts		\$ 207.50	\$ 892.00	23%	\$ 892.00	\$ 892.00	23%
Utilities & Insurance		\$ 8,373.08	\$ 3,683.00	227%	\$ 3,683.00	\$ 3,683.00	227%
Caretaker Reception Total		\$ 9,411.95	\$ 8,445.00	111%	\$ 8,445.00	\$ 8,445.00	111%
Units (4x 1 bedroom units)							
Salaries & Wages		\$ 8,362.50	\$ 9,676.00	86%	\$ 9,676.00	\$ 9,676.00	86%
Materials & Contracts		\$ -	\$ 844.00	0%	\$ 844.00	\$ 844.00	0%
Utilities & Insurance		\$ 2,826.68	\$ 1,116.00	253%	\$ 1,116.00	\$ 1,116.00	253%
Units Total		\$ 11,189.18	\$ 11,636.00	96%	\$ 11,636.00	\$ 11,636.00	96%
TOTAL EXPENDITURE		\$ 93,853.19	\$149,177.00	63%	\$ 149,177.00	\$ 149,177.00	63%
Closing Funding Surplus(Deficit)		\$ 97,919.81	\$ 10,823.00	905%		\$ 10,823.00	905%





11.2 Accounts for Payment - June 2023 – Late Item**Responsible Officer** Tricia Brown, Executive Manager, Corporate Services**Reporting Officer** Cynthia Lowe, Finance & Customer Service Officer

Attachments

1. 11.1 (i) List of Accounts June 2023 [↓](#) 
2. 11.1 (ii) Transport Takings - June 2023 [↓](#) 
3. 11.1 (iii) Credit Card Reconciliation 23 [↓](#) 

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

Responsible Officer: Nil

RESOLUTION: OCM 013-23/24

Moved: Cr JC Hayes

Seconded: Cr BR Cowcill

That Council note the following:

1. That schedule of accounts for June 2023 covering municipal vouchers 23961 to 23967 and EFT12671 to EFT12929 totalling \$738,789.45 be received (Attachment i);
2. That police licensing payments for the month of June 2023 totalling \$35,628.25 be received (Attachment ii); and
3. That fund transfers to the corporate credit card for June 2023 totalling \$3265.25 be received (Attachment iii); and
4. That net payroll payments for the month of June 2023 totalled \$128,910.08; and
5. That the lease payments for the month of June 2023 totalled \$2,423.73 for the CESH vehicle lease.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley**AGAINST:** Nil**CARRIED 7/0****IN BRIEF**

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

MATTER FOR CONSIDERATION

Note the accounts paid during June 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 June 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.

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT12671	02/06/2023	AUSTRALIAN TAXATION OFFICE	BAS - PAYG APRIL 2023	17567.00	
EFT12672	02/06/2023	QUAIRADING EARTHMOVING CO.	GRADER DRIVING - RRG166A QUAIRADING - CORRIGIN ROAD & FLOAT HIRE FOR MOVING VERGE MULCHING EXCAVATOR - PANTAPIN SOUTH ROAD R2R016	2785.75	PARTIAL
EFT12673	02/06/2023	QUAIRADING CLUB INC.	CATERING FOR VOLUNTEER DAY EVENT - REFRESHMENTS	244.50	
EFT12674	02/06/2023	BOB WADDELL & ASSOCIATES PTY LTD	6.75 HRS ASSISTANCE WITH THE 2023/24 CASH BUDGET & 3 HRS ASSISTANCE WITH APRIL MONTHLY FINANCIAL STATEMENT, PENSIONER APPLICATIONS/CLAIMS/LETTERS, RATES MODEL 4%, EMAILS & QUERIES	2681.25	
EFT12675	02/06/2023	BENTNAIL BUILDING & MAINTENANCE	ABLUTION DOOR STOPS, SEALS & BRUSHES, LABOUR & DELIVERY - LOTTERYWEST/LRCI FUNDED PROJECT	1249.09	PARTIAL
EFT12676	02/06/2023	G J JONES PLUMBING	REPLACE TAP AND REWASHER/RESEAT FEMALE SHOWER TAPS - POOL,	657.92	
EFT12677	02/06/2023	SANDY'S DESIGNS	WINDOW FURNISHINGS FOR DRS RESIDENCE	8055.00	
EFT12678	02/06/2023	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROLLERS, VEHICLES & SIGNS - RRG166A QUAIRADING CORRIGIN ROAD	67304.52	PARTIAL
EFT12679	02/06/2023	YORK AUTO ELECTRICS & AIR CONDITIONING	CONDENSER REPLACEMENT FOR AIR CONDITIONER, INCL PARTS AND LABOUR FOR MULTI TYRED ROLLER - DEPOT	5825.73	
EFT12680	02/06/2023	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2022/23 ESL QUARTER 4 IN ACCORDANCE WITH THE DFES OF WA ACT 1998 PART 6A - EMERGENCY SERVICES LEVY - SECTION 36ZJ AND OPTION B AGREEMENT ARRANGEMENTS	7710.73	PARTIAL
EFT12681	02/06/2023	WA CONTRACT RANGER SERVICES PTY LTD	RANGER ASSISTANCE WITH CAT CULLING AT THE TIP - 16.05.23 - 18.05.23 & RANGER SERVICES FOR MAY 2023	1463.00	
EFT12682	02/06/2023	WEST COAST POLY - EFTSURE VERIFIED	OUTLET FITTING FOR RETICULATION AT KWIRRADING KOORT - LOTTERYWEST/LRCI FUNDED PROJECT	143.00	
EFT12683	02/06/2023	BLUESTEEL ENTERPRISES P/L (AGENT FOR: FRONTLINE FIRE & RESCUE)	CAMLOCKS, COUPLINGS, WASHERS & ADAPTERS FOR CESM VEHICLE	775.73	PARTIAL
EFT12684	02/06/2023	OFFICEWORKS	STATIONERY - DEPOT, ADMIN & MEDICAL (FILES, PAPER, LABELS, DESK ORGANSIER, UHT MILK, TONER, CHARGER)	804.70	
EFT12685	02/06/2023	CLARK EQUIPMENT SALES PTY LTD	P430 BOBCAT - ASSESS AND REPAIR HYDRALIC ISSUES, INSPECT AIR FILTERS, A/C CONDENSER, FUEL COOLER, RADIATOR, INTERCOOLER, OIL COOLER. WELD BOBTACH CYLINDER AND REFIT, PLUS SUNDRIES	1115.13	
EFT12686	02/06/2023	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	8 WHEEL WATER TRUCK WET HIRE - RRG166A QUAIRADING - CORRIGIN ROAD	12696.75	PARTIAL

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT12687	02/06/2023	THINKPROJECT AUSTRALIA PTY LTD	RAMM TRANSPORT ASSET ANNUAL SUPPORT & MAINTENANCE FEE FOR THE PERIOD 01.07.23 - 30.06.24	8813.01	
EFT12688	02/06/2023	JASON KEITH LILLEYMAN	SEMI SIDE TIPPER WITH DRIVER - RRG166A QUAIRADING - CORRIGIN ROAD	24541.00	PARTIAL
EFT12689	02/06/2023	SEEK LIMITED	SEEK ADVERTISEMENT -EMCS POSITION	423.50	
EFT12690	02/06/2023	RURAL INFRASTRUCTURE SERVICES	PROVISION OF CONSULTANCY SERVICES FOR TECHNICAL ADVICE DURING APRIL 2023 - C&M SUPERVISOR	660.00	
EFT12691	02/06/2023	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	ALL-IN-ONE COMPUTER, MICROSOFT OFFICE HOME & BUSINESS, STORAGECRAFT BACKUP SOLUTION, SET-UP, DELIVERY, TRAVEL AND MANAGED IT SERVICES - LIBRARY AS PER AGREEMENT	5759.76	
EFT12692	02/06/2023	NEWGROUND WATER SERVICES	IRRIGATION SUPPLY AND INSTALL KWIRRADING KOORT - LOTTERYWEST/LRCI FUNDED PROJECT	34908.50	PARTIAL
EFT12693	02/06/2023	EUREKA 4WD & TRUCK TRAINING	WORKS AND SERVICES - 1X STAFF MEMBER TO ATTEND 3 HR ADDITIONAL TRAINING FOR HC AUTO TRUCK	540.00	
EFT12694	02/06/2023	CITY OF KALAMUNDA	BUILDING SERVICES FOR JAN - JUNE APPROXIMATELY 21 HRS WORKED INCL POOL INSPECTIONS	2275.81	
EFT12695	02/06/2023	ELDERS QUAIRADING	CEMENT, ELECTRICAL TAPE, HEX NUTS, LINE PAINT, BRASSHEADS, ANTENNA, CLEANERS,WASHERS, RAKE, VARIOUS CLEANING PRODUCTS - PARKS & GARDENS, PUBLIC TOILETS, CORALING STREET AND RRG166A QUAIRADING CORRIGIN ROAD	658.40	
EFT12696	02/06/2023	JUEL ENTERPRISES PTY LTD STIRLING ASPHALT	SHIRE TIP, TRENCH IN TOWN, RUN NEAR NEW PLAYGROUND - SPARY CRC EMULSION 6.4 TONNES, SUPPLY AND MACHINE - MCLENNAN STREET & REFUSE STREET	5482.62	
EFT12697	02/06/2023	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	2783.00	PARTIAL
EFT12698	02/06/2023	NO BLAST PTY LTD (EXPANDO) - EFTSURE VERIFIED	SUPPLY AND DELIVERY OF EXPANDO - ANDREWS ROAD	305.00	
EFT12699	02/06/2023	ACCENT RUBBER STAMPS & TROPHIES	2 X SIGNATURE STAMPS & CREDITOR STAMP PLUS DELIVERY - ADMIN & DEPOT	186.67	
EFT12700	02/06/2023	BOC LIMITED	CONTAINER SERVICE - DAILY TRACKING FOR PERIOD 28.04.23 - 28.05.23	52.35	
EFT12701	09/06/2023	SERVICES AUSTRALIA CHILD SUPPORT	Payroll deductions	254.74	FULLY

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT12702	09/06/2023	TELSTRA	TELSTRA ACCOUNTS MAY - JULY 2023 - ADMIN, MEDICAL, LAND CARE, P/LICENSING, POOL, DEPOT & QCRC, WAP/ INTENET, CESM EMERGENCY SATELLITE PHONE	1029.35	
EFT12703	09/06/2023	COUNTRY COPIERS NORTHAM	COLOUR COPIER METRE READING 07.05.23 - 05.06.23	131.14	
EFT12704	09/06/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	WATC LOAN 117 - DEAL #49938 AND WATC LOAN 118 -DEAL #50336	30101.12	
EFT12705	09/06/2023	PIANO MAGIC	PIANO MAGIC TUNING - SHIRE HALL PIANO	330.00	
EFT12706	09/06/2023	COMMUNITY RESOURCE CENTRE - QUAIRADING	YOUTH WEEK VIDEO PRODUCTION, SCANNING, PHOTOCOPYING, PRINTING, BANKSIA BULLETIN - YOUTH, C4C, KWIRRADING KOORT, GRANT APPLICATIONS	1040.15	
EFT12707	09/06/2023	SUNNY SIGN COMPANY PTY LTD	VARIOUS SIGNS FOR DEPOT & ROADS	1529.00	
EFT12708	09/06/2023	WATER CORPORATION	WATER USAGE VARIOUS PROPERTIES 11.04.23 - 06.06.23	1479.87	
EFT12709	09/06/2023	BOB WADDELL & ASSOCIATES PTY LTD	MAY 2023 RATES MANAGEMENT: 1HR ASSISTANCE PROVIDED BY TARA WITH RATES QUERIES/ADJUSTMENTS/GENERAL	165.00	
EFT12710	09/06/2023	SYNERGY	SYNERGY -POWER USAGE & SUPPLY FOR STREET LIGHTS & RECYCLE CENTRE - MARCH - MAY 2023	3094.86	
EFT12711	09/06/2023	BENTNAIL BUILDING & MAINTENANCE	HIRE EXCAVATOR - RRG166 QUAIRADING - CORRIGIN RD, DINGO HIRE PARKS & GARDENS, REPAIRS TO GOLF CLUB CEILING	1991.00	PARTIAL
EFT12712	09/06/2023	DEAN ROBERT MASTIN	REIMBURSEMENT FOR AMMANN ADBLUE HOSE	880.00	
EFT12713	09/06/2023	NORTHAM AUTOS PTY LTD	45000KM SERVICE - 2014 MAZDA BT 50 SINGLE CAB	533.91	
EFT12714	09/06/2023	OFFICEWORKS	ADMIN SATIONERY (PRESENTER POINTER, DESK ORGANISER, POST IT NOTES & DELIVERY)	160.33	
EFT12715	09/06/2023	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES FOR THE FINANCIAL YEAR 2022/2023. MONTH MAY - HOURS WORKED 4.7	725.25	
EFT12716	09/06/2023	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES, MEDICAL & ADMIN POSTAGE & STATIONERY - MAY 2023	2601.24	
EFT12717	09/06/2023	SHRED X PTY LTD	DISPOSAL OF 30X BOXES OF SHREDDING + COLLECTION FEE - ADMIN	609.24	
EFT12718	09/06/2023	RESONLINE PTY LTD	ROOM MANAGER (CARAVAN PARK BOOKING SYSTEM) MONTHLY FEE: MAY 2023	242.00	
EFT12719	09/06/2023	TAYLOR SMART LAWYERS & NOTARIES	FINAL DEMAND LETTER FOR REIMBURSEMENT OF CHRISTMAS DECORATION	1100.00	
EFT12720	09/06/2023	MICHAEL SOUTHWELL	MEDIA PROMOTION FOR EDWARDS WAY BLOCKS	594.00	
EFT12721	09/06/2023	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	CHLOE NELLA - DESK PHONE, LAPTOP (I5), NEW COMPUTER SERVICES AND MANAGED IT SERVICES	6233.40	
EFT12722	09/06/2023	MISS YT & CREWZ KITCHEN	CATERING - VOLUNTEER EVENT - FOOD	300.00	

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT12723	09/06/2023	GRAEME HOBBS CONTRACTING PTY LTD	SERVICE - WET HIRE KOMATSU GD655-5, GRADER & OPERATOR INCL ACCOMM, MOB & DEMOB RRG166A QUAIRADING - CORRIGIN ROAD	10373.00	PARTIAL
EFT12724	09/06/2023	VIAJE STRATEGIC BUSINESS SERVICES - EFTSURE VERIFIED	DEVELOPMENT OF THE LONG TERM FINANCIAL PLAN	3025.00	
EFT12725	09/06/2023	AUSTRALIAN PRINTED RIBBON - EFTSURE VERIFIED	AUSTRALIAN PRINTED RIBBON - QUAIRADING RIBBON ARTWORK - FOR THE OPENING OF QUAIRADING OLD SCHOOL SITE. INCLUDES POSTAGE.	440.00	
EFT12726	14/06/2023	QUAIRADING TYRE & BATTERY SUPPLIES	2 X GAS BOTTLES CARAVAN PARK TOILETS & ABLUTIONS	330.00	
EFT12727	14/06/2023	AVON WASTE	AVON WASTE DOMESTIC AND RECYCLE SERVICES FOR MAY 2023	10381.44	
EFT12728	14/06/2023	QUAIRADING FARMERS CO-OP	QUAIRADING COOP PURCHASES FOR THE MONTH OF MAY - ADMIN, DEPOT, MEDICAL, C/PARK, YOUTH, COUNCIL MEETING, THANK A VOLUNTEER DAY	924.29	
EFT12729	14/06/2023	TEAM GLOBAL EXPRESS (PREVIOUSLY T/A TOLL TRANSPORT PTY LTD)	ROAD TRANSPORT FROM SURGICAL HOUSE	57.83	
EFT12730	14/06/2023	BURGESS RAWSON	ACCOUNT #9007855416 - WATER USAGE 11.04.23 - 06.06.23 - 1 QUAIRADING YORK RD LOT 366 PTA L1422 - CENTENARIA	116.92	
EFT12731	14/06/2023	JASONS SIGNMAKERS	MARKERS AND SIGNS AND POSTAGE - RRG166 & RRG166A QUAIRADING - CORRIGIN RD	14184.61	PARTIAL
EFT12732	14/06/2023	SUNNY SIGN COMPANY PTY LTD	FIRES PROHIBITED SIGNS FOR TOAPIN WEIR, PPE, VARIOUS BRACKETS INCL BOLTS	650.65	
EFT12733	14/06/2023	BENARA NURSERIES	VARIOUS PLANTS FOR THE KWIRRADING KOORT PLAYGROUND LOTTERY WEST / LRCI FUNDED PROJECT	3705.51	PARTIAL
EFT12734	14/06/2023	WATER CORPORATION	WATER USAGE VARIOUS PROPERTIES: APRIL 2023 - JUNE 2023	9317.19	
EFT12735	14/06/2023	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH QUERIES RELATING TO THE CONTRACT ASSESTS AND CONTRACT LIABILITIES & QUERIES RELATING TO THE MONTHLY FINANCIAL STATEMENTS	660.00	
EFT12736	14/06/2023	SYNERGY	SYNERGY ACCOUNT #765171390 - CARAVAN PARK, CABINS & POOL 11.05.23 - 07.06.23	1331.21	
EFT12737	14/06/2023	BRICK MART NORTHAM	SUPPLY OF LIMESTONE BLOCKS FOR BOLLARD LIGHTS - KWIRRADING KOORT - LOTTERYWEST / LRCI FUNDED PROJECT	362.18	
EFT12738	14/06/2023	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROL FOR QUAIRADING-CORRIGIN ROAD- RRG166 & RRG166A	4154.92	PARTIAL
EFT12739	14/06/2023	WA CONTRACT RANGER SERVICES PTY LTD	RANGER ASSISTANCE WITH CAT CULLING AT THE TIP 22.05.23 - 25.05.23 & RANGER SERVICES FOR JUNE 20223	1567.50	
EFT12740	14/06/2023	SLATER-GARTRELL SPORTS	HEAVY DUTY NYLON NETBALL NETS - GREATER SPORTS GROUND (NETBALL/BASKETBALL)	92.40	

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT12741	14/06/2023	EARTHSTYLE CONTRACTING	CONTRACT TRUCK CARTAGE - RRG166A - QUAIRADING - CORRIGIN ROAD	32406.36	PARTIAL
EFT12742	14/06/2023	DORMAKABA AUSTRALIA PTY LTD	REPLACED FAULTY MICROHEAD SENSOR, ADJUSTED DOOR CLOSING AND RESET THE CONTROLLER - MEDICAL CENTRE	833.71	
EFT12743	14/06/2023	CWB ELECTRICAL & A/C	SUPPLY, INSTALL AND COMMISSION ELECTRICAL EQUIPMENT KWIRRADING KOORT - LOTTERYWEST/LRCI FUNDED PROJECT	6221.15	
EFT12744	14/06/2023	DONEGAN ENTERPRISED PTY LTD	PLAY EQUIPMENT INSTALL - KWIRRADING KOORT, LOTTERYWEST/LRCI FUNDED PROJECT	48400.00	PARTIAL
EFT12745	14/06/2023	MERREDIN CARPETS AND FLOORING	SUPPLY AND INSTALL HYBRID VINYL PLANKS- DR'S RESIDENCE	2855.00	
EFT12746	14/06/2023	SECUREX PTY LTD.	CREATION OF ALARM CODES FOR CSO AND SAO FOR ADMIN BUILDING	66.00	
EFT12747	14/06/2023	RURAL INFRASTRUCTURE SERVICES	ASSISTANCE FOR THE WORKS MANAGEMENT TEAM ON FUNDING	2255.44	
EFT12748	14/06/2023	ELDERS QUAIRADING	OMO 8KG WASHING POWDER & TORK HAND TOWELS - CARAVAN PARK	168.50	
EFT12749	14/06/2023	DEC THE MALLS PTY LTD	CHRISTMAS POLE DECORATIONS (ADDITIONAL X 5) INITIAL DEPOSIT	5680.95	
EFT12750	14/06/2023	INTELIFF GROUP	TREE MULCHING 1ST - 3RD MAY HUGHES RD TO BALKULING NTH RD - R2R016 PANTAPIN SOUTH RD	4862.00	
EFT12751	14/06/2023	GRAEME HOBBS CONTRACTING PTY LTD	SERVICE - WET HIRE KOMATSU GD655-5, GRADER & OPERATOR INCL ACCOMM, MOB & DEMOB RRG166A QUAIRADING - CORRIGIN ROAD	2909.50	
EFT12752	14/06/2023	ACCENT RUBBER STAMPS & TROPHIES	CREDITORS STAMP - ADMIN	86.57	
EFT12753	14/06/2023	ELIZABETH ROCHFORD	REFUND OF CARAVAN PARK SITE - BOOKING #11703027 01.04.23 - 13.04.23	363.99	
EFT12754	23/06/2023	SERVICES AUSTRALIA CHILD SUPPORT	Payroll deductions	254.74	FULLY
EFT12755	23/06/2023	QUAIRADING TYRE & BATTERY SUPPLIES	2 X NEW TYRES FOR Q465, BATTERIES, OUT OF HOURS GAS BOTTLE DELIVERY, TYRE REPAIRS	3243.80	
EFT12756	23/06/2023	TELSTRA	TELSTRA ACC # 3147560712 - MOBILE CHARGES 16/05/2023 - 15/06/2023 FOR ADMIN. DEPOT, MEDICAL, CARAVAN PARK, CESM & WASTE	524.60	
EFT12757	23/06/2023	WESFARMERS KLEENHEAT GAS PTY LTD	2 X 45KG VAP CYL - EQUIPMENT SERVICE CHARGE YR - 14 REID ST	93.50	
EFT12758	23/06/2023	BURGESS RAWSON	WATER RATES - 01/05/2023 - 30/06/2023, WATER USAGE - 12/04/2023 - 07/06/2023 - PARKER STREET	216.87	
EFT12759	23/06/2023	BENARA NURSERIES	VARIOUS PLANTS AND ADDITIONAL TREES FOR THE KWIRRADING KOORT PLAYGROUND - LOTTERYWEST/LRCI FUNDED PROJECT	6105.99	PARTIAL

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT12760	23/06/2023	QDG ROTARY CLUB	HELEN FRASER (ROTARY CLUB) - REFUND OF BOND FOR TOWN HALL 19/06/2023	400.00	FULLY
EFT12761	23/06/2023	GREENACRES TURF FARM	SUPPLY TURF FOR KWIRRADING KOORT - LOTTERYWEST FUNDED/LRC	11196.57	PARTIAL
EFT12762	23/06/2023	WATER CORPORATION	ACC # 9007856128 WATER USAGE & CHARGES - 13/04/2023 - 30/06/2023 JUCTION RD QUAIRADING LOT 189	16468.69	
EFT12763	23/06/2023	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH QUERIES RELATING TO CONTRACT ASSETS / CONTRACT LIABILITIES AND ASSISTANCE WITH PROCESSING GENERAL JOURNALS RELATING TO CONTRACT LIABILITIES, ASSISTANCE WITH THE 2022/23 FAIR VALUE REVALUATION & PENSIONER APPLICATION/CLAIMS/LETTERS,	2310.00	
EFT12764	23/06/2023	SYNERGY	SYNERGY ACC # 137839080 - POWER USAGE & SUPPLY - CRC - 10/05/2023 - 13/06/2023	952.24	
EFT12765	23/06/2023	BENTNAIL BUILDING & MAINTENANCE	8 DAYS DINGO LOADER HIRE - KWIRRADING KOORI LOTTERYWEST/LRCI FUNDED PROJECT	1760.00	PARTIAL
EFT12766	23/06/2023	JENNIFER ANN SWAN	JENNIFER SWAN 15/6/2023 REFUND OF TOWN HALL BOND	875.00	FULLY
EFT12767	23/06/2023	GREAT SOUTHERN FUEL SUPPLIES	PURCHASE OF 5000L OF DIESEL - DEPOT	8339.32	
EFT12768	23/06/2023	DEBRA WINMAR	WINMAR - REFUND OF HIRE OF OVAL AT GREAT SPORTS GROUND 16.06.23	625.00	FULLY
EFT12769	23/06/2023	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES INCLUDING TRAVEL FOR THE MONTH OF JUNE 2023 - DATES SERVICED: 13/06/23, 20/06/23	1306.25	
EFT12770	23/06/2023	SHERRIN RENTALS PTY LTD	HIRE 15 TONNE SMOOTH DRUM ROLLER - 01/05/2023 TO 31/05/2023 - RRG166 - RRG116A - QUAIRADING - CORRIGIN RD	6325.00	PARTIAL

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT12771	23/06/2023	FARMARAMA PTY LTD	PURCHASE OF TORK T2 MINI JUMBO T/ROLL 400M 1PLY 12CTN, SQUEEGIE & HANDLE - PARKS & GARDENS & PUBLIC TOILETS	387.20	
EFT12772	23/06/2023	NICOLE GIBBS	REIMBURSEMENT OF UNIFORMS - CEO	231.00	
EFT12773	23/06/2023	Crisp Wireless	MONTHLY INTERNET CONNECTION FOR MAY - ADMIN, 50A SUBURBAN, 8 DALL, 31 DALL, 28 REID, 19 HARRIS & 19 CUBBINE.	1022.90	
EFT12774	23/06/2023	THE QUAIRADING HOTEL	REFRESHMENTS FOR COUNCIL 4XMILES FROM NOWHERE, 1 X BROWNS BROTHERS PROSECCO	72.99	
EFT12775	23/06/2023	90 DEGREES CREATIVE PTY LTD	KWIRADING KOORT ABLUTION BLOCK MURAL FINAL PAYMENT (LOTTERYWEST/LRCI FUNDED PROJECT)	4400.00	PARTIAL
EFT12776	23/06/2023	ELDERS QUAIRADING	PURCHASE OF 1X TUB URINAL BLOCKS, 1X BOX GLOVES - PARKS & GARDENS	193.60	
EFT12777	23/06/2023	OZTRON ENERGY	CONSULTANCY SERVICES AT SYNERGY MEETING - VIRTUAL POWER PLAN - MC242 - 16/06/2023	275.00	
EFT12778	23/06/2023	WISE WORKPLACE	INVESTIGATION INTO STAFF MISCONDUCT	7264.95	
EFT12779	23/06/2023	ENVIRO PIPES PTY LTD - EFTSURE VERIFIED	SUPPLY AND DELIVERY OF CORRUGATED PIPE - BADJALING NTH RD	4619.56	
EFT12780	23/06/2023	WENCO PTY LTD - EFTSURE VERIFIED	CONCRET SKATE HUMPS FOR KWIRADING KOORT - COMMUNITY PARK - LOTTERYWEST LRCI FUNDED PROJECT	4510.00	PARTIAL
EFT12781	23/06/2023	ARRB GROUP LTD	BEST PRACTICE GUIDE TO UNSEALED ROADS - YORK - 2 DAY COURSE 20/06/2023 - 21/06/2023 - DEPOT	3700.00	
EFT12782	23/06/2023	ELITE OFFICE FURNITURE - EFTSURE VERIFIED	3 X ADMIN OFFICE WORK STATION, 3 X MOBILE DRAWS, 2 X STRAIGHT DESKS PLUS FREIGHT	4263.08	
EFT12783	23/06/2023	BP MEDICAL	GIVING SET (INFUSION) - QTY 100 & FLOW METER ADULT/CHLD MICROPEAK	563.75	
EFT12784 - EFT12890	28/06/2023	PAYCLEAR SERVICES SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	68194.75	
EFT12891	30/06/2023	JANICE LARAIN COCKBURN-CAMPBELL	RATES REFUND BROCKMAN STREET DANGIN WA 6383	389.05	
EFT12892	30/06/2023	QUAIRADING GOLF CLUB	QUAIRADING GOLF CLUB INC COMMUNITY GRANT 2 2023	2330.00	
EFT12893	30/06/2023	TELSTRA	TELSTRA ACCOUNT #941548000 - LANDLINE CALLS & CHARGES 20.06.23 - 19.07.23 - ADMIN, DEPOT, MEDICAL, LICENSING, POOL, LANDCARE, QCRC	610.63	
EFT12894	30/06/2023	TEAM GLOBAL EXPRESS (PREVIOUSLY T/A TOLL TRANSPORT PTY LTD)	ROAD TRANSPORT FROM SURGICAL HOUSE & TO STATE LIBRARY	367.54	
EFT12895	30/06/2023	COMMUNITY RESOURCE CENTRE - QUAIRADING	SCANNING SERVICES, PRINTING B&W - APRIL, COLOUR PRINTING - APRIL, YOUTH WEEK POSTERS, RAP MINUTES, , A3 PHOTOCOPYING, GP LETTERS, CYNTHIA YARRAN PHOTOCOPYING AND SCANNING, BANKSIA BULLETIN SALES.	568.70	

11.1 (i) | List Of Accounts - June 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12896	30/06/2023	JASONS SIGNMAKERS	INTERPRETIVE SIGNS (FOSSILS, OLD ROLLER AND SYMBOLS) - KWIRRADING KOORT LOTTERYWEST / LRCI FUNDED PROJECT	5314.24	PARTIAL
EFT12897	30/06/2023	SURGICAL HOUSE	MEDICAL PRACTICE SUPPLES - STITCH CUTTER, SUTURES, FLAT DISP SHEET, SPHYG CUFFS IN VARIOUS SIZES, INSTRUMENT TROLLEY	1425.36	
EFT12898	30/06/2023	QUAIRADING MEDICAL PRACTICE (KINGDOM MEDICALS)	PRE EMPLOYMENT MEDICAL - ADMIN CSO	150.70	
EFT12899	30/06/2023	MEDICAL DIRECTOR AUSTRALIA	SUPPORT - PRACSOFT - FIRST USER & ADDITIONAL USER - MEDICAL PRACTICE	1166.00	
EFT12900	30/06/2023	QUAIRADING FOOTBALL CLUB	QUAIRADING FOOTBALL & NETBALL CLUB - COMMUNITY GRANT 2 2023	1400.00	FULLY
EFT12901	30/06/2023	QDG LADIES HOCKEY CLUB	QDG LADIES HOCKEY CLUB - COMMUNITY GRANT 2 2023	306.00	FULLY
EFT12902	30/06/2023	BOB WADDELL & ASSOCIATES PTY LTD	2022/2023 - 8.25HRS ASSISTANCE WITH REPORTING CHANGES IN THE CASH BUDGET AND MONTHLY FINANCIAL STATEMENTS	1361.25	
EFT12903	30/06/2023	J.A. GIMBEL PAINTING	PATCHING AND PAINTING FOR ENTIRE OF SHIRE ADMINISTRATION OFFICE INTERIOR	10835.00	
EFT12904	30/06/2023	PETER ROBERT YORK	FIXING OF KITCHEN CUPBOARDS AND HANDLES, SILICONE AROUND KITCHEN SINK, REPLACE WASHERS ON TAPS IN BATHROOM AND REAFFIX TOILET ROLL HOLDER IN TOILET - 64 CORALING ST	520.00	
EFT12905	30/06/2023	WAMENUSKING SPORTS CLUB	WAMENUSKING SPORTS CLUB - COMMUNITY GRANT 4 2023	900.00	FULLY
EFT12906	30/06/2023	CONTRACT AQUATIC SERVICES	MONTHLY CONTRACT FEE - MARCH 2023 - QUAIRADING POOL, EARLY MORNING SWIMS, ADDITIONAL HOURS FOR PRIVATE HIRE, QSHS CARNIVAL, CHEMICALS	19772.50	
EFT12907	30/06/2023	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROLLERS, VEHICLES AND SIGNS - RM166 QUAIRADING-CORRIGN ROAD	1535.82	PARTIAL
EFT12908	30/06/2023	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES INCLUDING TRAVEL FOR THE MONTH OF JUNE 2023 - DATES SERVICED: 27.06.23	418.00	
EFT12909	30/06/2023	LGIS RISK MANAGEMENT	REGIONAL RISK CO-ORDINATOR FEES JANUARY 2023 - JUNE 2023	5662.65	
EFT12910	30/06/2023	BROWNLEY'S PLUMBING & GAS	BACKFLOW TESTING FOR STANDPIPES	1100.00	
EFT12911	30/06/2023	EXTERIA STREET AND PARK OUTFITTERS	KEY FOR TOWNSITE BIN SURROUNDS	83.60	
EFT12912	30/06/2023	STABILISATION TECHNOLOGY	SAMPLING AND ASSESSMENT OF GRAVEL AND BASE COURSE MATERIALS FOR QUAIRADING-CORRIGIN RD - RRG116 , RRG116A - QUAIRADING CORRIGIN RD	2695.00	
EFT12913	30/06/2023	CORRIGIN ENGINEERING PTY LTD	BIG Q SCULPTURE FOR KWIRRADING KOORT - LOTTERYWEST / LRCI FUNDED PROJECT	9492.49	PARTIAL
EFT12914	30/06/2023	ACUMENTIS (WA) PTY LTD	VALUATION REPORT - LOT 501 SUBURBAN RD	3300.00	

11.1 (i) | List Of Accounts - June 2023

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12915	30/06/2023	BRIAN KIMBER	SKELETON WEED REIMBURSEMENT - VEHICLE & COMMUNICATION COSTS - FULLY FUNDED	316.00	
EFT12916	30/06/2023	LG BEST PRACTICES PTY LTD	FINANCE CONSULTANT - ASSISTANCE WITH BAS, TAXATION, TRUST MODULE, BANK RECONCILIATIONS AND GENERAL FINANCE	6146.25	
EFT12917	30/06/2023	SEEK LIMITED	ADVERTISEMENT - SENIOR ADMINISTRATION OFFICER	346.50	
EFT12918	30/06/2023	RECORD BOOKKEEPING	LODGEMENT OF THE BUSINESS ACTIVITY STATEMENT (BAS) FOR THE PERIOD APRIL 2023	100.00	
EFT12919	30/06/2023	THE QUAIRADING HOTEL	REFRESHMENTS FOR COUNCIL	40.99	
EFT12920	30/06/2023	SECUREX PTY LTD.	CREATING AN ALARM CODE FOR DOCTOR	66.00	
EFT12921	30/06/2023	QUAIRADING TOURIST AND TIDY TOWN COMMITTEE INC	QUAIRADING TOURIST & TIDY TOWN COMMITTEE INC - COMMUNITY GRANT 4 2023	3500.00	FULLY
EFT12922	30/06/2023	PHILIP SWAIN	CONSULTANCY SERVICES FOR EHO	2611.40	
EFT12923	30/06/2023	CLAUDIA CAPORN	PHOTOGRAPHY FOR AUSTRALIA DAY	200.00	
EFT12924	30/06/2023	VIAJE STRATEGIC BUSINESS SERVICES - EFTSURE VERIFIED	DEVELOPMENT OF THE LONG TERM FINANCIAL PLAN	3025.00	
EFT12925	30/06/2023	NES ONLINE PTY LTD	KYOCERA M4132IDN WITH STAND AND EXTRA PAPER DRAWER - NEW PRINTER FOR DEPOT	3858.50	
EFT12926	30/06/2023	MOYA DONNELLY	REFUND OF BOOKING #11710873 - 3 NIGHTS CANCELLED (30.05.23 - 01.06.23	345.79	
EFT12927	30/06/2023	BOC LIMITED	CONTAINER SERVICE- DAILY TRACKING FOR PERIOD 29.05.23 - 27.06.23	50.65	
EFT12928	30/06/2023	BP MEDICAL	IV STAND STAINLESS STEEL 2 PRONG PACIFIC MEDICAL - MEDICAL CENTRE	254.10	
EFT12929	30/06/2023	PLUMBERJ'S MOBILE PLUMBING	REPAIR OF SHOWER ROSE IN COMMUNITY BUILDING AND REPAIR OF URINAL CISTERN AND TAPS IN MENS TOILETS IN THE OUTSIDE CHANGEROOMS - SPORTS GROUND	203.50	
23961	01/06/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	185.00	
23962	08/06/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	180.00	
23963	13/06/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	147.40	
23964	21/06/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE	133.90	
23965	27/06/2023	DEPARTMENT OF TRANSPORT	PAYMENT TO DOT 18.05.23	41599.15	
23966	29/06/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	200.00	
23967	29/06/2023	REMLIN ROCK PTY LTD	EARLY PAYMENT OF RATES 22/23 - RATES INCENTIVE PRIZE DRAW - FIRST PRIZE	500.00	
				\$738,789.85	

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

ACTUAL TOTAL TAKINGS		
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
01/06/2023	TRANSPORT TAKINGS	\$2,421.45
02/06/2023	TRANSPORT TAKINGS	\$507.65
06/06/2023	TRANSPORT TAKINGS	\$3,263.70
07/06/2023	TRANSPORT TAKINGS	\$1,016.60
08/06/2023	TRANSPORT TAKINGS	\$1,867.35
09/06/2023	TRANSPORT TAKINGS	\$2,876.20
12/06/2023	TRANSPORT TAKINGS	\$1,472.35
13/06/2023	TRANSPORT TAKINGS	\$1,564.20
14/06/2023	TRANSPORT TAKINGS	\$215.90
15/06/2023	TRANSPORT TAKINGS	\$542.00
16/06/2023	TRANSPORT TAKINGS	\$5,285.85
19/06/2023	TRANSPORT TAKINGS	\$704.15
20/06/2023	TRANSPORT TAKINGS	\$5,617.35
21/06/2023	TRANSPORT TAKINGS	\$2,835.95
23/06/2023	TRANSPORT TAKINGS	\$2,757.85
26/06/2023	TRANSPORT TAKINGS	\$544.45
27/06/2023	TRANSPORT TAKINGS	\$1,657.25
28/06/2023	TRANSPORT TAKINGS	\$478.00
TAKINGS RECEIVED IN THE BANK - JUNE 2023		\$35,628.25

AMOUNTS YET TO BE DRAWN		
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
29/06/2023	TRANSPORT TAKINGS	\$1,142.00
22/06/2023	TRANSPORT TAKINGS	\$1,356.70
30/06/2023	TRANSPORT TAKINGS	\$4,069.00
JUNE TAKINGS RECEIVED IN THE BANK - JULY 2023		\$6,567.70

Shire of Quairading
Credit Card Reconciliation - Page 1

Statement From 29/05/2023 Statement Total
Statement To 27/06/2023 \$ 3,265.25



Credit Card Summary			
Card Name	Title	Card Ending	Amount Spent
Nicole Gibbs	CEO	1475	\$ 1,718.68
Tricia Brown	EMCS	1336	\$ 288.78
Benjamin Davies	CESM	8917	\$ 438.99
Sarah Caporn	EMWS	3585	\$ 818.80

**** 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
POQ1.2610.4001	\$ 161.73	\$ 14.70	PETROL EMCS VEHICLE 0Q
PROU002.2610.4000	\$ 286.35	\$ 26.03	FUEL PURCHASE CESM VEHICLE
PQ5480.2610.4000	\$ 592.96	\$ 53.91	DIESEL PURCHASE CEO VEHICLE
W13216.2400.2101	\$ 44.00	\$ 4.00	SOCIAL MEDIA ADVERT SUBSCRIPTION
W13212.2400.2100	\$ 105.39	\$ 9.58	CARAVAN PARK FLYERS
20402110.2400.2101	\$ 49.00	\$ 4.45	REFRESHMENTS - MODULA HOUSING
2140203.2400.2003	\$ 50.00	\$ 4.55	UNIFORM PURCHASE
2140220.2400.2100	\$ 176.58	\$ 16.05	SMS MESSAGE MEDIA SUBSCRIPTION
W13217.2970.2100	\$ 310.03	\$ 28.18	NEW WEBSITE
20302110.2400.2700	\$ 300.00	\$ 27.27	CARD FEE'S
2140304.2910.2100	\$ 126.88	\$ 11.53	FORKLIFT TRAINING - DEPOT STAFF MEMBER
2140304.2910.2100	\$ 126.10	\$ 11.46	LICENCE UPGRADE - DEPOT STAFF MEMBER
2070765.2400.2101	\$ 17.00	\$ 1.55	REFRESHMENTS - MEDICAL MEETING
PROU002.2600.2101	\$ 77.64	\$ 7.06	TUBS FOR CESM VEHICLE
24107600.2400.2100	\$ 125.00	\$ 11.36	CONTRACT FOR SALE OF LAND X 5
P617.2660.2266	\$ 52.05	\$ 4.73	PLATE CHANGE & VEHICLE RENEWAL P617
2140241.2345.2100	\$ 111.95	\$ 10.18	CEO ONLINE SUBSCRIPTIONS
W11300	\$ 465.50	\$ 42.32	CHAINSAW CHAIN AND FILE HOLDER - P&G
BO11101.2410.2101	\$ 25.32	\$ 2.30	RUBBISH BAGS - SHIRE HALL
2040211.2400.2100	\$ 46.27	\$ 4.21	REFRESHMENTS -HOUSING
2040211.2400.2100	\$ 15.50	\$ 1.41	REFRESHMENTS - MOVE SHOW ROOM
9130001.00	-\$ 3,265.25		Bring credit card expenses into muni - June 2023 - evidence in Credit Card File

Totals	\$ 3,265.25	\$ 296.84
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Shire Confirmation 
Nicole Gibbs, Chief Executive Officer

Council Approval 
Jo Haythornthwaite, Chair A&R Committee

ACCOUNTS PROCESSING
Journal Date (DD): 30/06/2023
Journal Number: 22 23 188
Journal Batch: 7124
Journal Posting Period: Jun-23



BusinessChoice Everyday Mastercard® Statement

SHIRE OF QUAIRADING
LEAH HORTON
PO BOX 38
QUAIRADING WA 6383

Billing Account Number
5163 2800 9109 9937

Payment Due Date
24 JULY 2023

Closing Balance
\$3,265.25

Minimum Payment Due
\$98.00

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 Shire Of Quairading	Number of Cards 4	Facility Number 02752751	Annual Cash % Rate 19.96%	Annual Purchase % Rate 14.25%
Contact Name Leah Horton	Billing Account Number 5163280091099937	Opening Balance 4,718.34	Credit Limit 10,000	
Statement From 29 MAY 2023	Statement To 27 JUN 2023	Payment Due Date 24 JUL 2023	Opening Balance 4,718.34	Minimum Payment Due 98.00
		Closing Balance 3,265.25	Available Credit 6,734.75	

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			
4,718.34	4,718.34 -	0.00	0.00	0.00	3,265.25	3,265.25	0.00	98.00

S003185 / M003185 / 179 / CN1VPCP2

SHIRE OF QUAIRADING	FILE NO:
	05 JUL 2023
	TO: COPY TO:

CSF VPC

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

Important:

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

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



Choose the payment method that suits you best



By Mail

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



Via Westpac Internet Banking

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



Using Card Autopay

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



Using BPAY

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

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



By Telephone Banking

Call 132 032 if you have another Westpac account.



In Person

At any of our Westpac branches in Australia.

S003189 / M003189 / 179 / CNTVFCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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



Summary of Billing Account Transactions		
Date of Transaction	Description	Debits/Credits
12 JUN	Payments AUTOMATIC PAYMENT	
	Sub Total:	4,718.34 - 4,718.34 -
	Miscellaneous Transactions	
27 JUN	TRICIA BROWN 5163 2800 0107 6777 Monthly Balance	288.78
27 JUN	NICOLE GIBBS 5163 2800 0122 7651 Monthly Balance	1,718.68
27 JUN	SARAH CAPORN 5163 2800 0153 8917 Monthly Balance	818.80
27 JUN	BENJAMIN DAVIES 5163 2800 0197 3585 Monthly Balance	438.99
	Sub Total:	3,265.25
	Grand Total:	1,453.09 -

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

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

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

S003190 / M003190 / 179 / CN1VPCP2

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

Statement From 29/05/2023
Statement To 27/06/2023

**** 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
28/05/2023	Istock.com	\$ 44.00	\$ 4.00	Y	W13216.2400.2104	Social Media Advert Subscription
30/05/2023	VISTA PRINT	\$ 105.39	\$ 9.58	Y	W13212.2400.2100	CARAVAN PARK FLYERS
31/05/2023	UNITED PETROLEUM	\$ 102.14	\$ 9.29	Y	P5480.2610.4000	Diesel P5480
2/06/2023	CHOICE SUBSCRIPTION	\$ 83.95	\$ 7.63	y	121402410	Online Subscription
2/06/2023	Jules Shoppe Fast Food	\$ 20.00	\$ 1.82	Y	2040211.2101	Refreshments - Modula Housing
2/06/2023	SUBWAY	\$ 29.00	\$ 2.64	y	2040211.2101	Refreshments - Modula Housing
5/06/2023	BP The Lakes Service Station	\$ 110.22	\$ 10.02	Y	P5480.2610.4000	Diesel P5480
7/06/2023	The Golden Grain Café	\$ 17.00	\$ 1.55	y	2070765.21	Refreshments - Medical Meeting
8/06/2023	Dynamic Methods	\$ 25.00	\$ 2.27	Y	2410760.2100	Contract for sale of Land - reiwa
8/06/2023	Dynamic Methods	\$ 25.00	\$ 2.27	y	2140760.2100	Contract for sale of Land - reiwa
8/06/2023	Dynamic Methods	\$ 25.00	\$ 2.27	y	2140760.2100	Contract for sale of Land - reiwa
8/06/2023	Dynamic Methods	\$ 25.00	\$ 2.27	y	2140760.2100	Contract for sale of Land - reiwa
8/06/2023	Dynamic Methods	\$ 25.00	\$ 2.27	Y	2140760.2100	Contract for sale of Land - reiwa
11/06/2023	Hong Kong BBQ	\$ 15.50	\$ 1.41	Y	2040211.21	Refreshments - Move Show Room
13/06/2023	Botanicalia Café	\$ 16.77	\$ 1.52	Y	2040211.21	Refreshments - fox Modula Houses
14/06/2023	Message Media	\$ 176.58	\$ 16.05	Y	2140220.21	SMS Messages subscription
13/06/2023	BP The Lakes Service Station	\$ 114.63	\$ 10.42	Y	P5480.2610.4000	Diesel P5480
15/06/2023	Woo Commerce	\$ 310.03	\$ 28.18	y	W13217	New Website
17/06/2023	Spendless Shoes	\$ 50.00	\$ 4.55	y	2140287	Uniform
18/06/2023	WA Fuel Supplies	\$ 104.02	\$ 9.46	y	P5480.2610.4000	Diesel P5480
19/06/2023	WA News Subscription	\$ 28.00	\$ 2.55	y	121402410	Online Subscription
21/06/2023	Nguyens Bakery	\$ 29.50	\$ 2.68	y	2040211.21	Refreshments - Housing
21/06/2023	BP The Lakes Service Station	\$ 115.40	\$ 10.49	y	P5480.2610.4000	Diesel P5480
23/06/2023	BP The Lakes Service Station	\$ 46.55	\$ 4.23	y	P5480.2610.4000	Diesel P5480
27/06/2023	Card Fee	\$ 75.00	\$ 6.82	y	2030211.27	Bank Fees
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
Total		\$ 1,718.68	\$ 156.24			



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	
29 MAY 2023	27 JUN 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	1,643.68	0.00	75.00	1,718.68 -	0.00	0.00	0.00

5003193 / M003193 / 179 / 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.

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
28 MAY	iStock.com New York AUS	44.00	
	COMMERICAL PHOTOGRAPHY, ART		
30 MAY	Vistaprint Australia P Derrimut AUS	105.39	
	BUSINESS SERVICES NOT ELSEWH		
31 MAY	UNITED PETROLEUM PTY PINJARRA AUS	102.14	
	SERVICE STATIONS		
02 JUN	CHOICE SUBSCRIPTION MARRICKVILLE AUS	83.95	
	MEMBERSHIP ORGANIZATIONS, NO		
02 JUN	JULES SHOPPE QPS YORK AUS	20.00	
	FAST FOOD RESTAURANTS		
02 JUN	Subway Mundaring Mundaring AUS	29.00	
	FAST FOOD RESTAURANTS		
05 JUN	BP THE LAKES 1903 CHIDLOW AUS	110.22	
	SERVICE STATIONS		
07 JUN	THE GLDN GRN CAF BKR QUAIRADING AUS	17.00	
	EATING PLACES, RESTAURANTS		
08 JUN	Dynamic Methods Pty Lt Adelaide AUS	25.00	
	COMPUTER PROGRAMMING, INTEGR		
09 JUN	Dynamic Methods Pty Lt Adelaide AUS	25.00	
	COMPUTER PROGRAMMING, INTEGR		
09 JUN	Dynamic Methods Pty Lt Adelaide AUS	25.00	
	COMPUTER PROGRAMMING, INTEGR		
09 JUN	Dynamic Methods Pty Lt Adelaide AUS	25.00	
	COMPUTER PROGRAMMING, INTEGR		
11 JUN	HONG KONG BBQ MIDLAND AUS	15.50	
	FAST FOOD RESTAURANTS		
13 JUN	SMP*Botanicalia York AUS	16.77	
	EATING PLACES, RESTAURANTS		

S003183 / M003183 / 179 / CN1VPCP2



BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
14 JUN	MessageMedia Melbourne AUS	176.58	
	COMPUTER NETWORK/INFORMATION		
13 JUN	BP THE LAKES 1903 CHIDLOW AUS	114.63	
	SERVICE STATIONS		
15 JUN	WOOCOMMERCE SAN FRANCISCO USA	310.03	
	U. S. DOLLAR 203.28		
	INC FX FEE AUD \$9.03		
	COMPUTER SOFTWARE		
17 JUN	SPENDLESS SHOES MANDURAH AUS	50.00	
	SHOE STORES		
18 JUN	WA FUEL SUPPLIES PTY L BOYANUP AUS	104.02	
	FUEL DISPENSER,AUTOMATED		
19 JUN	WANESDITI Osborne Park AUS	28.00	
	MISCELLANEOUS PUBLISHING AND		
21 JUN	NGUYENS BAKERY CAFE YORK AUS	29.50	
	BAKERIES		
21 JUN	BP THE LAKES 1903 CHIDLOW AUS	115.40	
	SERVICE STATIONS		
23 JUN	BP THE LAKES 1903 CHIDLOW AUS	46.55	
	SERVICE STATIONS		
	Sub Total:	1,643.68	
	Interest, Fees & Government Charges		
27 JUN	CARD FEE	75.00	
	Sub Total:	75.00	
	Miscellaneous Transactions		
27 JUN	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,718.68 -	
	Sub Total:	1,718.68 -	
	Grand Total:	0.00	

S003194 / M003194 / 179 / CNV/VPCP2

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

Cardholder Signature *[Signature]* Date 20/07/2023

Transactions examined and approved.

Manager/Supervisor Signature *[Signature]* Date 17/7/23

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 3**

Statement From 29/05/2023
Statement To 27/06/2023

Credit Card Transactions - Tricia Brown, EMCS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
5/06/2023	Ampol Dawesville	\$ 82.07	\$ 7.46	Y	P360.2610.400 1	Petrol 0Q
8/06/2023	Shire Quairading	\$ 30.50	\$ 2.77	Y	P617	Plate Change
8/06/2023	Shire Quairading	\$ 21.55	\$ 1.96	Y	P617	Vehicle Renewal
25/06/2023	Ampol Erskine	\$ 79.66	\$ 7.24	Y	P360.2610.400 1	Petrol 0Q
27/06/2023	Card Fee	\$ 75.00	\$ 6.82	y	2030211.2700	Bank Fee's
			\$ -			
			\$ -			
			\$ -			
			\$ -			
Total		\$ 288.78	\$ 26.25			



BusinessChoice Everyday Mastercard® Statement

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

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

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Tricia Brown	5163 2800 0107 6777	1,000	1,000.00
Statement From	Statement To	Facility Number	
29 MAY 2023	27 JUN 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	213.78	0.00	75.00	288.78 -	0.00	0.00	0.00

S003191 / M003191 / 179 / CNVPCP2

CSF VPC

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WBCA4WFGI 0919 2750

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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


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

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


BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
05 JUN	AMPOL DAWESVILL 55215F DAWESVILLE AUS SERVICE STATIONS	82.07	
08 JUN	SHIRE QUAIRADING QUAIRADING AUS GOVERNMENT SERVICES NOT ELSE	30.50	
08 JUN	SHIRE QUAIRADING QUAIRADING AUS GOVERNMENT SERVICES NOT ELSE	21.55	
25 JUN	AMPOL ERSKINE 55709F ERSKINE AUS SERVICE STATIONS	79.66 ✓	
	Sub Total:	213.78	
	Interest, Fees & Government Charges		
27 JUN	CARD FEE	75.00	
	Sub Total:	75.00	
	Miscellaneous Transactions		
27 JUN	TRANSFER CLOSING BALANCE TO BILLING ACCT	288.78 -	
	Sub Total:	288.78 -	
	Grand Total:	0.00	

S003151 / M003191 / 179 / CN1VPCP2

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

Cardholder Signature  Date 6/7/23

Transactions examined and approved.

Manager/Supervisor Signature  Date 17/7/23

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

Statement From 29/05/2023
Statement To 27/06/2023

Credit Card Transactions - Sarah Caporn, EMWS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
31/05/2023	RMS Training	\$ 126.88	\$ 11.53	Y	2140304	Forklift Training - Recycle Centre
2/06/2023	Eastern Hill Chainsaw	\$ 465.50	\$ 42.32	y	121103650	Chainsaw chain and File Holder - Parks &
12/06/2023	Quairading Shire	\$ 126.10	\$ 11.46	y	2140304	Licence Upgrade for staff member - Depot
21/06/2023	Oxter Services	\$ 25.32	\$ 2.30	y	BO11101	Rubbish Bags - shire Hall
27/06/2023	Card Fee	\$ 75.00	\$ 6.82	y	2030211.2700	Bank Fee's
Total		\$ 818.80	\$ 74.44			



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	
29 MAY 2023	27 JUN 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	743.80	0.00	75.00	818.80 -	0.00	0.00	0.00

S003195 / M003195 / 179 / CNVPCP2

CSF VPC

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WBCA4WFGI 0919 2754

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.

S003195 / M003195 / 179 / CN1VPCP2

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
31 MAY	Purchases RMS TRAINING JOONDALUP AUS	126.88	
02 JUN	SCHOOLS & EDUCATIONAL SERVIC EASTERN HILLS CHAINS MUNDARING AUS	465.50	
12 JUN	MISCELLANEOUS REPAIR SHOPS & SHIRE QUAIRADING QUAIRADING AUS	126.10	
21 JUN	GOVERNMENT SERVICES NOT ELSE OXTER SERVICES NORTHAM AUS	25.32	
	Sub Total:	743.80	
27 JUN	Interest, Fees & Government Charges CARD FEE	75.00	
	Sub Total:	75.00	
27 JUN	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	818.80 -	
	Sub Total:	818.80 -	
	Grand Total:	0.00	

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

Cardholder Signature Japann Date 17/7/23.

Transactions examined and approved.

Manager/Supervisor Signature [Signature] Date 17/7/23

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

Statement From 29/05/2023
Statement To 27/06/2023

Credit Card Transactions - Benjamin Davies, CESM						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
8/06/2023	Bunnings	\$ 77.64	\$ 7.06	Y	PROU002.2600 .2101	TUBS FOR VEHICLE
11/06/2023	BP Cunderdin	\$ 145.13	\$ 13.19	Y	PROU002.2610 .2101	Fuel for CESM vehicle
26/06/2023	BP Cunderdin	\$ 141.22	\$ 12.84	Y	PROU002.2610 .2101	Fuel for CESM vehicle
27/06/2023	Card Fee	\$ 75.00	\$ 6.82	Y	2030211.2700	Card Fee
			\$ -			
			\$ -			
			\$ -			
Total		\$ 438.99	\$ 39.91			



BusinessChoice Everyday Mastercard® Statement

BENJAMIN DAVIES
 SHIRE OF QUAIRADING
 14 ROBYN ST
 CUNDERDIN WA 6407

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	
29 MAY 2023	27 JUN 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	363.99	0.00	75.00	438.99 -	0.00	0.00	0.00

S003197 / M003197 / 179 / CNVPCP2

CSF VPC

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WBCA4WFGI 0919 2756

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
08 JUN	Purchases BUNNINGS 603000 NORTHAM AUS	77.64	
11 JUN	HARDWARE STORES BP CUNDERDIN ROADHOUSE CUNDERDIN AUS	145.13	
26 JUN	SERVICE STATIONS BP CUNDERDIN RDH 7741 CUNDERDIN AUS	141.22	
	Sub Total:	363.99	
27 JUN	Interest, Fees & Government Charges CARD FEE	75.00	
	Sub Total:	75.00	
27 JUN	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	438.99 -	
	Sub Total:	438.99 -	
	Grand Total:	0.00	

S003197 / M003197 / 179 / CN1VPCP2

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




Cardholder Signature  Date 17/07/23

Transactions examined and approved.

Manager/Supervisor Signature  Date 17/7/23

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION**12.1 Council decision of the continuation of the Strategic Planning Committee****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer

Attachments

1. Strategic Planning Committee Terms of Reference [↓](#) 
2. Council Forums Policy [↓](#) 
3. Local Government Operational Guidelines Number 5 - Council Forums [↓](#) 

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

Responsible Officer: Nil

RESOLUTION: OCM 014-23/24

Moved: Cr JR Hippisley

Seconded: Cr JC Hayes

That Council:

1. Abolish the Strategic Planning Committee in its entirety, including the cancellation of all Strategic Planning Committee meetings scheduled for 2023.
2. Convene a “Concept Forum” as per the Policy provided, monthly commencing after Ordinary Council meetings.
3. Endorse the Council Forum Policy review.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes and JR Hippisley**AGAINST:** Cr JN Haythornthwaite**CARRIED BY ABSOLUTE MAJORITY 6/1****IN BRIEF**

The Shire of Quairading Strategic Planning Committee (SPC) was established in October 2017, (Resolution 56-2017/18) to provide strategic advice to Council, in accordance with specified Terms of Reference (Attachment [1]).

While this Committee has been useful to Councillors for a spectrum of reasons over the years, the formal mechanism of a Council Committee means:

1. Councillors are hindered in terms of informal strategising, innovation, and discussion.
2. Councillors cannot initiate, present or champion projects without the formal support of Council.
3. Officers are spending onerous amounts of time writing agenda papers for back-to-back meetings, rather than performing the work attached to the agenda papers. There are only four staff members available to work on agenda projects that are not a part of core business.

Since April 2023, a Concept Forum has been held after Ordinary Council Meetings (OCM) on a trial basis. The next SPC meeting is scheduled for August 2023. Council now must decide whether to continue with quarterly SPC meetings, or to abolish the SPC altogether, and convene Concept Forums on a permanent, monthly basis after the OCM.

MATTER FOR CONSIDERATION

That Council considers:

1. Abolishing the Strategic Planning Committee in its entirety. This will include cancellation of all Strategic Planning Committee meetings scheduled for 2023.
2. Convening a "Concept Forum" as per the Policy provided, held monthly and commencing after Ordinary Council Meetings.
3. Endorsing the Council Forum Policy review.

BACKGROUND

The Shire of Quairading SPC was established in October 2017 (Resolution 56-2017/18) to provide strategic advice to Council. The Terms of Reference are attached as (Attachment [1]).

According to WALGA, SPCs are usually established by larger local governments for the purposes of:

- (a) Providing advice to the Council in relation to the extent to which the Council's strategic planning and development policies accord with the Planning Strategy.
- (b) Assisting the Council in undertaking strategic planning and monitoring to achieve:
 - (i) Orderly and efficient development within the area of the Council.
 - (ii) High levels of integration of transport and land-use planning.
 - (iii) Relevant targets set out in the Planning Strategy within the area of the Council.
 - (iv) The implementation of affordable housing policies set out in the Planning Strategy within the area of the Council.
 - (v) Other outcomes of a prescribed kind (if any).
- (c) Providing advice to the Council (or to act as its delegate) in relation to strategic planning and development policy issues when the Council is preparing:
 - (i) A Strategic Directions Report; or
 - (ii) Development Plan Amendment proposal.
- (d) Other functions (other than functions relating to development assessment or compliance) assigned to the committee by the Council.
- (e) Considering and providing advice to the Council (or its delegate) in relation to any representation made in relation to a Development Plan Amendment; or appointing a committee to consider and provide advice to the Council (or its delegate) in relation to any representation made in relation to a Development Plan Amendment.

Historically, these are not the purposes nor roles that the Shire of Quairading SPC has been used to perform. Rather, the Committee has been used to discuss items that are not considered important enough, or have not yet been explored in enough detail, to warrant an agenda item at the OCM. On some occasions, agenda items from the OCM have been further explored at the SPC Meeting or simply re-presented.

While the SPC has been useful to Councillors for a spectrum of reasons over the years, the formal mechanism of a Council Committee means:

1. Councillors are hindered in terms of informal strategising, innovation and discussion.
2. Councillors cannot initiate, present or champion projects without the formal support of Council.
3. Officers are spending onerous amounts of time writing agenda papers for back-to-back meetings, rather than performing the work attached to the agenda papers. There are only four staff members available to work on agenda projects that are not a part of core business.

At the April 2023 OCM, the following officer recommendation was tabled and moved by Councillors:

RESOLUTION: OCM 215-22/23

That Council:

1. *Convene a "Concept Forum" as per the Policy provided on a trial basis after the April, May and June 2023 Ordinary Council meetings.*
2. *Endorse the Council Forum Policy review.*

Three Concept Forums have been run on a trial basis after the above-mentioned monthly OCM's to give Councillors an idea on how the forums would be facilitated, and to consider the worthiness of holding such a forum in place of the SPC meeting. This was to inform Councillors before making a final decision on whether the SPC should be abolished, and the Concept Forum convened on a permanent basis.

The Concept Forums were convened to also replace the Information Session, which tended to be another meeting where the same issues being discussed during the OCM were being repeated during this session.

Already, the Concept Forum has provided innovative conversation on items that have been submitted up by Councillors, which otherwise may not have been recognised or considered by Council officers, or open discussion stifled by the formality of the SPC meeting, or OCM.

At the April OCM, it was requested of Council to consider whether the Concept Forum meeting, agendas and minutes should be open to the public, it is the recommendation of Council officers that the Concept Forums are **not** open to the public.

According to the Local Government Operational Guidelines Number 5 – Council Forums (Attachment [3]):

"Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive or impractical and never adopted.

Discussion on such proposals in a public forum would be counterproductive. Privacy and informality allow elected members to propose ideas, ask questions and discuss issues for the better understanding of those in attendance. Such forums assist individuals to become better informed and to clarify their views."

Amendments have been made to the Council Forums Policy (Attachment [2]) to reflect the change of making the meeting behind closed doors. Amendments have also been made to the Council Forum program, to reflect the above-mentioned change, and also to include the possibility of the inclusion of “Late Items” that may arise from the OCM or were not submitted to the agenda in time, that are deemed suitable to be discussed in the Concept Forum session.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

** Absolute majority required.*

Note: A decision to adopt a policy or to establish an ‘informal’ Concept Forum or Council Forum or Agenda Briefing Forum, will be by simple majority as per s.5.21 relating to voting at Council meetings.

Local Government Operational Guidelines Number 05 – January 2004 Council Forums.

The Executive Officer conferred with WALGA on the process of which to abolish a committee. WALGA advised that the process to establish a committee, is the same process used to abolish a committee.

POLICY IMPLICATIONS

Member Policy - Council Forums

FINANCIAL IMPLICATIONS

If a Concept Forum is convened and the SPC is abolished, Councillors will no longer be paid sitting fees. Councillors cannot be paid sitting fees for a Concept Forum.

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
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive

CONSULTATION

Officers engaged the WALGA Governance team to ensure all legislative requirements were met.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>Councillors will no longer be eligible for the committee meeting sitting fees should the Concept Forum be convened, and the Strategic Planning Committee be abolished.</i></p>
Health	N/A
Reputation	<p>Low</p> <p><i>The Strategic Planning Committee meetings are not open to the public so community members will not be disappointed to not be able to attend.</i></p> <p><i>WALGA have advised officers of legislative requirements required to abolish a committee and convene a Concept Forum.</i></p>
Operations	<p>Low</p> <p><i>The Strategic Planning Committee meeting could be considered unnecessary for the reasons outlined in this report.</i></p> <p><i>The Concept Forum, while still requiring an agenda, allows for a more informal agenda. Councillors or administration are able to conduct their own research. This forum also allows discussion to go ahead to determine whether a project is worthwhile before officers commence research into a paper for Council decision, saving valuable time for officers that could be doing other tasks pertaining to current outstanding projects and operational tasks.</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.

COMMENTS AFFECTING COUNCIL DECISION

Cr Haythornthwaite said in her opinion the Concept Forum isn't achieving the direction that Council needs and would be concerned with the abolishment of the Strategic Planning Committee if the alternative is the Concept Forum.



STRATEGIC PLANNING COMMITTEE TERMS OF REFERENCE

Document Status	Under Review
Statutory Environment	Local Government Act 1995

Record of Policy Review					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Graeme Fardon	28 September 2017	56-17/18	New Policy	
02	Graeme Fardon	26 October 2017	72-17/18	New Committee Structures formed.	
03	Graeme Fardon	30 November 2017	98-17/18	Updated	
04	Graeme Fardon			Annual Review	04/10/2018

SHIRE OF QUAIRADING**POLICY****G.6 STRATEGIC PLANNING COMMITTEE - TERMS OF REFERENCE****PURPOSE**

This Policy sets out the role, responsibilities, structure and processes of the Strategic Planning Committee.

OBJECTIVE

The Strategic Planning Committee will provide advice, recommendations and reports to Council on matters including strategic planning, new strategic projects, asset management; (including physical infrastructure and information technology), strategic human resources and other matters as determined by the Committee and by Council.

POLICY

The Strategic Planning Committee does not have executive powers or authority to implement actions in areas where Management has the responsibility and does not have any delegated financial responsibility. The Strategic Planning Committee does not have any management functions and is therefore independent from Management.

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference in order to facilitate decision making by the Committee and Council in relation to the discharge of its responsibilities.

1. MEMBERSHIP

- 1.1 Members of the Strategic Planning Committee are appointed by Council. The Committee is to consist of all Elected Members. The Elected Members are to vote and elect the Chairperson.
- 1.2 Only members of the Strategic Planning Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member has to vote on every matter that is before the Committee for decision.
- 1.3 The Chief Executive Officer, Senior Management and other administration staff may attend any meeting as observers or be responsible for preparing papers for the Strategic Planning Committee.
- 1.4 Appointment of all members of the Strategic Planning Committee will be for a term of two (2) years at the commencement of each Council term after a Council Election.
- 1.5 Strategic Planning Committee members are paid meeting attendance fees in accordance with the requirements of the Local Government Act.

2. SECRETARIAL/ADMINISTRATIVE RESOURCES

- 2.1 The Chief Executive Officer is required to provide sufficient administrative resources to the Strategic Planning Committee to enable it to adequately carry out its functions.

3. QUORUM

- 3.1 The quorum necessary for the transaction of business shall be five (5) members of the Strategic Planning Committee.

4. FREQUENCY OF MEETINGS

- 4.1 The Committee may meet quarterly at a minimum or as determined by the Committee.
- 4.2 A schedule of meetings is to be developed for the Year and agreed to by the members of the Strategic Planning Committee.
- 4.3 The Chief Executive Officer is delegated the authority to vary the meeting schedule after liaison with the Strategic Planning Committee Chairperson.
- 4.4 The Chief Executive Officer is delegated not to call an ordinary meeting of the Strategic Planning Committee should the Committee have no Matters for Consideration. Such Delegation to only be exercised after liaison with the Strategic Planning Committee Chairperson.

SHIRE OF QUAIRADING**POLICY****G.6 STRATEGIC PLANNING COMMITTEE - TERMS OF REFERENCE**

5. NOTICE OF MEETINGS

- 5.1 Ordinary meetings of the Strategic Planning Committee may be held at times determined by Committee.
- 5.2 A Special Meeting of the Strategic Planning Committee may be called with the approval of all the Committee members.
- 5.3 The Agenda of the Strategic Planning Committee meetings, subject to any items that are discussed in confidence under Sections 5.22 and 5.23 of the Act and subsequently retained as confidential under Section 5.23 of the Act, are also required to be made available to the public.
- 5.4 The Notice of Meeting and Supporting Papers is to be lodged in the Document Centre on the Quairading Website no later than three (3) clear days prior to the date of the Meeting.

6. MINUTES OF MEETINGS

- 6.1 The Minutes of the Committee Meetings are to be in accordance with the provisions of the LG Act, LG Regulations and Departmental Guidelines.
- 6.2 Minutes of the Strategic Planning Committee are to be lodged in the Document Centre on the Quairading Website within five (5) working days after a meeting.

7. ROLES OF THE STRATEGIC PLANNING COMMITTEE**7.1 Strategic Planning**

The Strategic Planning Committee is required to assist Council in promoting and advocating sound management within the Shire and provide advice to Council on strategic management issues. In particular, to advise Council on:

- How funding can be achieved for any major capital works project or program before Council makes a commitment to a project;
- Levels of service delivery in determining which services are to be provided and the standards of service with reference to best industry standards where applicable and internally agreed standards which will be determined by local expectations;
- Review of the Strategic Community Plan and Corporate Business Plan with a high priority being given to ensure that the plans are achievable in the long term;

7.2 Budget

The Strategic Planning Committee is required to: -

- Review, prepare and consider estimates, budgets and recommendations based on projects and recommendations emanating from officers and other sources in regard to considerations for long term financial planning.

7.3 Asset Management including Capital Works

The Strategic Planning Committee is required to: -

- Assess long term strategies, policies and plans in relation to the Asset Management Plan.
- Oversee and make recommendations to Council regarding roads, bridges and drainage taking the Ten Year Road Programme into consideration.
- Oversee and make recommendations to Council regarding plant and equipment taking the Ten Year Plant Replacement Programme into consideration.

7.4 Integrated Planning

The Strategic Planning Committee shall monitor and review the Corporate Business Plan, Community Strategic Plan, Workforce Plan, Transport Asset Management Plan, Building Asset Management Plan and Long Term Financial Plan annually in accordance with its schedule of milestones set by the Committee.

*SHIRE OF QUAIRADING**POLICY*

G.6 STRATEGIC PLANNING COMMITTEE - TERMS OF REFERENCE

8. REPORTING RESPONSIBILITIES

The Strategic Planning Committee is to report to the Council after every meeting to identify and present advice and recommendations.

9. OTHER MATTERS

The Strategic Planning Committee is to: -

- 9.1 Have access to, at the Council's expense, legal or other professional advice on any matter within its Terms of Reference.
- 9.2 Give due consideration to all laws and regulations of the Local Government Act 1995 and other relevant Legislation.
- 9.3 The Committee may consider the formation of smaller working groups to address specific issues that are not necessarily in a strategic context. The request to form a working group will be made to Council.
- 9.4 At least once per year, review its own performance, membership and Terms of Reference to ensure it is operating at a maximum effectiveness and recommend changes it considers necessary to the Council for approval.

GUIDELINES

Local Government Act 1995

MEMBER POLICY – CONCEPT FORUM

PURPOSE

Council Forums enable Council Members and the Administration to meet informally to exchange information, discuss strategic concepts, develop mutual understanding and consensus views as set out in the Local Government Guideline Number 5 – Council Forums.

OBJECTIVE

This policy establishes the Shire's Council Forums governance framework consistent with Department of Local Government Guideline Number 5 – Council Forums.

DEFINED TERMS

"Council Forum Program" provides the order of matters for discussion at a forum and is named as such so that a distinction can be made between a Council Forum program where no decisions are made by Council and a Council meeting agenda where decisions are made by Council in the form of Council Resolutions.

"Presentations" is included as a heading within the Council Forum agenda for the purpose of (consultants, staff and/or the CEO and the Executive Management Team) making "presentations" in relation to matters for discussion as described below.

Note: "Presentations" means the act of presenting information on a particular topic.

"Submitted Public Questions" is included as a heading within the Council Forum program to allow Council to informally discuss a question raised and submitted to Council, that requires discussion in the Concept Forum assist with the decision making process. This allows the opportunity for further investigation to be made, prior to a decision of Council, if required.

"Submissions" is included as a heading within the Council Forum program to allow Council to informally discuss a submission raised in the Council meeting. This allows the opportunity for further investigation to be made, prior to a decision of Council, if required.

"Concept Forum" is the name of the Council Concept Forum to provide opportunity to discuss Concept Forum items which:

- (a) Provide an opportunity for the Chief Executive Officer and the Executive Management Team to inform Councillors of significant and strategic matters, provide updates on major projects, and introduce and consult on matters that will be provided for consideration at a future Council meeting.
- (b) Enable Councillors to identify matters for future consideration by Council.
- (c) Enable Councillors to ask questions and seek additional information in respect to matters for future consideration by Council in an informal setting.
- (d) Enable the administration to obtain guidance through Council Member consensus in respect to the early development of matters for future consideration by Council.

- (e) Enable, where required, external consultants to provide presentations to Council on matters for future consideration by Council.
- (f) Provide an opportunity to discuss, propose, formulate philosophies, ideas, strategies and concepts for the good government of local government and the district that it serves.

POLICY STATEMENT

The following provisions establish the governance framework by which the Shire will conduct Council Forums:

- (a) The chairperson for the forum will be elected by Council. In the chair's absence, Councillors in attendance at the forum will elect a Councillor to preside at the forum.
- (b) The Council Member, Committee Member and Candidate Code of Conduct and the Employee Code of Conduct apply respectively to Council Member and staff participation in a Council Forum.
- (c) The chair of the Council Forum will facilitate the meeting's progress through the order of business listed in the Council Forum program.
- (d) The chair will maintain order of persons in attendance and all persons in attendance must comply with the directions of the chair.
- (e) Elected members, staff consultants and other participants are to disclose direct and indirect financial or proximity interests and interests affecting impartiality in relation to matters discussed at forums.
 - i. Persons disclosing a direct or indirect financial or proximity interest are required to leave the room while the matter in which they have declared an interest is discussed.
- (f) Forums are not formal Council meetings and therefore debate of items included in a Council agenda and decision making (resolutions) are prohibited at Council Forums.
- (g) All questions and discussions are to be directed through the chair.
- (a) Council Forums will not be open to the public. Items discussed at the Council Forum have potential to be concept only, and this may be mis-interpreted by a member of the public in attendance. Keeping the Concept Forum "Behind Closed Doors" allows Councillors and officers to speak freely and share ideas without being held to account by a member of the public.
- (b) Notes are to be retained in respect to the business of the Council Forum. The notes are to include a precis of the information exchanged or provided in the forum. The notes are to be distributed within five days following the Council Forum. The notes are to be tabled and be "received" by Council at its next Ordinary Meeting of Council.
- (c) Where a particular idea or concept is raised at a Council Forum and is consensually agreed by Council to be worthy of further Council discussion and/or deliberation, Shire officers will be asked to prepare a discussion paper which sets out salient points relevant to the idea or concept.
- (d) Where a discussion paper is produced for presentation at a Council Forum, a Consensus Forum outcome shall be recorded in a Council Forum outcomes schedule.

- (e) Any Consensus Forum outcome arising as a consequence of the presentation of a discussion paper to a Council Forum shall be tabled at the next available Council meeting in the form of an agenda item, with the resulting officer recommendation reflecting the Consensus Forum outcome arising from the Council Forum.
- (f) No formal decisions will be made at Council Forums. All outcomes arising from Council Forums will be by consensus agreement amongst those Councillors present.

Council Forum Program

The Council Forum Program is to consist of the following headings:

- 1. OPENING & ANNOUNCEMENTS**
- 2. ATTENDANCE AND APOLOGIES**
- 3. DECLARATIONS OF INTEREST**
- 4. PRESENTATIONS**
- 5. CONSIDERATION OF PUBLIC QUESTIONS/SUBMISSIONS***
- 6. CONCEPT FORUM MATTERS**
- 7. LATE ITEMS**
- 8. CLOSURE**

** Relating to contents of the concept forum*

Distribution of Program

The Council Forum program is to be distributed to Elected Members at least three days prior to the meeting.

Council Forum Schedule

- (a) Council Forums are to be convened two weeks prior to a scheduled Ordinary Meeting of Council; and
- (b) Council may set the date, time and duration of Council Forums when adopting its meeting schedule for Ordinary Meetings of Council.


GUIDELINES

Department of Local Government Guideline Number 5 – Council Forums

Local Government Act 1995

STATUTORY ENVIRONMENT

Department of Local Government Guideline Number 5 – Council Forums.

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Neville Hale (ACEO)	28/09/17	56-17/18	New Policy		
02	Graeme Fardon	27/09/18	41-18/19	<i>Policy Review Project – 1/09/2018</i>		
03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review	Dec 2020	
04	Nicole Gibbs	27/4/23	215-22/23	Biennial Policy Review/convening of Concept Forum	April 2025	



Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 05 – January 2004

Council Forums

1. Introduction

Over recent years many local governments have introduced procedures that allow elected members and officers to meet and discuss matters relating to the operation and affairs of their local government outside of the formal council meeting framework. This has been done through an informal meeting process that has been given a range of titles including briefing or [information sessions, workshops and corporate discussions](#). For the purposes of this guideline the term "forum" will be used to encompass such meetings.

The forum approach has allowed the ordinary meeting of council to focus on the decision-making needs of the local government. Many local governments that have adopted the forum process in preference to standing committees claim that it has led to better informed elected members and a more efficient and effective decision-making regime.

This guideline is designed to assist those local governments that do conduct forums by listing appropriate procedural and behavioural controls. The adoption of such controls should reassure the community that the council decision-making mechanisms are accountable, open and transparent.

Local government forums range from one-off events discussing a particular issue through to regular, structured meetings, albeit not convened under the auspices of the *Local Government Act 1995* (the Act). This guideline is intended to address those forums that are held on a regular basis.

While acknowledging that regular forums are invaluable and legitimate, the Department advises that the conduct of such has generated complaints regarding the potential for a reduced level of transparency in the decision-making process and hence a reduction in accountability to and involvement by the community. Local governments need to make a clear distinction between forums and the formal debate and decision-making process.

It is recognised that local governments may conduct other sessions or workshops which would include items such as team building exercises, strategic planning workshops and community input forums. It is not intended that these guidelines would necessarily be applied to such sessions, but some of the suggested procedural controls may have relevance.

Issues relating to council forums that are addressed in these guidelines include:

- accountability;
- openness and transparency;
- probity and integrity;
- authority for the presiding person;
- participation by elected members and staff;
- proposals under Town Planning Schemes;
- formulating management documents; and
- forums immediately prior to an ordinary meeting of council.

2. Principles of the Act

Part 5 of the Act sets out the framework whereby elected members meet as the governing body for the purpose of decision-making on behalf of the local government.

It is an intention of the Act that councils conduct business and make decisions –

- openly and transparently;
- with a high level of accountability to their community;
- efficiently and effectively;
- with due probity and integrity;
- acknowledging relevant community input;
- with all available information and professional advice; and
- with the fullest possible participation of elected members.

The Act establishes ordinary, special and committee meetings. Each council must decide the meeting structure it will adopt within the legal framework for it to achieve the most efficient and effective decision-making process. It is a legal requirement that all decisions made on behalf of the local government are to be made at meetings called and convened under the provisions of the Act.

In addition to ordinary and special meetings, elected members can meet as a committee, membership of which may vary in number from three to all members of council. Committees can discuss matters and make recommendations to the council or, if given delegated authority by the council, can make decisions on its behalf. A council does not need to have committees and can have all matters presented to it directly for decision. A recent trend has been

for councils to abolish the system of standing committees or limit the number and/or range of committees and adopt a forum approach.

3. Council Forums

Local government forums range from a once-only event to discuss and explore a particular issue, a number of sessions to address matters such as a specific project or the compilation of a report for internal or external use, through to forums held at regular intervals with a consistent structure and objectives.

Regular forums run in local governments exhibit two broad categories which we have titled agenda and concept. They are differentiated by the stage of development of issues which are discussed by elected members and staff. The two types are described below along with the variations in procedural controls and processes suggested for each.

Concept Forums

Concept forums involve elected members and staff meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning stage and are some time away from being presented to council for decision. In discussing such issues, staff are looking for guidance from the elected members as they research the matter and draft the report. Elected members and staff are also looking to present ideas and concepts for future consideration. If the response is favourable staff can proceed with their research and eventual report on the matter.

Examples of the type of issues concept forums may cover include –

- current matters of a local or regional significance;
- matters relating to the future development of the local government;
- significant revenue-raising requirements or expenditure needs;
- the development of internal strategic, planning, management and financial documents; and
- development of the selection criteria and performance objectives for the Chief Executive Officer (CEO).

Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive or impractical and never adopted.

Discussion on such proposals in a public forum would be counter-productive. Privacy and informality allows elected members to propose ideas, ask questions and discuss issues for the better understanding of those in attendance. Such forums assist individuals to become better informed and to clarify their views.

The privacy and informality of concept forums also has pitfalls including the risk of neglecting proper standards of probity and public accountability. Over time, participants can become too familiar, and therefore more lax, with the procedure and purpose of the meeting. Unless procedures are adopted and rigorously applied to these forums, there is a danger that collective or collaborative decisions may be made, implied and otherwise.

Agenda Forums

For proper decision-making, elected members must have the opportunity to gain maximum knowledge and understanding of any issue presented to the council on which they must vote. It is reasonable for elected members to expect that they will be provided with all the relevant information they need to understand issues listed on the agenda for the next or following ordinary council meetings. The complexity of many items means that elected members may need to be given information additional to that in a staff report and/or they may need an opportunity to ask questions of relevant staff members. Many local governments have determined that this can be achieved by the elected members convening as a body to become better informed on issues listed for council decision. Such assemblies have been termed **agenda forums**. It is considered they are much more efficient and effective than elected members meeting staff on an individual basis for such a purpose with the added benefit that all elected members hear the same questions and answers.

To protect the integrity of the decision-making process it is essential that **agenda forums** are run with strict procedures.

4. Principles Governing Procedural and Behavioural Controls for Forums

Local governments that conduct forums or are considering doing so have the right to implement a forum system that best suits their needs. The principles and associated procedures set out below, if adopted by local governments when conducting

forums, will ensure that all requirements of accountability, openness and transparency are satisfied.

The identified principles and associated procedures are accountability, openness and transparency, probity and integrity, authority for the chair and meeting notification. Each of these is explained below.

Accountability

The Act requires that ordinary and special council meetings and committee meetings that have delegated authority must be open to the public. Most local governments also open committee meetings even where there is no delegated authority. This openness allows the community to view the decision-making process from the time an issue is first presented to elected members through to the final decision.

There must be no opportunity for a collective council decision or implied decision that binds the local government to be made during a forum.

Agenda forums should be for staff presenting information and elected members asking questions, not opportunities to debate the issues. A council should have clearly stated rules that prohibit debate or vigorous discussion between elected members that could be interpreted as debate. Rules such as questions through the chair and no free-flowing discussion between elected members should be applied.

If there is minimum debate in the ordinary meeting because the elected member attitudes have been established through the item being thoroughly canvassed in the [agenda forum](#) then the community

is denied the opportunity to witness any debate and understand how the council reached its decision. Other concerns relate to elected members agreeing on movers, seconders and/or amendments. Such an approach must not be allowed by the council whether the [agenda forum](#) is open or closed to the public but a closed forum will almost certainly generate a perception by the community of secret meetings where the decisions are made beyond public scrutiny.

Councils, when considering conducting closed forums, need to consider their reasons for justification against the likely damage to their public standing from the perception of secrecy. A policy that the forums will generally be open to the public will make a significant contribution to the community perception of council accountability. A clearly delineated distinction between agenda and concept forums is important for these reasons.

Openness and Transparency

A significant strength of local government is the openness and accessibility of its processes to the community. In conducting forums each local government should make a conscious decision to promote the community perception that it embraces the concept of openness and transparency. Therefore, whenever appropriate, forums should be open to the public.

Probity and Integrity

The legislation provides that in ordinary meetings and committee meetings elected members must disclose conflicts of interest and exclude themselves from proceedings where they have a financial interest.

Disclosure in forums is a matter of ethics. The disclosure requirements only apply to meetings that are convened under the provisions of the Act. Elected members can legally participate at forums without being in breach of the legislation even where they have a clear financial interest or conflict of interest. Such participation is ethically unacceptable and is clearly at odds with the probity and accountability principles of the Act and codes of conduct. It is essential that councils adopt standards for forums that stipulate that disclosure rules applying to meetings constituted under the Act also apply at all forums. Disclosure should lead to an individual departing the forum.

Authority for the Chair

Many councils have established a forum process without specifying how the forums should be chaired and what authority the chair is given to control proceedings. In some local governments, the CEO chairs the forums in certain circumstances. This latter approach is not supported because it confuses the roles and relationships established in the Act.

It is recommended that the mayor or president or, if appropriate, another elected member, chairs all forums that involve elected members. Properly managed forums rely on strength and leadership from the chair. Therefore, a forum's chair should be supported by established rules similar to the standing orders that apply to formal meetings.

Meeting Notification

The provisions of the Act are designed to ensure that members are given timely notice of, and information for, council and committee meetings. Formal provisions

do not apply to forums but the principles remain the same. Adequate notice needs to be given of the time, location and content of the forum.

The forum process is most successful in those local governments where forums are held on a regular basis such as on the alternative weeks to the ordinary council meeting (where they are held fortnightly) or a week before the ordinary council meeting. By setting the dates for forums well in advance, elected members, staff and the community can plan for their attendance.

Forums that are organised without adequate notice or a proper agenda are often poorly attended and inefficiently run. This will be detrimental to the purpose of the forum.

5. Particular Issues of Concern in the Forum Process

There are a number of concerns relating to the content and conduct of forums. These are set out below. Councils need to be aware of these and take action to overcome the concerns if such apply to them.

Dealing With Proposals Under the Town Planning Scheme

The discretion available to council when making decisions under the Act is not always available when making decisions under town planning legislation. When a council is dealing with town planning matters, it does so under the powers conferred by the State planning legislation. Council assumes the role of a planning authority (ie Western Australian Planning Commission) and an elected member the

role of a planning commissioner. Council is not only constrained by the conditions of its Town Planning Scheme but also by the relevant State Acts.

Decision-making in town planning matters requires the decision-maker to maintain a high degree of independence from the process leading up to the decision being made. The elected member needs to be in a position of being able to make his or her decision after taking into account the relevant and material facts and circumstances as presented to all fellow elected members. These same comments apply whether councils do or do not work with specialist planning committees. Elected members need to be wary of involvement in the lead-up process to a certain decision, especially as a sole agent or member of a small group and being subjected to information from the developer or parties associated with the developer. This may be interpreted as reducing the independence of the decision-maker.

Councils will often have briefings relating to development issues and these are important in terms of the elected members becoming fully informed on the matter on which they have to vote. The nature of the decision means that briefing sessions involving planning matters should be conducted with the strictest of rules. There should be no implication of debate between elected members; the session should primarily involve information being given by the relevant officer and other parties with questions from the floor directed through the chair. In cases where an elected member has relevant information on a development matter to be conveyed to the meeting, it must be done through the chair so that all decision-makers are privy to that information.

Formulating Management Documents

Many local governments prepare their management documents, such as budgets, plans for the future and policy manuals, through a forum process. In many cases this involves a number of forums to which all elected members are invited and the public are excluded. Such forums are not set up under the auspices of the Act. There are no formal decisions made as in due course the documents are adopted at a formal meeting of council. Nevertheless, as the forums proceed and the document is developed, some issues are included, some are discarded and others may need further research by staff. If records of the matters discussed at the forums are not kept, development stages of the documents will be uncertain and hence any orderly progress inhibited. Additionally, the process may lack accountability and the probity of elected members and staff could be challenged. Change of membership of the group by either staff or elected members would again place doubt on the validity of the process.

A more suitable procedural process for the development of management documents would be the formal establishment of a committee under the Act with that assigned purpose. Although the committee meetings, if no power or duty has been delegated to the committee, are not required by legislation to be open to the public, the integrity of the process is protected by the legislative requirement for the agenda and minutes to be available for public inspection. Such committees, upon completion of their assigned task(s), could be wound up or reconvened the following year when the task was again required. Examples would be a committee reviewing standing orders and a "Budget

Committee". The former would be wound up upon submission of its report to council. The "Budget Committee" would be an ongoing but occasional committee which would meet each year from (say) March to early July.

Some committees could have a select and limited membership whereas others (such as the budget committee) could include all elected members.

Forums Immediately Prior to an Ordinary Meeting of Council

Some local governments hold forums immediately prior to ordinary council meetings. Anecdotal evidence suggests that in discussing the agenda of the forthcoming meeting at such forums implied decisions may be made. This familiarity with the issues and known attitudes can lead to debate at the ordinary council meeting being stifled or non-existent much to the chagrin of the public who are not privy to the earlier discussions. Forums held immediately prior to ordinary council meetings cause more complaints of secret meetings and predetermined decisions than any other type of forums.

Pre-meeting forums may be beneficial where an elected member has additional or alternative information to that contained in a staff report which may be controversial or cause problems within the ordinary meeting at the time the item is discussed. Certainly, it is an advantage for the CEO, council and particularly the presiding member to be aware of potential problems in the forthcoming ordinary meeting. While a pre-meeting forum provides the opportunity to inform others of the potential problem it would be preferable to raise the matter with likely concerned

parties such as the presiding member, CEO and reporting officer much earlier than immediately before the meeting. Early advice will give those concerned the opportunity to undertake action to address the identified problems.

It is recognised that with many local governments, especially those that are in rural locations, the timing of the pre-meeting forum is understandable in that the elected members can only get together once a month because of travel time and they need an opportunity to discuss issues with the freedom of a forum.

After consideration of these issues, it is recommended that if a council determines that the only time available for a forum is prior to an ordinary council meeting and it is to be closed to the public, then it be established as a [concept forum](#) and reference to the forthcoming agenda should be prohibited unless a special circumstance is conveyed to the presiding member. An example of a special circumstance would be information additional to, or contradicting the staff report which is likely to lead to non-adoption or significant variation of the recommendation and it has not been possible to convey such information at an earlier time. Adoption of the [concept forum](#) approach means elected members needing additional information or explanations from staff on forthcoming agenda items will have to make alternative arrangements to meet their requirements.

The adoption of such rules on pre-meeting forums should be conveyed to the public. Advice of the conducting of such a forum and its general content at the ensuing ordinary meeting will reinforce the openness and accountability of council.

6. Forums that Incorporate Both Concept and Agenda Items

Many local governments will run only one forum and it will cover both agenda items to be addressed at the next council meeting and wide-ranging concept issues. It is suggested that the different requirements of the two types are recognised and they be categorised as such in the forum agenda. The most important aspect is that the presiding person apply appropriate procedures regarding debate and discussion between elected members when agenda items are being covered.

Such forums should also be open to the public.

7. Model Procedures for Forums

Before introducing, or continuing with forums, councils have a responsibility to weigh carefully the risks as well as the benefits associated with such a process and consider if there are better, alternative ways of achieving the desired outcomes.

Councils that hold forums should adopt meeting rules and processes to ensure that proper standards of probity and public accountability are adhered to. Particular emphasis must be placed on ensuring that there is no decision-making during these forums and that this is rigidly enforced.

Procedures Applying to Both Concept and Agenda Forums

The Department recommends that councils adopt a set of procedures for both types of forums which include the following –

- Dates and times for forums should be set well in advance where practical;
- The CEO will ensure timely written notice and the agenda for each forum is provided to all members;
- Forum papers should be distributed to members at least three days prior to the meeting;
- The mayor/president or other designated elected member is to be the presiding member at all forums;
- Elected members, employees, consultants and other participants shall disclose their financial and conflicts of interest in matters to be discussed;
- Interests are to be disclosed in accordance with the provisions of the Act as they apply to ordinary council meetings. Persons disclosing a financial interest will not participate in that part of a forum relating to their interest and leave the meeting room;
- There is to be no opportunity for a person with an interest to request that they continue in the forum; and
- A record should be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

Procedures Specific to Concept Forums

The Department recommends that councils adopt specific procedures for **concept forums** which include the following –

- Concept forums may be open to the public when an issue is being discussed that council believes would benefit from public awareness and debate;

- Discussion between members is to be limited to those issues which are in the preliminary development stages. Items already listed on a council meeting agenda are not to be discussed; and
- As discussion items are not completely predictable there is to be some flexibility as to disclosures of interest. A person may disclose an interest at the time discussion commences on an issue not specifically included on the agenda.

Procedures Specific to Agenda Forums

The Department recommends that councils adopt specific procedures for [agenda forums](#) which include the following –

- Agenda forums should be open to the public unless the forum is being briefed on a matter for which a formal council meeting may be closed;
- Items to be addressed will be limited to matters listed on the forthcoming agenda or completed and scheduled to be listed within the next two meetings (or period deemed appropriate);
- Briefings will only be given by staff or consultants for the purpose of ensuring that elected members and the public are more fully informed; and
- All questions and discussions will be directed through the chair. There will be no debate style discussion as this needs to take place in the ordinary meeting of council when the issue is set for decision.

8. General Discussions in Councils Without Forums

Travel and time constraints mean that many councils can convene for a limited time; for many, only one day per month. As a result, some local governments have continued with the traditional ordinary meeting format where the decision-making is combined with wide-ranging discussion on other matters. A major problem with this approach is that the wide-ranging discussions result in meetings continuing for long periods of time.

There are benefits to elected members, the public and the staff if the issues requiring decision are dealt with during one continuous stage early in the meeting.

Elected members can have more effective broad ranging discussion during the same time frame as the traditional council meeting with a revised structure. It is suggested a better format would be for the ordinary meeting to be closed as soon as the required decisions have been made. The general discussions would then be pursued in a [concept format](#) environment. The advantages of this approach are the opportunity for councillors to discuss issues of concern in an informal environment.

9. Summary

With most local governments, elected members need opportunities to discuss issues outside of the formal ordinary meeting process. The Department acknowledges this approach because those elected members that have the maximum opportunities for input will obtain the greatest satisfaction emanating from their time in local government.

The opportunity for input can be best gained through forums or committees of the full council.

Councils that wish to hold forums of either the concept or [agenda type](#) are encouraged to adopt rules and processes that are in line with these guidelines. This will assist with openness and accountability, minimise public criticism and lead to a more effective and efficient local government.

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

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Translating and Interpreting Service (TIS) – Tel: 13 14 50

12.2 WALGA Annual General Meeting Voting Delegates**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil**RESOLUTION: OCM 015-23/24**

Moved: Cr JR Hippisley

Seconded: Cr TJ Stacey

That Council:

1. Nominate Cr Smith and Cr Hippisley as Voting Delegates; and
2. Cr Stacey and the Chief Executive Officer as proxy Voting Delegates

for the Western Australian Local Government Association 2023 Annual General Meeting, to be held on Monday, 18 September 2023

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley**AGAINST:** Nil**CARRIED 7/0****IN BRIEF**

The Western Australian Local Government Association (WALGA) has invited Council to appoint two voting delegates and two proxy voting delegates for the 2023 WALGA Annual General Meeting to be held on Monday, 18th September 2023 at Crown Perth.

Member Local Governments are also invited to submit motions for inclusion on the agenda for consideration at the WALGA AGM.

MATTER FOR CONSIDERATION

For Council to consider the two voting delegates, and two proxy delegates for the WALGA Annual General Meeting.

BACKGROUND

Elected Members have been invited to attend the 2023 Local Government Convention to be held from the 17th – 19th of September 2023.

As part of the convention, WALGA hold their Annual General Meeting, and all local governments that are members of WALGA are invited to be represented by two voting delegates (and up to two proxies) at the AGM.

Voting Delegates must be registered online in advance by their Chief Executive Officer, by Friday 08 September 2023.

The Elected Members attending the convention are Cr Smith, Cr Hippisley and Cr Stacey and the CEO is also attending.

Council must decide if they would like voting delegates at the AGM.

Council's Standing WALGA/CCZ Delegates are:

Voting Delegate 1, Cr Smith

Voting Delegate 2, Cr Hippisley

Proxy 1, Cr Trevor Stacey

Proxy 2, Cr Haythornthwaite

It is the officer recommendation that the CEO be included as a proxy, while the two voting delegates and second proxy be decided from the three attending Elected Members.

Other Elected Members are welcome to attend the AGM as Observers.

Council has not specifically listed any matters during the past year to be developed into motions for the Annual General Meeting. However, the opportunity exists for Elected Members of Council to develop motions.

If Councillors would like to submit any agenda items for the AGM, the deadline is Friday 04 August 2023.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 5.98 (2) Provides for the payment of reimbursement of costs for Council Members.

Local Government (Administration) Regulations 1996 r.32 covers expenses that may be approved for reimbursement.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no financial implications of appointing voting delegates for the WALGA AGM, though any expenses incurred attending the AGM will require to be reimbursed by Council.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>There are no financial implications of appointing voting delegates for the WALGA AGM, though any expenses incurred attending the AGM will require to be reimbursed by Council.</i>
Health	N/A
Reputation	Low <i>It is a recommendation of Officers that the Shire of Quairading have representation at the AGM on behalf of Quairading Council.</i>
Operations	Low
Natural Environment	N/A

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

COMMENT

Nil.

12.3 Power Outages: Frequency & Duration - July 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**RESOLUTION: OCM 016-23/24**

Moved: Cr JR Hippisley

Seconded: Cr JC Hayes

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

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley

AGAINST: Nil

CARRIED 7/0**IN BRIEF**

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

In March 2023 Western Power condensed a 15 year replacement and maintenance schedule for existing infrastructure into one week (value \$1.1M). Whilst most welcome, the renewed infrastructure does not address the issue of the frequency or longevity of power outages.

On the 16 June 2023, Synergy and Western Power representatives offered Council the choice of:

- Install a diesel generator at the point of connection, together with transformer and associated switchgear to connect to the local HV network (value \$2.4M); or
- Install a 2MW Flow Battery at the point connection (value \$8M).

At the June 2023 OCM, Council adopted a motion to install a 2MW Flow Battery at the point connection.

Fortnightly meetings between Synergy, Western Power and the Shire have commenced and will continue for the project duration.

MATTER FOR CONSIDERATION

That Council consider noting the July 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.

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 various members of Wheatbelt Shires, including Quairading.

At this 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.

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 existing infrastructure (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.

The solutions offered by Synergy did not address the two points above. Synergy proposed batteries for community buildings, which would only provide refuge from power outages for people able to locate to these buildings. 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.

Western Power has already installed a pole top recloser (value upwards of \$1M) to isolate the town from the incoming feeder and connect a local power source.

On the 16 June 2023, Synergy and Western Power representatives again met with the members of the Microgrid Working Group. Synergy and Western Power have offered Council one of the following two options. Both options can address the reliability concerns. Both are feasible.

Western Power Proposal

Install a diesel generator at the point of connection, together with transformer and associated switchgear to connect to the local HV network. In case of a grid failure, the network downstream from this point will be disconnected from the main grid and this will be supplied by the output from the diesel generator. The whole process of changeover will be automated.

This is a tested system and Western Power is confident about implementing it with their standard equipment.

Synergy Proposal

Install a 2MW Flow Battery at the point connection. The proposed battery capacity is four hours. The battery capacity will be permanently connected to the network and will be able perform grid support functions. In case of grid failure, the downstream network will be disconnected from the main grid and supplied from the battery. The battery will only supply the full load for up to four hours. If sufficient local generation is available from solar, the operating time could be extended.

The proposed Flow Batteries will be supplied by a local manufacturer. This will be the first time a project of this size or nature would be executed.

Advantages/Disadvantages

Western Power Proposal

- Lower initial cost.
- As the generators are expected to be used only a few days in a year, the operational cost will not be high.
- Lower risk, known technology.
- Does not contribute to additional capacity for solar.
- Not green. Does not contribute to reduction in Greenhouse gas emissions.
- Moderate delay in execution.
- Low risk

Synergy Proposal

- Flow batteries are suitable for long duration storage (> 4 hours).
- High capital cost, not known how much. Operational cost not known, should be low.
- The technology is still evolving.
- The WA based manufacturer does not have any significant track record.
- Execution time can be high. The lead time for batteries can be high, two to four years.
- Installing the battery will open up more capacity for installing solar.
- The battery could also be used for supporting the grid.
- It is 100% emissions free.
- High risk for performance and time of execution.

Tirthankar Banjeree, Energy Consultant, has suggested that Quairading also explore the option of a Lithium battery, for the following reasons:

- For battery storage of up to four hours Lithium Ferrous is now the technology of choice.
- It is proven technology.
- Capital cost is lower than Flow Battery.
- The lead time for batteries is around 10 to 12 months for the leading brands, but it can be lower for other less known but equally established brands.
- Installing the battery will open up more capacity for installing solar.
- The battery could also be used for supporting the grid.
- It is 100% emissions free.
- Low risk.

At the June 2023 OCM, Council adopted a motion to install a 2MW Flow Battery at the point connection.

Fortnightly meetings between Synergy, Western Power and the Shire have commenced and will continue for the project duration.

STATUTORY ENVIRONMENT

Local Government Act 1995

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

POLICY IMPLICATIONS

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](#)

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>This project has been confirmed to be no cost to the Shire.</i>
Health	N/A
Reputation	Low <i>This is a very exciting opportunity for Quairading to piolet new technology that is the first of its kind.</i>
Operations	Low <i>Besides meetings for updates, there is minimal impact on operations or officers time.</i>
Natural Environment	Low <i>The 2MW Flow Battery at the point connection is the greener of the two options.</i>

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

COMMENT

Nil.

COMMENTS AFFECTING COUNCIL DECISION

Cr Hippisley made a report to Council on the current project progress from the most recent fortnightly meeting with Synergy:

- Synergy are preparing a business case for their August Board Meeting, and if approved it will go to the Minister the following month.
- If the cost of the project is within the Ministers approval limit he can approve it in September, otherwise the project will have to the November expenditure review committee for their consideration and potential approval.
- The location of the battery will be around the Waste & Recycling Centre. The exact location is still to be decided.
- Solar panels are also being considered as a future project.
- Council can “officially” inform ratepayers that the project is going ahead once the Minister has signed off on funding the project.

Cr Stacey said the information from Western Power is not accurate with reference to power outages in town.

Cr Smith said the Working Group will discuss the matter.

12.4 Recruitment Consultant RFQ results for the CEO Recruitment Process

Responsible Officer Peter Smith, Shire President

Reporting Officer Britt Hadlow, Executive Officer

Attachments

1. Lydia Highfield - Quote (confidential)
2. Beilby Downing Teal - Quote (confidential)
3. LO-GO Appointments - Quote (confidential)

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 017-23/24

Moved: Cr JN Haythornthwaite

Seconded: Cr BR Cowcill

That Council:

1. Accept the proposal from Recruitment Consultant, Beilby Downing Teal to provide professional recruitment services for the recruitment of a new Chief Executive Officer for the amount for \$17,000 ex GST.
2. Include the amount of \$17,000 ex GST in the 2023/24 FY budget.
3. The Shire President and the Executive Officer be delegated authority to act on behalf of Council to liaise with the consultant.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

IN BRIEF

On the 17 July 2023 the Shire President convened a Special Council Meeting to discuss the recruitment process for the Chief Executive Officer.

As part of the motion moved, it was requested that as a matter of high priority, the CEO put an RFQ to specified recruitment consultants to assist with the recruitment process.

The quotes have been included in this agenda in confidential Attachments [1-3] for consideration.

MATTER FOR CONSIDERATION

That Council consider:

1. Accepting the proposal from one of the recruitment consultants that have submitted a quote to Council.
2. Include this amount in the 2023/24 FY budget.
3. The Shire President and the Executive Officer be delegated authority to act on behalf of Council to liaise with the consultant.

BACKGROUND

On the 17 July 2023 the Shire President convened a Special Council Meeting to discuss the recruitment process for the new Chief Executive Officer.

The CEO was requested as a matter of priority to go out for quote to four recruitment consultants, specified by Council.

Three quotes were received as below (in no particular order):

Lydia Highfield	\$6,550 (Attachment [1])
Beilby Downing Teal	\$17,000 (Attachment [2])
LO-GO Appointments	\$11,354 (Attachment [3])

Lester Blades declined the offer to quote.

The professional services requested of the consultants are (but not exhaustive):

- Assist Council in developing the CEO's JDF for Council Adoption
- Assist Council in the development of the Selection Criteria
- Assist Council in the development of the Assessment Methods in relation to the Selection Criteria
- Prepare and arrange Advertising (at Council's Cost)
- Distribute information to Prospective Applicants
- Preliminary Assessment of the Candidates
- Shortlist Candidates
- Coordinate Interviews for the Selection Panel
- Conduct Background and Reference Checks
- Verify Qualifications
- Arranging Pre-employment Medicals & Police Clearance for the Preferred Candidate
- Assist in the negotiations on the Remuneration Package
- Prepare the Employment Contract for Consideration and Negotiation by Council and Successful Candidate.
- Assist Council with the development of First Year KPI's.

The Shire President is asking Councillors to consider the proposals from each submission and table their preferred candidate to be engaged.

STATUTORY ENVIRONMENT*Local Government Act 1995***5.36. Local government employees**

- (1) *A local government is to employ —*
 - (a) *a person to be the CEO of the local government; and*
 - (b) *such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.*
- (2) *A person is not to be employed in the position of CEO unless the council —*
 - (a) *believes that the person is suitably qualified for the position; and*
 - (b) *is satisfied* with the provisions of the proposed employment contract.*

** Absolute majority required.*

- (3) *A person is not to be employed by a local government in any other position unless the CEO —*
 - (a) *believes that the person is suitably qualified for the position; and*
 - (b) *is satisfied with the proposed arrangements relating to the person's employment.*
- (4) *Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.*
- (5A) *Subsection (4) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.*
- (5) *For the avoidance of doubt, subsection (4) does not impose a requirement to advertise a position before the renewal of a contract referred to in section 5.39.*

[Section 5.36 amended: No. 49 of 2004 s. 44; No. 17 of 2009 s. 21.]

5.39. Contracts for CEO and senior employees

- (1) *Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.*
- (7) *A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.*

Part 4 — Local government employees

[Heading inserted: Gazette 26 Aug 2011 p. 3482.]

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- (1) *If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by —*
 - (a) *a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or*
 - (b) *a person who will be acting in the position for a term not exceeding one year.*

- (2) *The Statewide public notice must contain —*
- (a) *the details of the remuneration and benefits offered; and*
 - (b) *details of the place where applications for the position are to be submitted; and*
 - (c) *the date and time for the closing of applications for the position; and*
 - (d) *the duration of the proposed contract; and*
 - (da) *a website address where the job description form for the position can be accessed; and*
 - (e) *contact details for a person who can provide further information about the position; and*
 - (f) *any other information that the local government considers is relevant.*

[Regulation 18A inserted: Gazette 31 Mar 2005 p. 1037-8; amended: Gazette 19 Aug 2005 p. 3872; 3 May 2011 p. 1594; SL 2021/14 r. 4.]

18F. Remuneration and benefits of CEO to be as advertised

The remuneration and other benefits paid to a CEO on the appointment of the CEO are not to differ from the remuneration and benefits advertised for the position under section 5.36(4).

[Regulation 18F inserted: Gazette 31 Mar 2005 p. 1039.]

18FA. Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))

Schedule 2 sets out model standards for local governments in relation to the following —

- (a) *the recruitment of CEOs;*
- (b) *the review of the performance of CEOs;*
- (c) *the termination of the employment of CEOs.*

POLICY IMPLICATIONS

Purchasing Policy

CEO Standards for Recruitment Performance and Termination

FINANCIAL IMPLICATIONS

It will be necessary to include the above-mentioned amount in the 2023/24 budget to allow for the recruitment of the new CEO.

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

Council met at a Special Council Meeting to discuss how Council would like to move forward with the recruitment process. The Selection Panel was established who will act as an advisory committee on behalf of Council (including one independent member), and the consultants to be approached were tabled.

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>While the cost to recruit a CEO is high, the risk is mitigated by including it in the budget.</i>
Health	N/A
Reputation	High <i>The engagement of an external consultant ensures the process followed to employ a CEO is in line with statutory requirements.</i> <i>The employed CEO also has a drastic effect on the reputation of the Shire, and so it is imperative that the process is followed to ensure the candidate selected meets the requirements of our community.</i>
Operations	Medium <i>As the Executive Officer is the appointed administration assistant through the recruitment process, this will affect their ability to perform normal functions, dependent on the demand of their time.</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.

12.5 Professional Development Policy

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Marion Haeusler, Senior Administration Officer

Attachments 1. Professional Development Policy [↓](#) 
2. Employee Course Request Form [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 018-23/24

Moved: Cr JC Hayes

Seconded: Cr TJ Stacey

That Council endorse the Professional Development Policy.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley

AGAINST: Nil

CARRIED 7/0

IN BRIEF

A Professional Development Policy provides a framework for staff and executive management in regard to short course training opportunities that ensures a transparent and fair process when applying for and approving training. It ensures all staff are aware of their entitlements and opportunities and follow the same procedure.

The Professional Development Policy has been developed for Council consideration and adoption and can be found in Attachment [1].

MATTER FOR CONSIDERATION

That Council consider endorsing the Professional Development Policy.

BACKGROUND

Historically the Shire of Quairading has enabled its employees to seek, and executive managers to suggest, professional development opportunities to further employee's skills in line with the requirements of their position descriptions. For this purpose, Council endorses a training and development budget each financial year.

No policy has previously existed in the organisation, that described a uniform process and guidelines for all staff and executive managers to follow when applying for and approving the attendance at training opportunities in line with an employee's Professional Development Plan.

The Policy gives staff a clear understanding of what costs associated with a training opportunity are covered by the Shire of Quairading and stipulates the responsibilities managers, staff and HR department have in organising, participating in and documenting the training opportunity.

The Professional Development Policy provides a practical framework supporting the existing Performance Development Policy and Underperformance & Misconduct Policy.

The Policy can be found in Attachment [1] for Council consideration.

The Employee Course Request Form referred to in the Policy can be found in Attachment [2].

STATUTORY ENVIRONMENT

Local Government Act 1995

Equal Opportunity Act 1984

POLICY IMPLICATIONS

Equal Opportunity Policy

Underperformance & Misconduct Policy

Communication Policy

Employee Code of Conduct

Records Management Policy

Work Health & Safety Policy

FINANCIAL IMPLICATIONS

The Professional Development Policy will assist in the preparation of employee training and development budgets each financial year.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.4 Governance & Leadership:** Implement systems and processes that meet legislative and audit obligations
- 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

Nil.

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.

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

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.

Low employee retention increases recruitment costs, decreases employee morale and decreases Shire reputation.

RISK ASSESSMENT

	Option 1
Financial	Low <i>The professional development process will assist with the development of the training budget each financial year.</i>
Health	N/A
Reputation	Low <i>This policy provides guidelines for the process of applying for and approving professional development opportunities that ensure expectations in individual positions are being met with regards to service delivery.</i>
Operations	Low <i>This policy requires review every two years.</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.

COMMENTS AFFECTING COUNCIL DECISION

Cr Smith asked if the Policy should include that the training must be in the scope of an employee's job description, if there are cost limitations and how the training is prioritised.

The CEO said it is noted in the Policy that all training is up to Executive discretion. Nearing budget time all workers are invited by their Executive Manager to submit a "wish list" detailing any and all training they would like to complete. The Executive Team then go through and priorities what training is most important. Employees are made aware that not all training on their "wish list" will be included in the training budget, unless it is training that is compelled by law to be completed for staff to be able to perform in their role.

PROFESSIONAL DEVELOPMENT POLICY



PROFESSIONAL DEVELOPMENT POLICY

PURPOSE

The Shire of Quairading recognises the importance of having a skilled workforce that is competent and capable of responding to the needs and expectations of the community. The Shire of Quairading will endeavour to always appoint to its positions those persons who are best qualified and/or experienced to carry out the duties expected of the position and acknowledges that employees require ongoing training to meet these expectations.

SCOPE

This policy applies to all fulltime and parttime employees employed by the Shire of Quairading as well as apprentices and trainees. Not covered by this policy are the Executive Management positions employed under contract, casual staff members, other employees contracted by the Shire of Quairading or employees on leave without pay.

The policy covers external short courses (online or on location) and extends to tertiary or post graduate studies only in terms of provisions for study leave. Attendance at conferences is not covered by this policy.

POLICY

- (1) The Shire of Quairading will fund an annual training budget to provide regular opportunities for employees to upgrade and enhance their skills.
Training needs will be determined through a skills review at the end of an employee's probationary period including the creation of a Professional Development Plan. Professional Development Plans shall be reviewed at least every twelve months in conjunction with regular performance reviews, but employees are encouraged to seek out development opportunities that are immediately relevant to their role within the Shire of Quairading on an ad-hoc basis.
- (2) Employees are required to request written approval from their department's Executive Manager for any external professional development opportunity using the Employee Course Request Form.
 - a. Costs stated in the Employee Course Request Form must be supported by written quotes.
 - b. Approval will not be given retrospectively and must be attained before applying for any development opportunity with the provider or booking any accommodation.
 - c. All reasonable costs associated with the attendance of an approved short course for the purpose of professional development will be covered by the Shire of Quairading.
- (3) Accommodation and Travel
 - a. Where accommodation is required to attend a training opportunity, it is the employee's responsibility to determine the most reasonable option taking into account price and distance from training venue.



PROFESSIONAL DEVELOPMENT POLICY

- b. Where an employee travels to and from the training venue or accommodation using their own vehicle, the Shire of Quairading will reimburse for kilometres travelled using the "Cents per Kilometre Method" with the rate being regularly reviewed by the Australian Taxation Office.
 - c. Cost for public transport to and from the training venue or the accommodation will be reimbursed as it is incurred.
 - d. Where food is not provided, the Shire of Quairading will reimburse the employee for reasonably incurred costs upon presentation of receipts.
- (4) Attendance
- a. Employees approved to attend short courses as part of their professional development will do so during work time.
 - b. If attendance is required on a day when the employee would normally be taking a "Roster Day Off" (RDO), staff will accrue the time and may elect to have the time paid out at normal (single time) rates.
 - c. Staff employed under a Hybrid Working From Home Agreement may attend online short courses from home.
- (5) Responsibilities
- a. It is the Executive Manager's responsibility to provide reasonable opportunity for professional development and to approve any request for training that is in line with an employee's Professional Development Plan unless there is a legitimate reason to deny the request.
 - b. It is the employee's responsibility to attend training opportunities agreed upon during the skills review process and approved by the Executive Manager, and to provide the Human Resources department with documentation for the successful completion of any training undertaken as part of their professional development.
 - c. It is the responsibility of the Human Resources Department to keep as record any course completion documentation provided by an employee in accordance with the Shire of Quairading's Record Keeping Policy and to provide the Executive Manager with relevant information for the review of the employees Professional Development Plan.
- (6) Employees who
- a. fail to complete a training course successfully,
 - b. abandon a training course prior to completion or
 - c. do not attend training paid for and organised by the Shire of Quairading,
 - (i) either reimburse the Shire all monies paid for course fees, accommodation, travel and meals;
 - (ii) or repeat the training course at their own expense.
- (7) Tertiary or Post Graduate Studies
- a. Fees
Any employee entering into a Tertiary or Post Graduate Program that is not part of a training contract with the Shire of Quairading, will be entirely responsible for all associated course fees and other costs.
 - b. Time
 - (i) The Shire of Quairading will provide a full-time employee with time off with pay (Study Leave) of up to a maximum of five (5) hours per week.



PROFESSIONAL DEVELOPMENT POLICY

- (ii) If an employee is studying online, Study Leave will be granted equivalent to (7)a.(i) as if the employee is attending campus.
 - (iii) Part time employees will receive pro-rata Study Leave.
 - (iv) Approved Study Leave must be taken in the employee’s usual hours of work, does not accrue from week to week and does not cover travel time.
- c. Block Leave
- (i) Courses requiring block participation instead of weekly attendance will receive an amount of leave based on a maximum of 5 hours of Study Leave per week (pro-rata for part time employees) over the course of the semester/trimester.
 - (ii) If the block participation period exceeds the amount of Study Leave allowed, employees will be required to take some other type of leave to make up the total absence.

STATUTORY ENVIRONMENT

Local Government Act 1995

Equal Opportunity Act 1984

Workforce Plan 2018-2022

Strategic Community Plan 2021-2031

Customer Service Charter

Corporate Business Plan 2023-2027

Employment Contracts

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Marion Haeusler			New Policy	Jul 2025	



SHORT COURSE REQUEST FORM

This form is an application only. You will be notified in writing when your request has been processed.

Nominated Employee Details	
Name	
Job Title	
Department	

Course Details			
Course Title			
Provider			
Date of Course		Cost of Course	\$
Accommodation required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Cost of Accommodation	\$
How was the training need identified?			
What are the expected outcomes of this training?			

Manager/Supervisor	
Name	
Job Title	
Department	
Signature/Date	

HR/OFFICE USE ONLY			
Training Approved	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date booked	
Purchase Order #		Invoice Received	Yes <input type="checkbox"/> No <input type="checkbox"/>
Employee informed of request outcome			

12.6 Business Support Grants Policy**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Nicole Gibbs, Chief Executive Officer**Attachments** 1. Business Support Grants Policy [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 019-23/24

Moved: Cr JC Hayes

Seconded: Cr JN Haythornthwaite

That Council endorse the Business Support Grant Policy.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes and JN Haythornthwaite**AGAINST:** Cr JR Hippisley**CARRIED 6/1**

IN BRIEF

The Business Support Grant Policy has come up for its biennial review. The review is timely because Council only requested a review of the Policy last month to ensure the grant application process for business' is fair and transparent.

Officers have made some changes to the Policy for Council consideration in Attachment [1].

MATTER FOR CONSIDERATION

That Council consider endorsing the Business Support Grant Policy.

BACKGROUND

Council offers a Business Support Grant Program each financial year to provide local businesses the opportunity to apply for funding to enhance established businesses or assist with the development of new business in Quairading.

The Policy is up for its biennial review. There had recently been a renewed focus on:

1. Whether the grants process allowed for Council to operate with impartiality, transparency and accountability, given that projects were not being assessed against each other, rated against each other or awarded based on a merit rating system.
2. Whether the grant application process is best practice to ensure the worthiest projects/groups are being awarded grant funding.
3. Around previous instances where the applications for funding had exceeded the total amount of grant funds available.
4. Whether the size of the organisations that are eligible for funding should be restricted.

5. Whether there was a risk that the more valuable projects could miss out on funding if the funding had already been awarded to less worthy projects because that organisation had applied first.

The CEO also offered community feedback, being that some members of the community found the Policy confusing to understand.

Officers have attempted to address the above concerns through the following amendments to the Policy:

1. Establishing a 'twice per year' application round, whereby all projects would be assessed against each other based on merit, value for money, contribution to community and contribution to the local economy.
2. Allowing the provision for not yet developed businesses to apply for the grant, to add incentive to potential new residents to move to town and open new business.

The Policy has been tabled for Council consideration and discussion in Attachment [1].

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The provision for the Business Support Grants is budgeted for each financial year.

A small business can apply once a year for a grant up to the value of \$5000.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.1 Community:** Work collaboratively with local and regional service providers to engage the community as active citizens.
- 1.2 Community:** Provide social and cultural activities for all members of the community
- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.2 Economy:** Build upon our "Take a Closer Look" brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 2.4 Economy:** Encourage local workforce participation
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive

CONSULTATION

Feedback from real and potential applicants has been considered.

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	<p>Low</p> <p><i>The grant is budgeted for each financial year.</i></p> <p><i>The provision of only allowing the grants to be open and assessed once a year will ensure the budget is adhered to.</i></p>
Health	N/A
Reputation	<p>Low</p> <p><i>This grant gives Council the opportunity to support local businesses initiatives and enterprises to allow small business to open or continue to grow in Quairading.</i></p>
Operations	<p>Low</p> <p><i>Changing the Policy to only accept grants once a year, with applications received within a specified time frame, allows staff to better manage and prepare their time and other operational tasks.</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.

COMMENTS AFFECTING COUNCIL DECISION

The following amendments were requested to be made to the Policy following endorsement:

- Change to wording to make application refusal clearer:
 - *“Council reserves the right to automatically reject non-compliant applications without consideration.”*
 - *“Council reserves the right to reject applications even if they are compliant”.*
- Remove: *“Demonstrate real intention to move to Quairading within 12 months”*
- Change the wording to make it clear that the grant does not fund any reoccurring costs.
- Change the wording pertaining to a business being able to apply for a grant once a year, to once every 12 months (to avoid confusion between once a financial or calendar year).

Cr Hippisley would like to see the Policy restricted to small businesses only.

BUSINESS SUPPORT GRANTS POLICY

PURPOSE

Council's Annual Business Support Grants Program is a strategic tool developed to support and encourage:

- The sustenance of existing business;
- The development of new business and industry; and
- The use of innovative and bespoke business models.

The program will support direct and indirect economic benefit to the Shire of Quairading.

The program will recognise the important role commercial enterprises play in achieving the Shire's vision – "A place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting".

OBJECTIVE

- Attract State, Federal and international investment into the Shire of Quairading.
- Assist new enterprises to establish in Quairading.
- Encourage individual businesses to invest in online and e-commerce activities.
- Encourage local enterprises to invest in professional development and training.
- Assist local business in the ability to increase business opportunity and sustainability.
- Provide businesses with support for capital works projects to adapt to changes in business structure and/or conditions.
- Enhance local business capacity to improve their streetscape presence.

POLICY

Council grant funding of up to \$5000 (per application, per annum) is available to assist current or potential local businesses or enterprises to

- Sustain existing business;
- Develop new business and/or industry; and
- Pilot innovative and bespoke business models.

The purpose of the grant funding application must adhere to the purposes and/or objectives of this policy and Council retains the right to refuse any non-compliant application on these grounds.

Council will fund this policy to encourage the growth and sustainability of business and enterprise, which will in turn improve local employment opportunities for residents and help achieve thriving local industry and community.

1. Allocation of Resources

Council will review and confirm allocation of resources annually as part of their Annual Budget processes.

Resources will be allocated to a specific General Ledger Account.



A single tranche will be allocated and available to local businesses upon the adoption of the annual budget.

Grants will be available twice each calendar year and assessed by Council on 01 July and 01 November each calendar year. This will ensure:

- Council is using an accountable and transparent selection process to approve applications.
- Applications will be assessed on merit, and the most worthy applications will be selected against a priority criteria.
- The Shire can provide a designated resource to assist businesses to prepare applications over a three-month period.

A process whereby applicants can apply all year around assumes an unlimited amount of funding for the program or a lack of structure whereby projects can be prioritised according to value to the community (i.e. the least valuable projects may be submitted early in the financial year and the most valuable projects submitted after the funds have been exhausted). An 'all year around' model also makes it difficult for Council to demonstrate transparency and to select according to priority.

Businesses/enterprises will be allocated a maximum of one grant per year. If an application is unsuccessful, the organisation can apply again in a later round.

Organisations may not apply for funding under the Business Support Grants Program if they have also received funding under the Shire Community Grants Program in the same year. There is a requirement to provide an Acquittal Report back to the Shire to show where funds have been spent at the end of each financial year.

2. Eligibility Conditions

- a. Applicants must be based within the Shire of Quairading OR demonstrate real intention to be located in Quairading within 12 months.
- b. Applicants must hold an Australia Business Number.
- c. All successful projects are to be completed within 12 months of the funding being awarded.
- d. Applicants must verify that the funded project could not be covered by insurance.
- e. The program will not support organisations that are political or that have a political purpose, government departments or agencies, grant making bodies or have a primary focus on fundraising.
- f. Requests for funding or support cannot be for a project/activity that has already occurred.
- g. The grant will not fund operational costs such as marketing and wages.
- h. The applicant must have all insurances, permits and licences for business operation.
- i. Organisations may not apply for funding under the Business Support Grants Program if they have also received funding under the Shire Community Grants Program in the same year.

3. General Conditions

- a. Projects that will be considered, but not limited to, include:
 - i. New business/enterprise assistance.
 - ii. Training and professional development.
 - iii. Investing in e-commerce activities.
 - iv. Projects that increase business opportunity and sustainability.
 - v. Capital works projects including major projects and streetscape and aesthetic/amenity improvements.
- b. Budget allocation for the Business Support Program will be determined during the Council's Annual Budgeting Process.
- c. Allocation of grant funding, partial or entire, will be at the sole discretion of the Council.
- d. Council's position is to fund to a maximum of one half 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.
- e. In-kind labour and equipment may be included in the applicant's contribution but may not exceed one third of the completed value of the project.
- f. Council may opt to use their employees or equipment in lieu of a cash contribution.
- g. Council reserves the right to carry out a progress inspection or request a progress report at any stage of the project.
- h. The Chief Executive Officer is given delegated authority to approve or reject minor variations to the applicant's project budget following approval of the grant from Council.
- i. Any applications received that are considered to not completed in their entirety or lacking in information, will be returned to the applicant for resubmission. It is encouraged that applicants carefully read through and address each criteria item to ensure the application will be considered.

4. Acquittal

All businesses/enterprises that receive funding will have to provide the following after their project's completion within 12 months of the funding being awarded:

- a. Completed Acquittal Form (to be provided);
- b. Proof the project, activity or event took place (e.g. photographs etc.);
- c. Proof of expenditure (e.g. copy of financial records and invoices paid); and
- d. Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.).

5. Assessment Process

- a. Applications will be assessed by the grants team based on grant criteria and a recommendation made to Council.
- b. Applications will be presented to Council and assessed based on eligibility and merit.
- c. Allocation of grant funding is at the discretion of the Council.
- d. All applicants will be contacted in writing regarding the outcome of their application.
- e. Applicants are encouraged to seek feedback on the outcome of their application.

6. Submission Information

Applications can be received via mail, email or printed copies dropped into the front counter at Shire Administration Office.



BUSINESS SUPPORT GRANTS POLICY

GUIDELINES

Annexure A - Assessment Criteria (Attached)

Annexure B – Shire of Quairading Business Support Grants Process

Application Form - (Separate Document)

STATUTORY ENVIRONMENT

Local Government Act (1995)

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Jen Green	29/4/21	164-20/21	New Policy	Apr 23	
02	Nicole Gibbs Jen Green			Biennial Review/Council request		

DRAFT



ANNEXURE A

1. Assessment Criteria

Each Grant Submission will be assessed based on the following criteria

Criteria 1 –Benefit:

- a. Is the project part of an overall business/enterprise strategy?
- b. Is there identified and demonstrated business/enterprise need?
- c. What are the benefits (value adding) to the business/enterprise and the community?
- d. Does the project align with outcomes in the Strategic Community Plan?

Criteria 2 – Organisation:

- a. ABN? Y/N
- b. Business type and purpose

Criteria 3 – Project Cycle:

- a. Planning and design of project
- b. Management and delivery of project (incl. milestones and works schedule)
- c. Project Budget
- d. Financial contribution - \$; In-Kind; External
- e. Evaluation of project
- f. Sustainability of project
- g. Use of local suppliers for capital works

2. Score

Each Grant Application will be assessed based on these criteria

Each criteria will be evaluated and given a score between 1 (Poor) and 5 (Excellent).

3. Weighting

Weighting for each criteria to be determined by the Council.

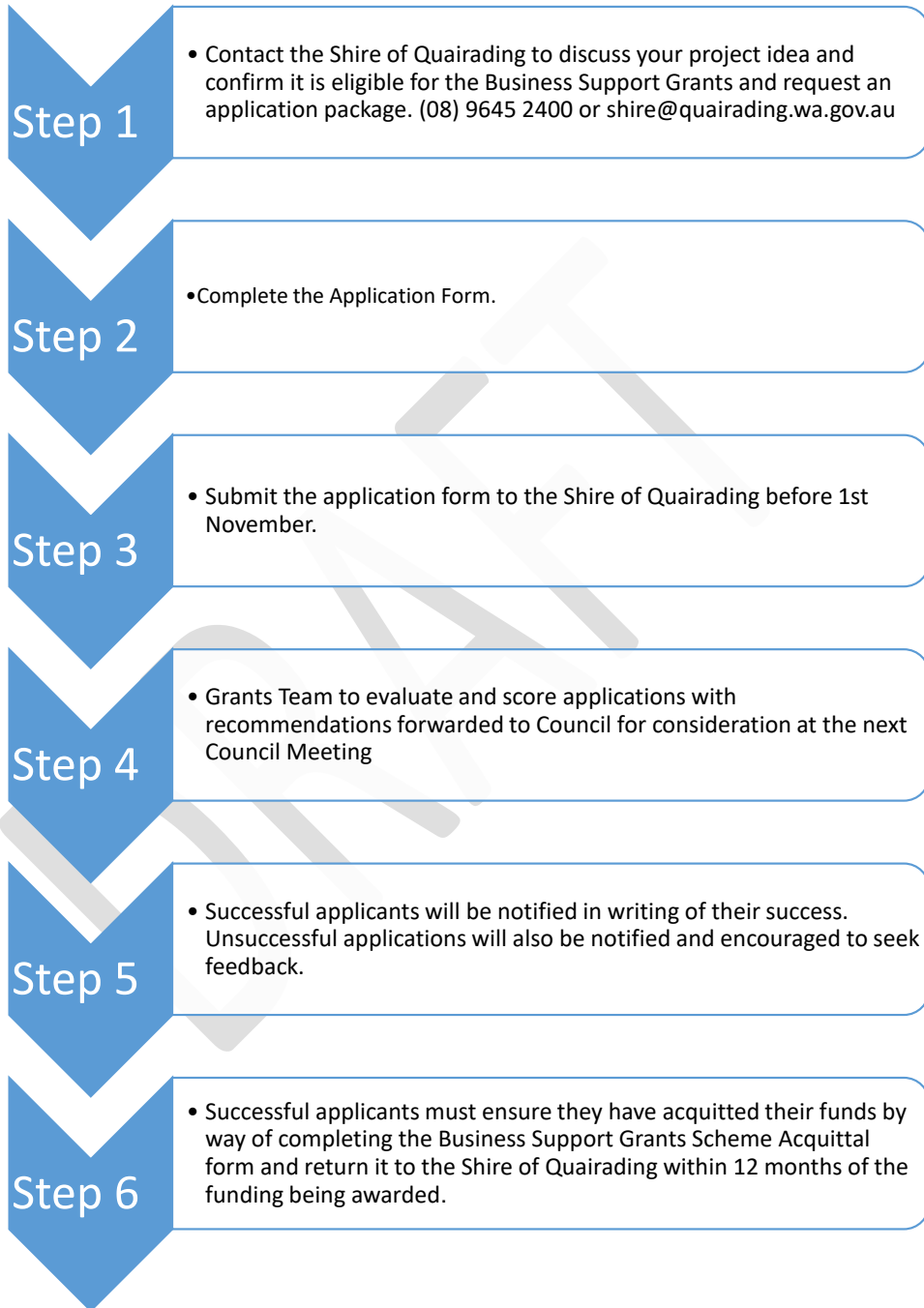
Proposed weighting is: -	
Community Benefit -	40%
Organisation -	20%
Project Planning -	40%
Priority/Need	Number/Submissions Received

A minimum weighted score of 3 out of 5 (60%) will receive a positive recommendation.



ANNEXURE B

Shire of Quairading Business Support Grants Process



12.7 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

RESOLUTION: OCM 020-23/24

Moved: Cr JC Hayes
 Seconded: Cr JN Haythornthwaite

That Council establish a Land Auction Working Group to progress the Edwards Way Land Auction project for:

1. 1 Edwards Way
2. 3 Edwards Way
3. 5 Edwards Way
4. 19 Reid Street
5. 21 Reid Street

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley
AGAINST: Nil

CARRIED 7/0

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 proposed a similar media campaign, the interest being generated by selling the lots with a reserve of \$1 by hosting a land auction. Land cannot be sold for no money at all as this is illegal.

At the June OCM, Council adopted a motion to hold the land auction, as per the officer’s recommendation. Since that time, two individual Councillors have offered their assistance to plan and hold the auction. Officers are now proposing that a Land Auction Working Group be established to enable willing Councillors to assist with the project.

MATTER FOR CONSIDERATION

That Council considers establishing a Land Auction Working Group to enable willing Councillors to assist with the Edwards Way Land Auction project.

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 previously proposed attempting to sell the lots through a highly publicised auction with a \$1 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 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' on the day of the auction; and
- Facilitating auction day.

The risk is obvious, in that there is the danger that no lots will sell.

Contractual Design Guide

Officers propose including a Contractual Design Guide which specifies that houses must be complete within three years, contain at least three bedrooms and one bathroom, include a car port or garage, include a back or front veranda and include residential fencing around at least the back yard.

Estimated Cost

The estimated cost to sell a lot is between \$500 to \$1500 per lot. Officers may be able to source a cheaper provider.

At the June OCM, Council adopted the following motion:

RESOLUTION: OCM 286-22/23

That Council endorse a land auction of five lots on Edwards Way, with a reserve of \$1 per lot. The specific lots are:

- 1. 1 Edwards Way*
- 2. 3 Edwards Way*
- 3. 5 Edwards Way*
- 4. 19 Reid Street*
- 5. 21 Reid Street*

Since that time, two individual Councillors have offered their assistance to plan and hold the auction. Officers are now proposing that a Land Auction Working Group be established to enable willing Councillors to assist with the project.

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 is 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>The project will increase the workload of 3-4 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.

12.8 Quairading Sports and Recreation 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

RESOLUTION: OCM 021-23/24

Moved: Cr BR Cowcill
 Seconded: Cr E Cheang

That Council note the progress made in applying for the Department of Local Government, Sport and Cultural Industries CSRFF Small Grants Funding for projects up to \$500,000 to develop Stage 1 of the Quairading Sports and Recreation Precinct.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley
AGAINST: Nil

CARRIED 7/0

IN BRIEF

To date, Council has spent \$67,000 on the development of concept plans and probable costings for the re-development of the Quairading Sports and Recreation Precinct. Officers want to ensure that this expenditure is not wasted and so have explored ways to apply through the Department of Local Government, Sport and Cultural Industries (DLGSCI) for Community Sports Recreation Facility Funding (CSRFF) as a funding stream for Stage 1 of the Quairading Sports and Recreation Precinct.

Shire Officers have progressed conversations for potential funding streams with DLGSCI, the Commonwealth with the Growing Regions Program (GRP), Lotterywest, Cooperative Bulk Handling (CBH), and the West Australian Football Commission (WAFC). The project is required to be staged in three phases to align with several grant funding rounds to obtain the required funding to complete the project. The 3-stage Masterplan will incorporate:

- Stage 1 - two new multi-purpose courts (netball and basketball) with new flood lighting and fencing; and existing scoreboard replaced with a new electronic scoreboard
- Stage 2 – existing Community Building and Quairading Football Club Pavilion demolished and replaced with a new 2-Storey Sports and Recreation Pavilion, including: multi-user changerooms; female, male and universally accessible ablutions; trainers, strapping and first aid room; strapping room; community gym; sport club offices; scoreboard storage; umpire room; community storage area; canteen area; function room, kitchen, and balcony areas; community storage area; and bar area
- Stage 3 – five new tennis courts.

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 CSFRR funding streams including:

- CSFRR Small Grants Round with grant funding of \$300,000 to \$500,000 awarded to smaller sport and recreation projects with a focus on new playing surfaces, courts, synthetic surfaces and floodlighting projects
- CSFRR Large Grants 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.

The DLGSCI CSRFF Small Grants Round opened on 3 July 2023 for projects up to \$500,000. Officers are currently preparing the DLGSCI CSRFF Small Grant Application for Stage 1 of the Quairading Sports and Recreation Precinct and are required to submit the application by 31 August 2023. If successful in the grant funding application, the Shire will be required to match the total funding amount with a 50% financial contribution to the project. A total of \$393,000 in existing grant funding from LCRI is available to match the grant funding for Stage 1 of this project if the Shire is successful with its application.

MATTER FOR CONSIDERATION

That Council note the progress made in applying for the Department of Local Government, Sport and Cultural Industries CSRFF Small Grants Funding for projects up to \$500,000 to develop Stage 1 of the Quairading Sports and Recreation Precinct.

BACKGROUND

Over a 10-year period Council has funded the development of Concept Designs and Probable Costings for the re-development of the Quairading Sports and Recreation Precinct.

MCG Architects were originally contracted to work with the Quairading Sports and Recreation 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 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 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 Probable Costings for the Project totalled \$8,983,000 and with no identified funding streams available at the time, the Project was placed on hold in 2021.

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 DLGSCI, Commonwealth, Lotterywest, CBH and the WAFC, the Project is required to be staged in three parts. The 3-stage Masterplan will incorporate

- Stage 1 – two new multi-purpose court, replacement of netball courts with new flood lighting and fencing and existing football scoreboard replaced with a new electronic scoreboard
- Stage 2 - Community Building and Quairading Bulls Football Club Pavilion demolished and replaced with a new 2-Storey Sports and Recreation Pavilion including: multi-user changerooms; female, male and universally accessible ablutions; trainers, strapping and first aid room; strapping room; community gym; sport club offices; scoreboard storage; umpire room; community storage area; canteen area; function room, bar area, kitchen, cool room and balcony areas; community storage area
- Stage 3 – five new tennis courts.

The DLGSCI has expressed interest in funding Stage 1 for the new two outside multi-purpose netball and basketball courts and new floodlighting for this area.

Officers are preparing the CSRFF Small Grants Application for the project to progress to the next stage of conversations with the DLGSCI prior to submitting the application at the end of August 2023.

The process for securing grant funding from the DLGSCI 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 CSFRR
6. Application endorsed by the Minister for Local Government, Sports and Recreation for the requested grant amount.

On Thursday, 29 June 2023, the CEO, EMED, SPO and EO met with Mr Steve Rose, Manager Facilities & Government Relations with the WAFC. The WAFC has expressed interest in funding the Electronic Scoreboard, together with funding for the new 2-Storey Sports and Recreation Pavilion, supporting

the growth of women in football and pathways for children into the Australian Football League. Officers will continue conversations with the WAFC for funding towards both the Electronic Scoreboard in Stage 1, together with the new 2-Storey Sports and Recreation Pavilion in Stage 2 of the Project.

The Commonwealth has now introduced the Growing Regions Program (GRP), which has a total budget of \$600M over three years. The program will be incredibly competitive, and it is anticipated that most of it will be re-directed to organisations who spent development money on Building Better Regions Funding (BBRF) applications. The Infrastructure, Transport, Regional Development, Communications and the Arts, has provided information on program guidelines, eligibility criteria and the application process and it now sits with Council to confirm which community infrastructure project it would like Officers to apply for. It is anticipated that the Shire will need to have 50% of the funding available for the Project to be eligible for the other 50% from GRP funding. This is problematic, given Royalty For Regions Funding (RFR) is no longer available for this purpose. Officers are researching other funding streams through DLGSCI, Lotterywest, CBH and the WAFC to contribute funding towards Stage 2 and Stage 3 of the Masterplan.

Round 1 of the GRP opened for Stage One - Expressions of Interest on 5 July 2023, with \$300 million available to support capital works projects for community and economic infrastructure across regional and rural areas. Eligible applicants have until 5pm (AEST), 1 August 2023 to submit an Expression of Interest Application.

There will be a two-stage process. Under Stage One, applicants will be required to submit Expressions of Interest which will be assessed to ensure projects meet eligibility requirements, project readiness and program suitability, and are aligned with regional priorities for the area.

Expressions of Interest that are assessed as meeting requirements and approved to proceed will be invited to submit a Full Application as part of Stage Two – Full Application, due by 5pm (AEST), 12 December 2023.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.2 Community:** Provide social and cultural activities for all members of the community
- 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

Consultation and engagement with the community was crucial to the development of the Quairading Sports and Recreation Masterplan.

A survey of sporting and recreation organisations within the Shire, together with an online community survey were conducted early in the Project providing the community and stakeholders the opportunity to participate in the process and inform the Masterplan Concept Design.

Key Shire Officers and neighbouring LGAs were also approached for information gathering to inform the Masterplan Concept Design.

The Quairading Sports and Recreation Working Committee were also an integral information source informing the Masterplan through committee meetings and workshops conducted by ABV Leisure.

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>Five funding sources have been identified but will take Officers time to prepare the relevant business cases and applications. All State Government and Commonwealth Government grants require a 50% contribution from another source.</i>
Health	High <i>Provide a medium-term plan for the sustainable development and use of the sport and recreation facilities and services in Quairading to maximise opportunities for active and passive recreation in the community.</i>
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	High

	<p><i>The Shire of Quairading has developed and published the Shire’s Strategic Community Plan 2021-2031. The Plan sets the vision, aspirations and objectives of the community for a 10-year period including six areas of key focus including Natural Environment considerations in the development of the town centre.</i></p>
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Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

Nil.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH & BUILDING

No matters for consideration

ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES

14.1 Update on Works & Services Programme

Responsible Officer Nicole Gibbs, Chief Executive Officer**Reporting Officer** Sarah Caporn, Executive Manager, Works & Services**Attachments** 1. 2023/24 Works Programme - Current Status Report [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 022-23/24

Moved: Cr JN Haythornthwaite

Seconded: Cr JR Hippisley

That Council note the current status of the programme for Works & Services team for the month of July 2023.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley

AGAINST: Nil

CARRIED 7/0**IN BRIEF**

After successfully completing much of the 2022/23 Programme, Works staff are beginning to plan and prepare for 2023/24 Capital Works.

July is generally quieter so outside staff are taking leave where needed as well as completing minor maintenance jobs such as clearing drains, culverts and potholing sealed roads. The maintenance grading programme has also begun.

MATTER FOR CONSIDERATION

A comprehensive update of current Works & Services projects is provided below.

PROJECT UPDATES**Construction:**

Maintenance Grading: The “Wheatbelt Roads Grader Bootcamp” training as reported last month went really well with five of our current staff participating. This training has provided a good background of what the Shire is aiming for in terms of minimum standards when grading our unsealed roads. The current two staff under training from our Supervisor of Construction (currently the only experienced grader driver on staff) are showing great promise. There’s quite the art to moving a blade within space across three planes and not everyone is wired to be able to make this happen.

As reported last month, the grading started on Badjaling North Road and moving east. The EMWS is taking and providing feedback from the community on the current status of roads and reports will be prioritised and addressed as resources allow.

2023/24 Programme: Please see Attachment 1 for a more comprehensive list but proposed Capital works for this coming financial year includes:

- Culvert Replacement, Dangin Mears Rd (WSFN funded)
- Roads to Recovery – three gravel resheeting projects for Old Beverley Road West, Stockpool and Badjaling North Roads
- Regional Roads Group – Reconstruction 3km of Quairading – Corrigin Road, widening to 10m with 8m seal (near Horsley Road, SLK 19.89-23.02)
- 4 x floodway upgrades from pipes to box culverts for Old Beverley Rd West, Minchin, Punch and Squiers Roads
- McLennan St drainage upgrade including through Wood St Reserve
- Town Hall / Shire Administration carpark
- Footpath – McLennan St, Arthur Kelley Village to Main Street Precinct
- Parker House - Gardens Upgrade
- Sportsground upgrades – Netball/Basketball Court (depending on funding outcome) and Cricket Pitch Refurbishment (in consultation with Cricket Club)



Murphy St

Grounds & Gardens:

Community Park:

It has been all hands on deck since work finished on the road construction. The whole team has been working in the Park to ensure all items are finished and ready for access by the general public.

The trampoline has been a major focus for the team. It is acknowledged as a high risk activity but many parents will tell you that it's the one piece of equipment that their children enjoy for at least 10 years of childhood – they are always out on the trampoline. There are several other local governments who have got something similar in their public play spaces – Shire of West Arthur, Wikepin and Lake Grace / Newdegate to name a few so we are going to persevere with its inclusion.

The Big Q has arrived and been installed and is a major talking point around town. It looks great and should provide an excellent image to share of Quairading in social media posts.

Contractors will be back soon to work on the skater bumps, wind wheels and fitting the last pieces of the flying fox. Shire staff will work with Adam May to install the park furniture and bins and then we will be ready for the official opening in late August. The public will be able to access the site prior to this.



Old School Site:

The signs and furniture have now been installed and the Official Opening is occurring on Thursday 20th July. This project is now complete.

Council Properties:

Coraling St Residence: Planned upgrades for the kitchen flooring and bathroom ventilation have now been completed and the property is ready for lease. Preparations of lease documentation is underway.

Waste Site Updates: Nothing new to report at this time.

Plant Updates: The Shire has ordered a set of pallet forks and a rake bucket attachment for the Bobcat T595 with what remained in the 2022/23 minor asset budget. These should prove very useful additions to the capacity of this machine now that the forklift is based at the Waste Site.

The Hitachi Excavator has now been repaired and returned to the Shire. It didn't need a total engine rebuild but it is likely that we will now bring trading it in forward in our Plant Replacement Planning.

ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no financial transactions outside of existing project scope and operational expenses until Council formally adopts their 2023/24 Budget.

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
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

Please find the current status of the proposed 2023/24 Works Programme as Attachment [1].

COMMENTS AFFECTING COUNCIL DECISION

Cr Smith asked if the land holders affected by the Doodenanning Road were contacted with a progress report as discussed at the previous Ordinary Council Meeting.

The EMWS said the land holders have been contacted and informed of progress. The section of road in question is next to be potholed after the major roads potholing has been completed.

Cr Stacey said the lighting on the football oval is much better.

Cr Hayes:

- Said there is still angst in the community about roads and suggested there be more community communication about what Council are doing,
- Suggested that the bus routes need to be prioritised, and:
- Suggested there be some focus on the layby which pools water.

The CEO will get some communication out through the Banksia Bulletin and Social Media (a photo a week) on road updates and progress.

Cr Smith said there has been concern in the community about downsizing the community bus from 24 to 12 seats. The CEO said Council will need another 12 months to consider this item as it is a significant cost to Council, and the bus would need to be wheelchair friendly. Cr Smith said 12 seats will not be enough for some community groups that use the bus.



WORKS PROGRAMME UPDATE – 23/24

PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
Works Programme Planning & Road Hierarchy		Report going to August 2023 Concept Forum. Planning for 2024 Budget Workshops
Major Road Construction: Quairading-Corrigin Rd	October - December 2023	3km near Horsley Road – reconstruction, cement stabilisation to 10m with 8m seal. Would also like to include a crumb rubber seal on 22/23 works.
Gravel Resheeting: Old Beverley Road West; Stockpool Road; Badjaling North Road		Currently working on sourcing gravel supplies and getting them pushed up. Scheduled early 2024.
Other Road Maintenance – Cemetery Road (Permit to Take Threatened Flora (for <i>Jacksonia Quairading</i>) required) Grade Airstrip Access Road		Permit expires 30 November 2023 May also need some gravel top-up
Footpath Improvements		Request for new footpath from Arthur Kelly Village to Main Street – what do we do about the fig trees on southern side of Jennaberring Rd?
Seal repairs (half road) on corner of Mawson-Doodenanning Rd & Billacabella Rd – drainage issues with water pooling on corner	September – October 2023	Scheduled for completion by the Construction team by end of October, prior to harvest.
Town Hall / Shire Admin carpark (LRCI funded)		Remove 4 x large Victoria River Eucalyptus (non-native) trees. Bore out tree roots from drains of Town Hall and Admin Building as part of works. Reduce scope to match funding & budget – current design goes into Works Depot Yard
The Groves: Access road	September 2023	Fencing and clearing have been done by others. Shire will need to complete access road from Ashton St to southern gateway for entry.
Verge mulching / vegetation trimming: Quairading –		Proposed for 22/23 but was not able to use funding. Still needs doing so costed into 23/24



PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
Cunderdin Road (~20km from town edge to Shire boundary)		maintenance works – external contractor with traffic control.
Level 1 Bridge Inspections	Summer 2023/24	Need to compete work order on Bridge # (Dangin North Road)
Kwirradig Koort Community Park	July & August 2023	Still to test and finish irrigation system, garden edging and trampoline surround. Need to schedule an annual maintenance visit
Toapin Weir		Fire Pit Rings, last few signs and what to do with pump shed refurbishment
Townsite Garden – Renewals		Proposed new plantings in Main Street Precinct, Caravan Park Entry and Daycare Centre
Sportsground Upgrades		<p>Funding application going in for the hard sports court – demolish existing and site preparation.</p> <p>Refurbish cricket pitch in conjunction with Club.</p> <p>More fencing panels needed around Oval.</p> <p>Renew polycarbonate panels @ Ram Shed prior to their sale in October.</p>
Refurbishment of BMX / Bike Track		
<p>Caravan Park: Sewer pump (move to a silent alarm), CCTV coverage</p> <p>Infant Health Centre (plinth & plaques)</p>		<p><u>Caravan Park:</u> ewer pump is always problematic so mechanical ball floats are costed into 23/24 Budget.</p> <p>Proposed installation of CCTV cameras in main public access points of park</p> <p><u>Infant Health:</u> Adam May currently building plinth with reclaimed bricks from building. Foundation stone and brass information plaques will be incorporated.</p>
<p>Waste Facility:</p> <p>Upgrades to fencing & waste processing;</p> <p>Feral animal control programme</p>		<p>Project includes new signage, skip bins and a public education campaign.</p> <p>Proposed Bulk Rubbish Collection in late 2023.</p> <p>Reinstate cat control programme for 2023/24.</p>
Aged Care Facilities:		Arthur Kelly Village: 2 x Carports, Irrigation improvements, gravel carpark on NW side



PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
		<p>Parker House: Total Front Garden refurbishment – may include front fencing (budget dependent) f</p>
Balkuling School repairs		Adam May has quoted – need to schedule works.
Workplace Health & Safety		<p>Working through reports for what needs completing from the Audit.</p> <p>Quarterly meetings of WHS Committee, attended by our LGIS Regional Risk Coordinator.</p>
Training Matrix		Whole of staff training for Temporary Traffic Mgmt, Truck Licenses, more plant competency tickets, Test & Tag training
Plant Upgrades		Proposed to turn over 3 utes, 1 x 6 wheel tipper truck, sportsground mower and a hydraulic plant trailer.

ITEM 15 MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY

No matters for consideration

ITEM 16 URGENT COUNCILLOR'S BUSINESS**RESOLUTION: OCM 023-23/24**

Moved: Cr JC Hayes

Seconded: Cr JR Hippisley

That Council accept Urgent Councillor Business.

CARRIED 7/0

Cr Hayes**RESOLUTION: OCM 024-23/24**

Moved: Cr JC Hayes

Seconded: Cr JR Hippisley

That the Roe Tourism meeting be hosted at the Quairading CRC on the 21st August 2023.

That Council Officers consider adding a bus tour to the agenda.

CARRIED 7/0

Cr Stacey

Cr Stacey asked if there is a heating issue at the Quairading CRC.

The EMED said they are waiting for a part to come in before it can be fixed.

Cr Smith**RESOLUTION: OCM 025-23/24**

Moved: Cr JC Hayes

Seconded: Cr TJ Stacey

That Council approves the CEO submitting the following answers to the questions asked by the Department of Planning, Lands and Heritage in the email dated 18 July 2023, pertaining to 75 Coraling Street which is owned by the Aboriginal Lands Trust:

1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?

Yes

2. Does the Shire have any interest in the land?

No

3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.

No

4. Is the land parcel subject to any mandatory connection to services?

Yes

5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?

No

6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?

No

7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?

No

8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).

Nil

9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

Nil

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley

AGAINST: Nil

CARRIED 7/0

THE SOUTH WEST NATIVE TITLE SETTLEMENT (SETTLEMENT) IS A NATIVE TITLE AGREEMENT REACHED BETWEEN THE STATE GOVERNMENT (STATE) AND THE SIX NOONGAR AGREEMENT GROUPS. THE SIX REQUISITE INDIGENOUS LAND USE AGREEMENTS (ILUAS) WERE CONCLUSIVELY REGISTERED, LEADING TO THE SETTLEMENT COMMENCING ON 25 FEBRUARY 2021 AFTER SOME YEARS OF DELAY. THE SETTLEMENT RECOGNISES THE AGREEMENT GROUPS AS THE TRADITIONAL OWNERS OF THE SOUTH WEST OF WESTERN AUSTRALIA, WHILE RESOLVING NATIVE TITLE IN EXCHANGE FOR A NEGOTIATED PACKAGE OF BENEFITS.

A KEY NEGOTIATED BENEFIT IS THE DELIVERY OF A 320,000 HECTARE NOONGAR LAND ESTATE, IN ACCORDANCE WITH THE NOONGAR LAND BASE STRATEGY. THE NOONGAR LAND ESTATE WILL CONTAIN UP TO 300,000 HECTARES OF LAND TRANSFERRED IN RESERVE OR LEASEHOLD, AND UP TO 20,000 HECTARES OF LAND TRANSFERRED IN FREEHOLD. THE LANDHOLDING BODY FOR ALL LAND TRANSFERRED IS THE NOONGAR BOODJA LAND SUB PTY LTD, WHICH WILL HOLD AND MANAGE THE LAND IN THE NOONGAR LAND ESTATE IN CONSULTATION WITH THE SOON TO BE ESTABLISHED NOONGAR REGIONAL CORPORATIONS. ALL LAND WILL BE USED AND MANAGED IN LINE WITH NOONGAR CULTURAL, SOCIAL AND ECONOMIC ASPIRATIONS FOR THE BENEFIT OF GENERATIONS TO COME.

OVER THE NEXT FIVE YEARS, THE DEPARTMENT OF PLANNING, LANDS AND HERITAGE (DEPARTMENT) WILL PROGRESS SELECTED LAND PARCELS THROUGH TO TRANSFER UNDER THE SETTLEMENT, SUBJECT TO ALL NECESSARY CONSULTATION AND APPROVALS WITH STAKEHOLDERS. LAND ELIGIBLE FOR INCLUSION IN THE NOONGAR LAND ESTATE INCLUDES:

- UNALLOCATED CROWN LAND;
- UNMANAGED RESERVES;
- LAND OWNED OR HELD BY THE ABORIGINAL LANDS TRUST / ABORIGINAL AFFAIRS PLANNING AUTHORITY; AND
- LAND OWNER OR HELD BY STATE AGENCIES OR LOCAL GOVERNMENT AUTHORITIES, AT THE DISCRETION OF THE STATE AGENCY OR LOCAL GOVERNMENT AUTHORITY.

A KEY PART OF THE PROCESS BEING FOLLOWED BY THE DEPARTMENT INVOLVES THE REFERRAL OF LAND UNDER CONSIDERATION FOR INCLUSION IN THE NOONGAR LAND ESTATE TO RELEVANT STATE AGENCIES AND LOCAL GOVERNMENT AUTHORITIES. TO THAT END, THE DEPARTMENT FORWARDED A SPREADSHEET TO ALL LOCAL GOVERNMENT CEOS IDENTIFYING LAND PARCELS FOR POSSIBLE TRANSFER. WITH RESPECT TO THE SHIRE OF QUAIRADING, THERE IS ONLY ONE PARCEL OF LAND, AND THIS IS 75 CORALING STREET, QUAIRADING. THE LAND IS OWNED BY THE ABORIGINAL LANDS TRUST (ALT). THE ALT IS NOT RECEPTIVE TO TRANSFERRING THAT LAND NOW OR AT ANY TIME IN THE FUTURE TO THE SHIRE OF QUAIRADING.

THE DEPARTMENT HAS ASKED THAT THE CEO COMMENT ON THE PROPOSED TRANSFER BY RESPONDING TO THE FOLLOWING QUESTIONS:

- IS THE SHIRE SUPPORTIVE OF THE TRANSFER OF THIS LAND TO THE NOONGAR PEOPLE UNDER THE SETTLEMENT?
- DOES THE SHIRE HAVE ANY INTEREST IN THE LAND?
- DOES THE SHIRE HAVE EXISTING OR PLANNED INFRASTRUCTURE WITHIN THE LAND PARCEL THAT REQUIRES PROTECTION? IF YES, PLEASE PROVIDE DETAILS AND ADVISE IF ACCESS TO THIS INFRASTRUCTURE WILL NEED TO BE MAINTAINED.
- IS THE LAND PARCEL SUBJECT TO ANY MANDATORY CONNECTION TO SERVICES?
- ARE ANY FUTURE PROPOSALS FOR THE LAND IDENTIFIED? PLEASE PROVIDE DETAIL OF WHAT IS PROPOSED AND IN WHAT TIMEFRAME?
- ARE THERE ANY FUTURE PROPOSALS FOR ADJOINING LAND THAT MAY AFFECT THE LAND IDENTIFIED IN THE SPREADSHEET? IF SO, IN WHAT TIMEFRAME?

- PLEASE ADVISE OF ANY PROPOSED PLANNING SCHEME AMENDMENTS THAT MAY AFFECT THE ZONING OF THIS LAND AT A STATE OR LOCAL GOVERNMENT LEVEL. IF A SCHEME AMENDMENT IS TO OCCUR, WHAT IS THE CHANGE PROPOSED AND WHEN WILL IT COME INTO EFFECT?
- PLEASE ADVISE OF ANY KNOWN LAND MANAGEMENT ISSUES SUCH AS SITE CONTAMINATION, HAZARDS, DEBRIS OR RUBBISH DUMPING, UNAUTHORISED LAND USE AND ENVIRONMENTAL CONSIDERATIONS (SUCH AS INUNDATION OR SIMILAR SITE CONSTRAINTS).
- PLEASE PROVIDE ANY ADDITIONAL COMMENTS ON THE PROPOSED TRANSFER OF THIS LAND AS PART OF THE SETTLEMENT.

THE DEADLINE FOR COMMENT IS 27 AUGUST 2023.

ITEM 17 CONFIDENTIAL ITEMS

The Meeting will be closed by Council Resolution to the public under Part 5 Division 2 Section 5.23(2)(b) and (h) of the Local Government Act 1995 as the Items relates to : -

- (b) the personal affairs of any person
- (h) such other matters as may be prescribed (consider regulations)

RESOLUTION: OCM 026-23/24

Moved: Cr BR Cowcill

Seconded: Cr JR Hippisley

That Council close the meeting to the public at .346 pm to consider the confidential reports listed below in accordance with Section 5.23(2) of the Local Government Act 1995:

17.1 Main Street Façade

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley

AGAINST: Nil

CARRIED 7/0

At 3:46 pm, Cr Jo Haythornthwaite left the meeting.

17.1 Main Street Façade**RESOLUTION: OCM 027-23/24**

Moved: Cr TJ Stacey

Seconded: Cr JC Hayes

That Council endorse the CEO's intention to have eight buildings inspected on the main street (Jennaberring Road) to ensure the safety of the community.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 6/0

At 3:48 pm, Ms Nicole Gibbs left the meeting.

At 3:50 pm, Ms Nicole Gibbs returned to the meeting.

The above mentioned report/s were provided to Elected Members under separate cover. The report/s are not for publication.

RESOLUTION: OCM 028-23/24

Moved: Cr JR Hippisley

Seconded: Cr JC Hayes

That the meeting be open to members of the public at 3.50 pm.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 6/0

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.

CR HAYES AGED & FRAIL LODGE COMMITTEE UPDATE

- THE AGED & FRAIL LODGE COMMITTEE WERE UPDATED ON THE PLANS FOR THE GARDEN RENOVATIONS.
- THE PARK HOUSE KITCHEN HAS BEEN COMPLETED.
- IN MAY 2024, PARKER HOUSE WILL BE HAVING A 30 YEAR CELEBRATION.

CR SMITH MEDICAL EXECUTIVE COMMITTEE MEETING

- DR YAP IS AVERAGING 44 PATIENTS A DAY, CURRENTLY WORKING THREE DAYS A WEEK.
- ONE OR TWO OF THE PATIENTS PER WEEK ARE NEW.
- THERE WAS DISCUSSION ABOUT EXTENDING THE MEDICAL PRACTICE BUILDING TO INCLUDE MORE CONSULTING ROOMS.
- DR YAP WOULD LIKE TO EMPLOY ANOTHER DOCTOR TO LOOK AFTER THE WACHS CONTRACT.
- THERE IS CONCERN THAT THE SHIRE CONTRIBUTION WON'T BE ENOUGH TO COVER OPERATIONAL COSTS/WAGES.
- THE PROJECTION AND FEEDBACK ON THE RUNNING OF THE PRACTICE IS VERY POSITIVE.
- DR YAP WILL BE STARTING FULL TIME ON THE 31ST JULY 2023.

AT 03:57 PM, MS NICOLE GIBBS & MS SARAH CAPORN LEFT THE MEETING.

AT 03:58 PM, CR HAYTHORNTHWAITE, MS NICOLE GIBBS & MS SARAH CAPORN RETURNED TO THE MEETING.

CR SMITH RECONCILIATION ACTION PLAN COMMITTEE MEETING

- MAIN TOPIC OF RAP MEETING WAS LACK OF HOUSING IN TOWN. THE CEO IS ORGANISING A REPRESENTATIVE FROM THE DEPARTMENT OF COMMUNITIES/HOUSING TO ATTEND A MEETING TO DISCUSS HOUSING ISSUES.
- THERE WAS SOME INAPPROPRIATE BEHAVIOUR DISPLAYED DURING THE MEETING THAT WILL BE ADDRESSED AT THE NEXT RAP MEETING TO ENSURE ALL MEMBERS OF THE RAP COMMITTEE ARE TREATED WITH RESPECT.
- THE RECONCILIATION ACTION PLAN WILL BE REVIEWED AT THE NEXT RAP MEETING.

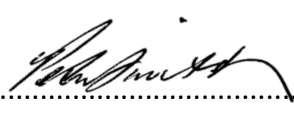
ITEM 18 NEXT MEETING DATE

The next Ordinary Council Meeting is scheduled to take place on Thursday 31 August 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 4.02pm.

I certify the minutes of the Ordinary meeting of Council held on 27th July 2023 were confirmed 31st August 2023 as recorded on Resolution No. OCM 29 - 23/24.

Confirmed.......... 31/08/2023