

Ordinary Council Meeting

Notice of Meeting | 27th February 2025


I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on 27th February 2025 commencing at 2.00pm

Public are able to attend this meeting.

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

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED



Natalie Ness
CHIEF EXECUTIVE OFFICER

Date: 21 February 2025

Disclaimer

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

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SHIRE OF QUAIRADING

ITEM 1 **OPENING & ANNOUNCEMENTS**

The Shire President opened the Meeting at _____ pm.

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

ITEM 2 **ATTENDANCE AND APOLOGIES**

Councillors

Cr TJ Stacey	Deputy Shire President
Cr BR Cowcill	
Cr RC Faltyn	
Cr EV Gom	
Cr JC Hayes	
Cr JR Hippisley	

Council Officers

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

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Nil

ITEM 2A ELECTION OF SHIRE PRESIDENT

ELECTION OF SHIRE PRESIDENT AFTER EXTRAORDINARY VACANCY IN ACCORDANCE WITH *LOCAL GOVERNMENT ACT 1995* SCHEDULE 2.3, DIVISION 1, CLAUSES 2(1), 4, 5, SCHEDULE 4.1 AND REGULATION 75E OF THE LOCAL GOVERNMENT (ELECTIONS) REGULATIONS 1997.

ITEM 3 PUBLIC QUESTIONS

No matters for consideration

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

No matters for consideration

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

No matters for consideration

ITEM 6 DECLARATIONS OF INTEREST

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

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

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

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

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

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 12 December 2024

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on the 12 December 2024 be confirmed as a true and accurate record.

BUSINESS ARISING

**ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO
RECOMMENDATIONS)****8.1 Concept Forum Meeting – 12 December 2024****Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Marion Haeusler, Executive Officer**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: NilResponsible Officer: Nil

OFFICER RECOMMENDATIONThat Council receive the minutes of the Concept Forum for its meeting on 12 December 2024.

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

8.2 Annual Electors Meeting – 4 February 2025

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receive the minutes of the Annual Electors Meeting for its meeting on 4 February 2025.

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





ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION**9.1 Audit & Risk Committee Meeting – 11 February 2025****Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Marion Haeusler, Executive Officer**Attachments** Audit & Risk Committee Minutes**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: NilResponsible Officer: Nil

OFFICER RECOMMENDATION

That Council receive the minutes of the Audit & Risk Committee for its meeting on 11 February 2025.

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

9.1.1 2023/2024 Financial Audit - Office of the Auditor General (OAG)**Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Tricia Brown, Executive Manager, Corporate Services**Attachments**

1. Attachment (i) Findings Identified During the Final Audit - Year ended 30 June 2024 [↓](#) 
2. Attachment (ii) Independent Auditor's Report Opinion 2024 [↓](#) 
3. Attachment (iii) Signed Financial Statements 2024 [↓](#) 
4. Attachment (iv) Transmittal Letter to President (OAG) [↓](#) 

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

Responsible Officer: Nil

OFFICER RECOMMENDATION*Committee Recommendation ARC 018-24/25*

The Audit & Risk Committee recommends to Council, that Council:

1. Notes that the Auditors finalised the 2023-2024 Financial Audit on the 4th December 2023 with 1 Significant and 1 Minor Rating – Findings Identified During the Final Audit (Attachment i).
2. Notes Receipt of the Independent Auditor's Report Opinion 2024 (Attachment ii), Signed Financial Statements (Attachment iii), Transmittal Letter to President – OAG (Attachment iv).

IN BRIEF

- The 2023-2024 Audit was finalised on the 4th December 2024 following an Audit Exit Meeting on the 22nd November 2024 between AMD, the Office of the Auditor General, Cr Haythornthwaite, Cr Stacey and Shire Staff.

BACKGROUND

The external audit, also known as financial audits or audit of the annual financial statements, focuses on providing an objective and independent examination of the financial statements prepared by the Shire, increasing the value and user confidence in the financial statements.

AMD Chartered Accountants (AMD) have been contracted by the OAG to perform the Shire's financial report audit for a 3-year period, commencing with the audit for the year ended 30th June 2021 (prior year audit). The audit occurs in two steps; the first being an interim audit, with the second (final) stage being the audit work to attest the balances and notes that comprise the annual financial statements.

Bob Waddell and Associates were engaged to complete the Shire's Annual Financial Statements for the year ended 30th June 2024.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Audit) Regulations 1996

Australian Accounting Standards

International Financial Reporting Standards

POLICY IMPLICATIONS

Purchasing Policy

Records Management Policy

Significant Accounting Policies

Delegation 1.1.13: Payments from the municipal or trust funds

Delegations Register

FINANCIAL IMPLICATIONS

Council has a budget allocation of \$39,500 in the 2024/25 budget for the conduct of the external audit function by the Office of the Auditor General (OAG), for the audit of the 2023/24 annual financial statements. Following a large increase in audit fees for the 2023-2024 audits, it is anticipated that an increase in budget will be required in future years. Officers’ efforts to undertake the improvements and report on progress have not been estimated or reported.

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:

3.1 Governance, Financial and Compliance Risks: Financial Viability and Asset Management

RISK ASSESSMENT

	Option 1
Financial	Low <i>Cost of the audit is included in the budget. The audit’s purpose is not to uncover any financial fraud, however having strong financial processes, as raised in the management report can reduce the risk of this occurring.</i>
Health	Low

Reputation	Low <i>Compliant with legislative requirements. Failure to complete the annual financial audit would lead to increased reputational risk and possible actions by the OAG.</i>
Operations	Low <i>Council’s Management and administration staff assist AMD by providing all information and documents requested. Operational impact is minimal in reporting progress on audit findings, however the operational impact of not closing findings would be significantly higher if conditions escalated.</i>
Natural Environment	Low

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

COMMENT

The minor rating refers to an employee with excess leave which has consistently been an issue. This is continually monitored closely and has been addressed with the Executive Manager and Staff Member.

In respect of the land held for resale, this was raised due to significant movements in the fair value of land compared to previous years. This was in relation to the Cuneata Rise Land Sales development where the land was sold significantly under the current valuations. Consideration for future land sales may require further position papers to be prepared.

The CEO and EMCS will continue to report on progress of audit findings through the Audit Progress Register that is submitted to the Audit and Risk Committee and recommended to Council.

Representatives from the OAG and AMD attended the December OCM, 12th December 2024, to present to Council their findings and opinion on the 2023-2024 Audit.

ATTACHMENT

NAME OF ENTITY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Land held for re-sale	No	✓			
2. Excess Leave Balance	No			✓	✓

Key to ratings

The Ratings in this management letter are based on the audit team’s assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

ATTACHMENT**NAME OF ENTITY****PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****1. Land held for re-sale****Finding**

During our review we noted significant movements in the fair value of land held for re-sale compared to previous year. We requested a position paper detailing the assessment of fair value recorded at year-end, which led to a further adjustment of \$88,040.

Rating: Significant**Implication**

Risk of material misstatement of asset values and non-compliance with stated accounting policies.

Recommendation

We recommend that management ensure all properties held for re-sale are assessed in accordance with AASB 102 (Inventories). Additionally, management should prepare a position paper that supports their assessment of the fair value of these properties. This position paper should be thoroughly reviewed to ensure accuracy and completeness.

Management comment

The Shire will ensure assessments are carried out in accordance with AASB 102 (Inventories) and prepare position papers to support their assessments of those properties.

Responsible person:**Executive Manager Corporate Services****Completion date:****28/11/2024**

ATTACHMENT**NAME OF ENTITY****PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****2. Excess Leave Balance****Finding**

During our review of employee leave balances, it was noted that 1 employee has an annual leave balance in excess 8 weeks as at 30 June 2024.

This finding was first raised in 2022-23.

Rating: Minor (2023: Minor)**Implication**

Increased risk:

- Of an adverse impact through excessive liabilities.
- Fraud can also be more easily concealed by staff who do not take leave.
- Incorrect leave entries not identified in a timely manner.

Recommendation

The Shire should continue to manage and monitor the excessive annual leave balances to reduce the liability, risk of business interruption and potential fraud, and ensure reconciliation and independent review of leave balances is carried out on a monthly basis.

Management comment

The Shire continues to manage leave balances and excess leave on a monthly basis and through the reporting framework to the Audit & Risk Committee. The Shire and employee had worked together to reduce this balance however it could not be reduced prior to the 30th June and was subsequently reduced in August 2024 by 126 hours due to the timing of an already booked holiday.

Responsible person:**Executive Manager Corporate Services****Completion date:****28/11/2024**



Auditor General

INDEPENDENT AUDITOR'S REPORT 2024 Shire of Quairading

To the Council of the Shire of Quairading

Opinion

I have audited the financial report of the Shire of Quairading (Shire) which comprises:

- the statement of financial position as at 30 June 2024, the statement of comprehensive income, statement of changes in equity, statement of cash flows and statement of financial activity for the year then ended
- notes comprising a summary of material accounting policies and other explanatory information.

In my opinion, the financial report:

- is based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2024 and its financial position at the end of that period
- is in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2024, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to

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the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality management relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Quairading for the year ended 30 June 2024 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Patrick Arulsingham
Senior Director Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
4 December 2024

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

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The Shire of Quairading conducts the operations of a local government with the following community vision:

“Our Shire is a place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting.”

Principal place of business:
10 Jennaberring Road
Quairading WA 6383



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

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CEO

The accompanying financial report of the Shire of Quairading has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2024 and the financial position as at 30 June 2024.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the *28th* day of *November* November 2024



CEO

Natalie Ness
Name of CEO



**SHIRE OF QUAIRADING
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	2024 Actual \$	2024 Budget \$	2023 Actual \$
Revenue				
Rates	2(a),25	2,640,665	2,642,443	2,492,164
Grants, subsidies and contributions	2(a)	2,455,183	437,716	3,020,047
Fees and charges	2(a)	675,445	616,835	617,221
Interest revenue	2(a)	222,726	118,855	159,378
Other revenue	2(a)	459,002	413,189	380,066
		6,453,021	4,229,038	6,668,876
Expenses				
Employee costs	2(b)	(2,264,757)	(2,269,697)	(2,120,531)
Materials and contracts		(2,391,227)	(2,175,621)	(1,840,484)
Utility charges		(309,394)	(268,450)	(276,548)
Depreciation		(3,415,918)	(3,152,353)	(3,088,512)
Finance costs		(10,929)	(13,248)	(13,096)
Insurance		(282,142)	(199,849)	(238,146)
Other expenditure	2(b)	(617,300)	(134,755)	(162,203)
		(9,291,667)	(8,213,973)	(7,739,520)
		(2,838,646)	(3,984,935)	(1,070,644)
Capital grants, subsidies and contributions	2(a)	1,940,991	2,273,038	1,655,806
Profit on asset disposals		6,909	42,582	24,899
Loss on asset disposals		(27,273)	(75,359)	(42,010)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	1,681	0	3,686
		1,922,308	2,240,261	1,642,381
Net result for the period		(916,338)	(1,744,674)	571,737
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	16	0	0	15,065,812
Total other comprehensive income for the period	16	0	0	15,065,812
Total comprehensive income/(loss) for the period		(916,338)	(1,744,674)	15,637,549

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



**SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2024**

	NOTE	2024	2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	6,380,453	6,755,895
Trade and other receivables	5	493,168	582,590
Other financial assets	4(a)	659,897	0
Inventories	6	198,674	416,668
Other assets	7	785,995	867,160
TOTAL CURRENT ASSETS		8,518,187	8,622,313
NON-CURRENT ASSETS			
Trade and other receivables	5	35,573	35,506
Other financial assets	4(b)	83,171	81,490
Inventories	6	114,000	345,420
Property, plant and equipment	8	23,438,504	23,720,277
Infrastructure	9	99,655,219	100,177,609
Right-of-use assets	11(a)	33,094	23,588
TOTAL NON-CURRENT ASSETS		123,359,561	124,383,890
TOTAL ASSETS		131,877,748	133,006,203
CURRENT LIABILITIES			
Trade and other payables	12	1,400,057	1,283,060
Other liabilities	13	238,647	511,526
Lease liabilities	11(b)	11,047	20,898
Borrowings	14	67,898	66,106
Employee related provisions	15	176,085	184,697
TOTAL CURRENT LIABILITIES		1,893,734	2,066,287
NON-CURRENT LIABILITIES			
Lease liabilities	11(b)	20,646	0
Borrowings	14	209,720	277,617
Employee related provisions	15	35,582	27,895
TOTAL NON-CURRENT LIABILITIES		265,948	305,512
TOTAL LIABILITIES		2,159,682	2,371,799
NET ASSETS		129,718,066	130,634,404
EQUITY			
Retained surplus		41,964,120	42,898,658
Reserve accounts	28	4,111,639	4,093,439
Revaluation surplus	16	83,642,307	83,642,307
TOTAL EQUITY		129,718,066	130,634,404

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



**SHIRE OF QUAIRADING
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	RETAINED SURPLUS \$	RESERVE ACCOUNTS \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2022		42,825,686	3,594,674	68,576,495	114,996,855
Comprehensive income for the period					
Net result for the period		571,737	0	0	571,737
Other comprehensive income for the period	16	0	0	15,065,812	15,065,812
Total comprehensive income for the period		571,737	0	15,065,812	15,637,549
Transfers from reserve accounts	28	351,900	(351,900)	0	0
Transfers to reserve accounts	28	(850,665)	850,665	0	0
Balance as at 30 June 2023		42,898,658	4,093,439	83,642,307	130,634,404
Comprehensive income for the period					
Net result for the period		(916,338)	0	0	(916,338)
Total comprehensive income for the period		(916,338)	0	0	(916,338)
Transfers from reserve accounts	28	121,500	(121,500)	0	0
Transfers to reserve accounts	28	(139,700)	139,700	0	0
Balance as at 30 June 2024		41,964,120	4,111,639	83,642,307	129,718,066

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

**SHIRE OF QUAIRADING
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2024**

NOTE	2024 Actual \$	2023 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts		
Rates	2,613,702	2,440,951
Grants, subsidies and contributions	2,590,991	2,924,338
Fees and charges	675,727	617,708
Interest revenue	222,726	159,378
Goods and services tax received	549,274	338,522
Other revenue	459,002	380,066
	<u>7,111,422</u>	<u>6,860,963</u>
Payments		
Employee costs	(2,294,732)	(2,156,785)
Materials and contracts	(2,165,357)	(1,685,500)
Utility charges	(309,394)	(276,548)
Finance costs	(12,469)	(13,096)
Insurance paid	(282,142)	(238,146)
Goods and services tax paid	(532,958)	(405,962)
Other expenditure	(169,758)	(87,235)
	<u>(5,766,810)</u>	<u>(4,863,272)</u>
Net cash provided by operating activities	<u>1,344,612</u>	<u>1,997,691</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Payments for purchase of property, plant & equipment	8(a) (505,162)	(335,644)
Payments for construction of infrastructure	9(a) (2,238,999)	(2,720,137)
Capital grants, subsidies and contributions	1,636,778	1,658,184
Proceeds for financial assets at amortised cost	(659,897)	0
Proceeds from financial assets at amortised cost - self supporting loans	0	1,787
Proceeds from sale of property, plant & equipment	136,909	128,018
Net cash (used in) investing activities	<u>(1,630,371)</u>	<u>(1,267,792)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of borrowings	27(a) (66,105)	(66,151)
Payments for principal portion of lease liabilities	27(b) (23,578)	(29,389)
Net cash (used in) financing activities	<u>(89,683)</u>	<u>(95,540)</u>
Net increase (decrease) in cash held	<u>(375,442)</u>	<u>634,359</u>
Cash at beginning of year	6,755,895	6,121,536
Cash and cash equivalents at the end of the year	<u><u>6,380,453</u></u>	<u><u>6,755,895</u></u>

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

SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2024

NOTE	2024 Actual \$	2024 Budget \$	2023 Actual \$
OPERATING ACTIVITIES			
Revenue from operating activities			
General rates	25	2,622,180	2,479,194
Rates excluding general rates	25	18,485	12,970
Grants, subsidies and contributions		2,455,183	3,020,047
Fees and charges		675,445	617,221
Interest revenue		222,726	159,378
Other revenue		459,002	380,066
Profit on asset disposals		6,909	24,899
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	1,681	3,686
		<u>6,461,611</u>	<u>6,697,461</u>
Expenditure from operating activities			
Employee costs		(2,264,757)	(2,120,531)
Materials and contracts		(2,391,227)	(1,840,484)
Utility charges		(309,394)	(276,548)
Depreciation		(3,415,918)	(3,088,512)
Finance costs		(10,929)	(13,096)
Insurance		(282,142)	(238,146)
Other expenditure		(617,300)	(162,203)
Loss on asset disposals		(27,273)	(42,010)
		<u>(9,318,940)</u>	<u>(7,781,530)</u>
Non cash amounts excluded from operating activities	26(a)	3,895,327	3,183,813
Amount attributable to operating activities		<u>1,037,998</u>	<u>2,099,744</u>
INVESTING ACTIVITIES			
Inflows from investing activities			
Capital grants, subsidies and contributions		1,940,991	1,655,806
Proceeds from disposal of assets		136,909	128,018
Proceeds from financial assets at amortised cost - self supporting loans	27(a)	0	1,787
		<u>2,077,900</u>	<u>1,785,611</u>
Outflows from investing activities			
Right of use assets received - non cash	11(a)	(34,373)	0
Purchase of property, plant and equipment	8(a)	(505,162)	(335,644)
Purchase and construction of infrastructure	9(a)	(2,238,999)	(2,720,137)
		<u>(2,778,534)</u>	<u>(3,055,781)</u>
Non-cash amounts excluded from investing activities	26(b)	34,373	0
Amount attributable to investing activities		<u>(666,261)</u>	<u>(1,270,170)</u>
FINANCING ACTIVITIES			
Inflows from financing activities			
Proceeds from new leases - non cash	27(b)	34,373	0
Transfers from reserve accounts	28	121,500	351,900
		<u>155,873</u>	<u>351,900</u>
Outflows from financing activities			
Repayment of borrowings	27(a)	(66,105)	(66,151)
Payments for principal portion of lease liabilities	27(b)	(23,578)	(29,389)
Transfers to reserve accounts	28	(139,700)	(850,665)
		<u>(229,383)</u>	<u>(946,205)</u>
Non-cash amounts excluded from financing activities	26(c)	(34,373)	0
Amount attributable to financing activities		<u>(107,883)</u>	<u>(594,305)</u>
MOVEMENT IN SURPLUS OR DEFICIT			
Surplus or deficit at the start of the financial year	26(d)	2,315,053	2,079,784
Amount attributable to operating activities		1,037,998	2,099,744
Amount attributable to investing activities		(666,261)	(1,270,170)
Amount attributable to financing activities		(107,883)	(594,305)
Surplus or deficit after imposition of general rates	26(d)	<u>2,578,907</u>	<u>2,315,053</u>

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

**SHIRE OF QUAIRADING
FOR THE YEAR ENDED 30 JUNE 2024
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**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

1. BASIS OF PREPARATION

The financial report of the Shire of Quairading which is a Class 4 local government comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board except for disclosure requirements of:

- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 140 Investment Property paragraph 75(f)
- AASB 1052 Disaggregated Disclosures paragraph 11
- AASB 1054 Australian Additional Disclosures paragraph 16

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 *Leases* which would have required the Shire to measure any vested improvements at zero cost.

The *Local Government (Financial Management) Regulations 1996* provide that:

- land and buildings classified as property, plant and equipment; or
- infrastructure; or
- vested improvements that the local government controls; and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 *Property, Plant and Equipment*, which would have required the Shire to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has 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.

Critical accounting estimates and judgements
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 amounts of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment - note 8
 - Infrastructure - note 9
- Expected credit losses on financial assets - note 5
- Measurement of employee benefits - note 15

Fair value hierarchy information can be found in note 24

The local government reporting entity
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 28 of the financial report.

Initial application of accounting standards
During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2021-2 *Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates*
- This standard resulted in terminology changes relating to material accounting policies (formerly referred to as significant accounting policies).

New accounting standards for application in future years
The following new accounting standards will have application to local government in future years:

- AASB 2014-10 *Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*
- AASB 2020-1 *Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-Current*
- AASB 2021-7c *Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]*
- AASB 2022-5 *Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback*
- AASB 2022-6 *Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants*

These amendments are not expected to have any material impact on the financial report on initial application.

- AASB 2022-10 *Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*

These amendments may result in changes to the fair value of non-financial assets. The impact is yet to be quantified.

- AASB 2023-1 *Amendments to Australian Accounting Standards - Supplier Finance Arrangements*

These amendments may result in additional disclosures in the case of applicable finance arrangements.

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of revenue recognition
Grants, subsidies and contributions	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Fees and charges - licences, registrations, approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	No refunds	On payment of the licence, registration or approval
Fees and charges - waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility
Fees and charges - sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	At point of sale
Other revenue - private works	Contracted private works	Single point in time	Monthly in arrears	None	At point of service

Consideration from contracts with customers is included in the transaction price.

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

For the year ended 30 June 2024

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	2,622,180	18,485	2,640,665
Grants, subsidies and contributions	137,268	0	0	2,317,915	2,455,183
Fees and charges	663,219	0	12,226	0	675,445
Interest revenue	0	0	32,800	189,926	222,726
Other revenue	80,648	0	0	378,354	459,002
Capital grants, subsidies and contributions	0	1,940,991	0	0	1,940,991
Total	881,135	1,940,991	2,667,206	2,904,680	8,394,012

For the year ended 30 June 2023

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	2,479,194	12,970	2,492,164
Grants, subsidies and contributions	64,355	0	0	2,955,692	3,020,047
Fees and charges	602,374	0	14,847	0	617,221
Interest revenue	0	0	17,865	141,513	159,378
Other revenue	55,018	0	0	325,048	380,066
Capital grants, subsidies and contributions	0	1,655,806	0	0	1,655,806
Total	721,747	1,655,806	2,511,906	3,435,223	8,324,682

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Note	2024 Actual \$	2023 Actual \$
Interest revenue		
Financial assets at amortised cost - self supporting loans	5	44
Interest on reserve account	163,975	118,253
Trade and other receivables overdue interest	32,800	17,865
Other interest revenue	25,946	23,216
	<u>222,726</u>	<u>159,378</u>
The 2024 original budget estimate in relation to: Trade and other receivables overdue interest was \$18,850.		
Fees and charges relating to rates receivable		
Charges on instalment plan	1,290	1,415
The 2024 original budget estimate in relation to: Charges on instalment plan was \$1,500.		
(b) Expenses		
Auditors remuneration		
- Audit of the Annual Financial Report	31,590	32,220
- Other services – grant acquittals	3,450	500
	<u>35,040</u>	<u>32,720</u>
Employee Costs		
Employee benefit costs	1,969,045	1,826,405
Other employee costs	295,712	294,126
	<u>2,264,757</u>	<u>2,120,531</u>
Finance costs		
Interest and financial charges paid/payable for lease liabilities and financial liabilities not at fair value through profit or loss	10,929	13,096
	<u>10,929</u>	<u>13,096</u>
Other expenditure		
Impairment losses on trade receivables	282	487
Write down of inventories to net realisable value	447,260	74,481
Sundry expenses	169,758	87,235
	<u>617,300</u>	<u>162,203</u>

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

3. CASH AND CASH EQUIVALENTS

Note	2024	2023
	\$	\$
Cash at bank and on hand	2,655,601	4,703,084
Term deposits	3,724,852	2,052,811
Total cash and cash equivalents	6,380,453	6,755,895
Held as		
- Unrestricted cash and cash equivalents	1,978,775	2,054,434
- Restricted cash and cash equivalents	4,401,678	4,701,461
	6,380,453	6,755,895

MATERIAL ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours notice with no loss of interest.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement and for which no liability has been recognised.

4. OTHER FINANCIAL ASSETS

Note	2024	2023
	\$	\$
(a) Current assets		
Financial assets at amortised cost	659,897	0
	659,897	0
Other financial assets at amortised cost		
Term deposits	659,897	0
	659,897	0
Held as		
- Unrestricted other financial assets at amortised cost	659,897	0
	659,897	0
(b) Non-current assets		
Financial assets at fair value through profit or loss	83,171	81,490
	83,171	81,490
Financial assets at fair value through profit or loss		
Units in Local Government House Trust - opening balance	81,490	77,804
Movement attributable to fair value increment	1,681	3,686
Units in Local Government House Trust - closing balance	83,171	81,490

MATERIAL ACCOUNTING POLICIES

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.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 24 (i)) due to the observable market rates).

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit or loss

The Shire has elected to classify the following financial assets at fair value through profit or loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has elected to recognise as fair value gains and losses through profit or loss.

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

5. TRADE AND OTHER RECEIVABLES

Note	2024	2023
	\$	\$
Current		
Rates and statutory receivables	279,317	247,385
Trade receivables	138,416	243,172
GST receivable	76,498	92,814
Allowance for credit losses of trade receivables	(1,063)	(781)
	493,168	582,590
Non-current		
Rates and statutory receivables	35,573	35,506
	35,573	35,506

Disclosure of opening and closing balances related to contracts with customers

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Note	30 June 2024 Actual	30 June 2023 Actual	1 July 2022 Actual
	\$	\$	\$
Contract assets	7 676,569	837,395	187,707
Allowance for credit losses of trade receivables	5 (1,063)	(781)	(294)
Total trade and other receivables from contracts with customers	675,506	836,614	187,413

MATERIAL ACCOUNTING POLICIES

Rates and statutory receivables

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations or for the construction of recognisable non financial assets as part of the ordinary course of business.

Other receivables

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers and amounts received as grants for the construction of recognisable non financial assets.

Measurement

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

6. INVENTORIES

Note	2024	2023
	\$	\$
Current		
Fuel and materials	8,674	10,828
Land held for resale		
Cost of acquisition	190,000	405,840
	<u>198,674</u>	<u>416,668</u>
Non-current		
Land held for resale		
Cost of acquisition	114,000	345,420
	<u>114,000</u>	<u>345,420</u>
The following movements in inventories occurred during the year:		
Balance at beginning of year	762,088	880,254
Inventories expensed during the year	(125,173)	(127,944)
Write down of inventories to net realisable value	2(b) (447,260)	(74,481)
Disposal of inventory	0	(50,000)
Additions to inventory	123,019	134,259
Balance at end of year	<u>312,674</u>	<u>762,088</u>

MATERIAL ACCOUNTING POLICIES

General

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.

Land held for resale (Continued)

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 Shire's intentions to release for sale.

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

7. OTHER ASSETS

	2024	2023
	\$	\$
Other assets - current		
Prepayments	63,741	7,435
Accrued income	45,685	22,330
Contract assets	<u>676,569</u>	<u>837,395</u>
	785,995	867,160

MATERIAL ACCOUNTING POLICIES

Contract assets

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Assets not subject to operating lease			Total Property					Plant and equipment		Total property, plant and equipment
	Land	Buildings - non-specialised	Buildings - specialised	Land	Buildings - non-specialised	Buildings - specialised	Work in progress	Total Property	Furniture and equipment	Plant and equipment	
Balance at 1 July 2022	1,295,370	2,110,632	12,871,750	1,295,370	2,110,632	12,871,750	255,519	16,533,271	124,375	4,364,834	21,022,480
Additions	0	0	44,445	0	0	44,445	0	44,445	81,699	209,500	335,644
Disposals	0	0	(11,965)	0	0	(11,965)	0	(11,965)	(20,293)	(62,871)	(95,129)
Revaluation increments / (decrements) transferred to revaluation surplus	(94,499)	479,024	2,712,029	(94,499)	479,024	2,712,029	0	3,096,554	0	0	3,096,554
Depreciation	0	(25,863)	(256,490)	0	(25,863)	(256,490)	0	(282,353)	(34,930)	(340,203)	(657,486)
Transfers	255,519	0	0	255,519	0	0	(255,519)	0	0	18,214	18,214
Balance at 30 June 2023	1,456,390	2,563,793	15,359,769	1,456,390	2,563,793	15,359,769	0	19,379,952	150,851	4,189,474	23,720,277
Comprises:											
Gross balance amount at 30 June 2023	1,456,390	2,563,793	15,359,769	1,456,390	2,563,793	15,359,769	0	19,379,952	285,136	6,123,767	25,788,855
Accumulated depreciation at 30 June 2023	0	0	0	0	0	0	0	0	(134,285)	(1,934,293)	(2,068,578)
Balance at 30 June 2023	1,456,390	2,563,793	15,359,769	1,456,390	2,563,793	15,359,769	0	19,379,952	150,851	4,189,474	23,720,277
Additions	0	0	91,803	0	0	91,803	11,203	103,006	35,442	366,714	505,162
Disposals	0	0	0	0	0	0	0	0	0	(157,273)	(157,273)
Depreciation	0	(36,097)	(308,514)	0	(36,097)	(308,514)	0	(344,611)	(41,134)	(364,472)	(750,217)
Transfers	0	0	86,000	0	0	86,000	0	86,000	17,503	17,052	120,555
Balance at 30 June 2024	1,456,390	2,527,696	15,229,058	1,456,390	2,527,696	15,229,058	11,203	19,224,347	162,662	4,051,495	23,438,504
Comprises:											
Gross balance amount at 30 June 2024	1,456,390	2,563,793	15,537,572	1,456,390	2,563,793	15,537,572	11,203	19,568,958	338,081	6,307,576	26,214,615
Accumulated depreciation at 30 June 2024	0	(36,097)	(308,514)	0	(36,097)	(308,514)	0	(344,611)	(175,419)	(2,256,081)	(2,776,111)
Balance at 30 June 2024	1,456,390	2,527,696	15,229,058	1,456,390	2,527,696	15,229,058	11,203	19,224,347	162,662	4,051,495	23,438,504

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value - as determined at the last valuation date					
Land and buildings					
Land	2	Market approach using recent observable market data for similar properties	Independent registered valuers	June 2023	Price per hectare
Buildings - non-specialised	2	Market approach using recent observable market data for similar properties	Independent registered valuers	June 2023	Price per square metre
Buildings - specialised	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2023	Improvements to land using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.					
During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs. The valuation techniques applied to property subject to lease was the same as that applied to property not subject to lease.					
(ii) Cost					
Furniture and equipment	3	N/A	Cost	N/A	N/A
Plant and equipment	3	N/A	Cost	N/A	N/A

**SHIRE OF QUAIRADING
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FOR THE YEAR ENDED 30 JUNE 2024**

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Infrastructure - footpaths	Infrastructure - bridges	Infrastructure - other community & recreation facilities	Infrastructure - work in progress	Total Infrastructure
	\$	\$	\$	\$	\$	\$
Balance at 1 July 2022	73,069,421	594,210	9,181,436	4,952,739	110,376	87,908,182
Additions	1,914,608	32,079	0	21,121	752,329	2,720,137
Revaluation increments / (decrements) transferred to revaluation surplus	9,246,265	10,582	1,709,700	1,002,711	0	11,969,258
Depreciation	(1,850,317)	(34,911)	(156,058)	(360,468)	0	(2,401,754)
Transfers	0	0	0	(18,214)	0	(18,214)
Balance at 30 June 2023	<u>82,379,977</u>	<u>601,960</u>	<u>10,735,078</u>	<u>5,597,889</u>	<u>862,705</u>	<u>100,177,609</u>
Comprises:						
Gross balance at 30 June 2023	102,914,014	1,219,564	18,934,298	9,112,380	862,705	133,042,961
Accumulated depreciation at 30 June 2023	(20,534,037)	(617,604)	(8,199,220)	(3,514,491)	0	(32,865,352)
Balance at 30 June 2023	<u>82,379,977</u>	<u>601,960</u>	<u>10,735,078</u>	<u>5,597,889</u>	<u>862,705</u>	<u>100,177,609</u>
Additions	1,436,460	0	0	802,539	0	2,238,999
Depreciation	(2,125,515)	(32,819)	(181,888)	(300,612)	0	(2,640,834)
Transfers	0	0	0	742,150	(862,705)	(120,555)
Balance at 30 June 2024	<u>81,690,922</u>	<u>569,141</u>	<u>10,553,190</u>	<u>6,841,966</u>	<u>0</u>	<u>99,655,219</u>
Comprises:						
Gross balance at 30 June 2024	104,350,475	1,219,564	18,934,299	10,657,069	0	135,161,407
Accumulated depreciation at 30 June 2024	(22,659,553)	(650,423)	(8,381,109)	(3,815,103)	0	(35,506,188)
Balance at 30 June 2024	<u>81,690,922</u>	<u>569,141</u>	<u>10,553,190</u>	<u>6,841,966</u>	<u>0</u>	<u>99,655,219</u>

**SHIRE OF QUAIRADING
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9. INFRASTRUCTURE (Continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value - as determined at the last valuation date					
Infrastructure - roads	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - footpaths	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - bridges	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - other community & recreation facilities	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

**SHIRE OF QUAIRADING
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FOR THE YEAR ENDED 30 JUNE 2024**

10. FIXED ASSETS

(a) Depreciation

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	25 - 95 years
Furniture and equipment	5 - 40 years
Plant and equipment	4 - 40 years
Unsealed Roads	
- Aggregate Surfaces	15 - 20 years
- Asphalt Surfaces	15 - 20 Years
- Pavement Surfaces	12 - 16 Years
Drainage Systems	60 - 100 Years
Clearing & Formation	Not Depreciated
Culverts/Floodways	60 - 100 Years
Concrete Footpaths	40 - 65 Years
Footpaths Other	15 - 65 Years
Kerbing	60 - 100 Years
Bridges	80 - 175 Years
Other Infrastructure	10 - 175 years
Right-of-use Assets	Based on the remaining lease term

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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10. FIXED ASSETS (Continued)

MATERIAL ACCOUNTING POLICIES

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

Revaluation

Land and buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls and measured at reportable value, are only required to be revalued every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on land vested in the Shire.

Whilst the regulatory framework only requires a revaluation to occur every five years, it also provides for the Shire to revalue earlier if it chooses to do so.

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity.

Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Depreciation on revaluation

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset.
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Impairment

In accordance with *Local Government (Financial Management) Regulations 17A(4C)*, the Shire is not required to comply with *AASB 136 Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains or losses on disposal

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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11. LEASES

(a) Right-of-Use Assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.	Right-of-use assets -	
	plant and equipment	Right-of-use assets Total
	Note	
Balance at 1 July 2022		
		\$
		\$
Depreciation		
Balance at 30 June 2023		
Gross balance amount at 30 June 2023		
Accumulated depreciation at 30 June 2023		
Balance at 30 June 2023		
Additions		
Depreciation		
Balance at 30 June 2024		
Gross balance amount at 30 June 2024		
Accumulated depreciation at 30 June 2024		
Balance at 30 June 2024		

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the Shire is the lessee:

	2024 Actual	2023 Actual
	\$	\$
Depreciation on right-of-use assets	(24,867)	(29,272)
Finance charge on lease liabilities	(532)	(442)
Total amount recognised in the statement of comprehensive income	(25,399)	(29,714)
Total cash outflow from leases	(24,110)	(29,831)
(b) Lease Liabilities		
Current	11,047	20,898
Non-current	20,646	0
	27(b) 31,693	20,898

The Shire has three leases relating to plant and equipment. Two leases have a term of 3 years and one has a term of 4 years.

Secured liabilities and assets pledged as security

Lease liabilities are effectively secured, as the rights to the leased assets recognised in the financial statements revert to the lessor in the event of default.

MATERIAL ACCOUNTING POLICIES

Leases

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Details of individual lease liabilities required by regulations are provided at Note 27(b).

Right-of-use assets - measurement

Right-of-use assets are measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not recognised in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 10 under revaluation for details on the material accounting policies applying to vested improvements.

Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

**SHIRE OF QUAIRADING
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11. LEASES (Continued)

(c) Lessor - Property, Plant and Equipment Subject to Lease

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.

Less than 1 year
1 to 2 years
2 to 3 years

	2024 Actual	2023 Actual
	\$	\$
	51,126	41,472
	39,611	39,508
	392	34,745
	74,253	115,725
Amounts recognised in profit or loss for Property, Plant and Equipment Subject to Lease		
Rental income	56,895	46,455

Amounts recognised in profit or loss for Property, Plant and Equipment Subject to Lease

The Shire leases houses to staff and aged persons with rentals payable monthly. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets. The staff houses are not considered investment property as they are leased for use in the supply of services to the community. The aged persons housing are considered a joint operation and are not considered investment property as the primary purpose is provision of community housing.

Lease payments for some contracts include CPI increases, but there are no other variable lease payments that depend on an index or rate. Although the Shire is exposed to changes in the residual value at the end of the current leases, the Shire typically enters into new operating leases and therefore will not immediately realise any reduction in residual value at the end of these leases. Expectations about the future residual values are reflected in the fair value of the properties.

MATERIAL ACCOUNTING POLICIES

The Shire as Lessor

Upon entering into each contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the Shire applies AASB 15 *Revenue from Contracts with Customers* to allocate the consideration under the contract to each component.

**SHIRE OF QUAIRADING
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12. TRADE AND OTHER PAYABLES

Current

Sundry creditors
Prepaid rates
Accrued payroll liabilities
ATO liabilities
Bonds and deposits held
Accrued interest
Accrued expenditure
Income received in advance

	2024	2023
	\$	\$
Sundry creditors	1,121,125	977,943
Prepaid rates	61,978	56,942
Accrued payroll liabilities	76,255	101,480
ATO liabilities	39,359	43,184
Bonds and deposits held	51,392	96,496
Accrued interest	1,148	2,688
Accrued expenditure	48,410	3,547
Income received in advance	390	780
	1,400,057	1,283,060

MATERIAL ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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 usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that have not been refunded.

**SHIRE OF QUAIRADING
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13. OTHER LIABILITIES

	2024	2023
	\$	\$
Current		
Contract liabilities	68,952	37,618
Capital grant/contributions liabilities	169,695	473,908
	<u>238,647</u>	<u>511,526</u>
Reconciliation of changes in contract liabilities		
Opening balance	37,618	1,750
Additions	68,952	37,618
Revenue from contracts with customers included as a contract liability at the start of the period	(37,618)	(1,750)
	<u>68,952</u>	<u>37,618</u>
<p>The aggregate amount of the performance obligations unsatisfied (or partially unsatisfied) in relation to these contract liabilities was \$68,952 (2023: \$37,618)</p> <p>The Shire expects to satisfy the performance obligations, from contracts with customers unsatisfied at the end of the reporting period, within the next 12 months.</p>		
Reconciliation of changes in capital grant/contribution liabilities		
Opening balance	473,908	471,530
Additions	169,695	473,908
Revenue from capital grant/contributions held as a liability at the start of the period	(473,908)	(471,530)
	<u>169,695</u>	<u>473,908</u>
Expected satisfaction of capital grant/contribution liabilities		
Less than 1 year	169,695	473,908
	<u>169,695</u>	<u>473,908</u>

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

MATERIAL ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital grant/contribution liabilities

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

Fair values for non-current capital grant/contribution liabilities, not expected to be extinguished within 12 months, are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

**SHIRE OF QUAIRADING
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FOR THE YEAR ENDED 30 JUNE 2024**

14. BORROWINGS

	Note	2024			2023		
		Current	Non-current	Total	Current	Non-current	Total
Secured		\$	\$	\$	\$	\$	\$
Debentures		67,898	209,720	277,618	66,106	277,617	343,723
Total secured borrowings	27(a)	67,898	209,720	277,618	66,106	277,617	343,723

Secured liabilities and assets pledged as security

Debentures, bank overdrafts and bank loans are secured by a floating charge over the assets of the Shire of Quairading. Other loans relate to transferred receivables. Refer to Note 5.

The Shire of Quairading has complied with the financial covenants of its borrowing facilities during the 2024 and 2023 years.

MATERIAL ACCOUNTING POLICIES

Borrowing costs

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

Risk

Details of individual borrowings required by regulations are provided at Note 27(a).

**SHIRE OF QUAIRADING
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15. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions	2024	2023
	\$	\$
Current provisions		
Employee benefit provisions		
Annual leave	120,960	129,164
Long service leave	33,441	34,533
	<u>154,401</u>	<u>163,697</u>
Employee related other provisions		
Employment on-costs	21,684	21,000
	<u>21,684</u>	<u>21,000</u>
Total current employee related provisions	<u>176,085</u>	<u>184,697</u>
Non-current provisions		
Employee benefit provisions		
Long service leave	31,139	24,681
	<u>31,139</u>	<u>24,681</u>
Employee related other provisions		
Employment on-costs	4,443	3,214
	<u>4,443</u>	<u>3,214</u>
Total non-current employee related provisions	<u>35,582</u>	<u>27,895</u>
Total employee related provisions	<u>211,667</u>	<u>212,592</u>

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

MATERIAL ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

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 statement of financial position.

Other long-term employee benefits

Long-term employee benefits provisions 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 remeasurements 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.

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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16. REVALUATION SURPLUS

	2024	Total	2024	2023	Total	2023
	Opening	Movement on	Closing	Opening	Movement on	Closing
	Balance	Revaluation	Balance	Balance	Revaluation	Balance
	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land - freehold land	918,020	0	918,020	1,012,519	(94,499)	918,020
Revaluation surplus - Buildings	10,706,094	0	10,706,094	7,515,041	3,191,053	10,706,094
Revaluation surplus - Furniture and equipment	20,568	0	20,568	20,568	0	20,568
Revaluation surplus - Plant and equipment	53,677	0	53,677	53,677	0	53,677
Revaluation surplus - Infrastructure - roads	56,645,915	0	56,645,915	47,399,650	9,246,265	56,645,915
Revaluation surplus - Infrastructure - footpaths	374,446	0	374,446	363,864	10,582	374,446
Revaluation surplus - Infrastructure - bridges	11,637,670	0	11,637,670	9,927,970	1,709,700	11,637,670
Revaluation surplus - Infrastructure - other community & recreation facilities	3,285,917	0	3,285,917	2,283,206	1,002,711	3,285,917
	83,642,307	0	83,642,307	68,576,495	15,065,812	83,642,307

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

17. RESTRICTIONS OVER FINANCIAL ASSETS

	Note	2024 Actual \$	2023 Actual \$
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3	4,401,678	4,701,461
		<u>4,401,678</u>	<u>4,701,461</u>
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	28	4,111,639	4,093,439
Contract liabilities	13	68,952	37,618
Capital grant liabilities	13	169,695	473,908
Bonds and deposits held	12	51,392	96,496
Total restricted financial assets		<u>4,401,678</u>	<u>4,701,461</u>

18. UNDRAWN BORROWING FACILITIES AND CREDIT STANDBY ARRANGEMENTS

Credit card limit		20,000	17,000
Credit card balance at balance date		(1,822)	(6,091)
Total amount of credit unused		<u>18,178</u>	<u>10,909</u>
Loan facilities			
Loan facilities - current		67,898	66,106
Loan facilities - non-current		209,720	277,617
Total facilities in use at balance date		<u>277,618</u>	<u>343,723</u>
Unused loan facilities at balance date		0	0

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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19. CONTINGENT LIABILITIES

In compliance with the Contaminated Sites Act 2003 Section 11, the Shire of Quairading has identified the following sites to be possible sources of contamination:

- Airstrip (Historic; small agricultural chemical spill)
- Fuel Tanks at Works Depot (Current; recent test showed no leak in fuel tank)
- Old Community Sheep Dip at Doodenanning (Historic; unassessed)

Until the Shire conducts an investigation to determine the presence and scope of contamination, assess the risk, and agree with the Department of Environment Regulation on the need and criteria for remediation of a risk based approach, the Shire is unable to estimate the potential costs associated with remediation of these sites. This approach is consistent with the Department of Environment Regulation Guidelines.

20. CAPITAL COMMITMENTS

	2024	2023
	\$	\$
Contracted for:		
- capital expenditure projects	105,244	122,375
Payable:		
- not later than one year	105,244	122,375

The Capital expenditure projects outstanding at the end of the current reporting period is the bitumen seal of the Quairading - Corrigin Road.

The capital expenditure projects outstanding at the end of the previous year represent is the Kwirradling Koort Community Park.

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

21. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

Fees, expenses and allowances to be paid or reimbursed to elected council members.

Note	2024 Actual	2024 Budget	2023 Actual
	\$	\$	\$
President's annual allowance	1,100	1,100	526
President's meeting attendance fees	6,465	5,780	5,741
	7,565	6,880	6,267
Deputy President's meeting attendance fees	4,378	3,195	3,122
	4,378	3,195	3,122
All other council member's meeting attendance fees	18,558	14,135	14,042
	18,558	14,135	14,042
21(b)	30,501	24,210	23,431

(b) Key Management Personnel (KMP) Compensation

The total of compensation paid to KMP of the Shire during the year are as follows:

Short-term employee benefits	628,981	631,324
Post-employment benefits	66,382	63,422
Employee - other long-term benefits	19,546	16,536
Employee - termination benefits	25,263	39,590
Council member costs	30,501	23,431
21(a)	770,673	774,303

Short-term employee benefits

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent annual leave and long service leave entitlements accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Council member costs

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

21. RELATED PARTY TRANSACTIONS

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

	2024 Actual	2023 Actual
	\$	\$
Sale of goods and services	9,611	642
Payment of council member costs	30,501	23,431
Amounts outstanding from related parties:		
Trade and other receivables	2,104	1,904
Amounts payable to related parties:		
Trade and other payables	5,884	5,667

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the Shire, directly or indirectly, including any council member, are considered key management personnel and are detailed in Notes 21(a) and 21(b).

ii. Other Related Parties

Short-term employee benefits related to an associate person of the CEO who was employed by the Shire under normal employment terms and conditions.

Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

iii. Entities subject to significant influence by the Shire

There were no such entities requiring disclosure during the current or previous year.

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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22. JOINT ARRANGEMENTS

Share of joint operations

The Shire of Quairading has participated in a joint venture with Homeswest for the construction of two three bedroom duplex units in Suburban Road, Quairading. The provision of this housing aims to provide accommodation for low income families.

The Shire of Quairading has a 18.95% interest in the assets and liabilities of this joint venture.

Council manages the operation of the joint venture under the auspices of Homeswest.

All revenue and expenses of the joint venture are recognised in the relevant financial statements of Council.

Statement of Financial Position

Land and Buildings
Accumulated depreciation
Total assets

	2024 Actual	2023 Actual
	\$	\$
Land and Buildings	97,543	97,543
Accumulated depreciation	(1,264)	0
Total assets	96,279	97,543
Statement of Comprehensive Income		
Other revenue	14,988	6,156
Other expense	(16,408)	(20,527)
Profit/(loss) for the period	(1,420)	(14,371)
Other comprehensive income	0	17,571
Total comprehensive income for the period	(1,420)	3,200

MATERIAL ACCOUNTING POLICIES

Joint operations

A joint operation is a joint arrangement where the Shire has joint control with two or more parties to the joint arrangement. All parties to joint arrangement have rights to the assets, and obligations for the liabilities relating to the arrangement.

Assets, liabilities, revenues and expenses relating to the Shire's interest in the joint operation are accounted for in accordance with the relevant Australian Accounting Standard.

**SHIRE OF QUAIRADING
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FOR THE YEAR ENDED 30 JUNE 2024**

23. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

The Shire does not have any subsequent events after balance sheet date.

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

24. OTHER MATERIAL ACCOUNTING POLICIES

a) Goods and services tax (GST)

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.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest revenue

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy

AASB 13 *Fair Value Measurement* requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

ii) Impairment of assets

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount except for non-financial assets that are:

- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 10.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116 *Property, Plant and Equipment*) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

SHIRE OF QUAIRADING
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2024

25. RATING INFORMATION

(a) General Rates

RATE TYPE Rate Description	Basis of valuation	Rate in \$	Number of Properties	2023/24 Actual Rateable Value*	2023/24 Actual Rate Revenue	2023/24 Actual Interim Rates	2023/24 Actual Total Revenue	2023/24 Budget Rate Revenue	2023/24 Budget Interim Rate	2023/24 Budget Total Revenue	2022/23 Actual Total Revenue
Residential	Gross rental valuation	0.153020	316	2,567,764	392,919	(267)	392,652	392,919	0	392,919	371,764
Industrial	Gross rental valuation	0.153020	22	280,765	42,963	0	42,963	42,963	0	42,963	40,999
Commercial	Gross rental valuation	0.153020	11	248,376	38,006	0	38,006	38,006	0	38,006	35,960
Rural	Unimproved valuation	0.008259	359	249,782,000	2,062,950	(1,511)	2,061,439	2,062,950	0	2,062,950	1,951,591
Non-Rateable	Gross rental valuation	0.000000	232	294,438	0	0	0	0	0	0	0
Total general rates			940	253,173,343	2,536,838	(1,778)	2,535,060	2,536,838	0	2,536,838	2,400,314
Minimum payment			Minimum Payment \$								
Residential	Gross rental valuation	720	61	62,032	43,920	0	43,920	43,920	0	43,920	41,480
Industrial	Gross rental valuation	720	7	9,115	5,040	0	5,040	5,040	0	5,040	3,400
Commercial	Gross rental valuation	720	0	0	0	0	0	0	0	0	0
Rural	Unimproved valuation	720	53	2,200,062	38,160	0	38,160	38,160	0	38,160	34,000
Total minimum payments			121	2,271,209	87,120	0	87,120	87,120	0	87,120	76,880
Total general rates and minimum payments			1,061	255,444,552	2,623,958	(1,778)	2,622,180	2,623,958	0	2,623,958	2,479,194
Ex-gratia Rates			Rate in \$								
CBH Receptival Bin	Tonnage	0.046436	1	398,070	18,485	0	18,485	18,485	0	18,485	12,970
Total amount raised from rates (excluding general rates)			1	398,070	18,485	0	18,485	18,485	0	18,485	12,970
Total Rates							2,640,665			2,642,443	2,492,164
Rate instalment interest							2,409			3,000	2,239
Rate overdue interest							30,391			15,850	15,626

The rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

*Rateable Value at time of raising of rate.

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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26. DETERMINATION OF SURPLUS OR DEFICIT

Note	2023/24 (30 June 2024 Carried Forward) \$	2023/24 Budget (30 June 2024 Carried Forward) \$	2022/23 (30 June 2023 Carried Forward) \$
(a) Non-cash amounts excluded from operating activities			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .			
Adjustments to operating activities			
Less: Profit on asset disposals	(6,909)	(42,582)	(24,899)
Less: Movement in liabilities associated with restricted cash	5,846	3,557	4,666
Less: Fair value adjustments to financial assets at fair value through profit or loss	(1,681)		(3,686)
Add: Loss on disposal of assets	27,273	75,359	42,010
Add: Impairment of Plant and Equipment	8(a) 0	0	0
Add: Depreciation	10(a) 3,415,918	3,152,353	3,088,512
Non-cash movements in non-current assets and liabilities:			
Pensioner deferred rates	(67)	0	(4,875)
Employee benefit provisions	7,687	0	7,604
Inventory	447,260	0	74,481
Non-cash amounts excluded from operating activities	3,895,327	3,188,687	3,183,813
(b) Non-cash amounts excluded from investing activities			
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .			
Adjustments to investing activities			
Right of use assets received - non cash	11(a) 34,373	0	0
Non-cash amounts excluded from investing activities	34,373	0	0
(c) Non-cash amounts excluded from financing activities			
The following non-cash revenue or expenditure has been excluded from amounts attributable to financing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .			
Adjustments to financing activities			
Non cash proceeds from new leases	27(b) (34,373)	0	0
Non-cash amounts excluded from financing activities	(34,373)	0	0
(d) Surplus or deficit after imposition of general rates			
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.			
Adjustments to net current assets			
Less: Reserve accounts	28 (4,111,639)	(3,224,614)	(4,093,439)
Less: Financial assets at amortised cost			
Less: Current assets not expected to be received at end of year			
- Land held for resale	6 (190,000)	(50,000)	(405,840)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	14 67,898	0	66,106
- Current portion of lease liabilities	11(b) 11,047	31,797	20,898
- Employee benefit provisions	177,148	174,859	171,302
Total adjustments to net current assets	(4,045,546)	(3,067,958)	(4,240,973)
Net current assets used in the Statement of Financial Activity			
Total current assets	8,518,187	4,585,395	8,622,313
Less: Total current liabilities	(1,893,734)	(1,487,247)	(2,066,287)
Less: Total adjustments to net current assets	(4,045,546)	(3,067,958)	(4,240,973)
Surplus or deficit after imposition of general rates	2,578,907	30,190	2,315,053

**SHIRE OF QUAIRADING
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27. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual						Budget				
		Principal at 1 July 2022	New Loans During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023	New Loans During 2023-24	Principal Repayments During 2023-24	Principal at 30 June 2024	Principal at 1 July 2023	New Loans During 2023-24	Principal Repayments During 2023-24	Principal at 30 June 2024
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Depot Building		293,539	0	(49,813)	243,726	0	(51,338)	192,388	193,914	0	(49,813)	144,101
Park Cottages		114,548	0	(14,551)	99,997	0	(14,767)	85,230	85,445	0	(14,551)	70,894
Total		408,087	0	(64,364)	343,723	0	(66,105)	277,618	279,359	0	(64,364)	214,995
Self Supporting Loans												
Golf Club		1,787	0	(1,787)	0	0	0	0	0	0	0	0
Total Self Supporting Loans		1,787	0	(1,787)	0	0	0	0	0	0	0	0
Total Borrowings	14	409,874	0	(66,151)	343,723	0	(66,105)	277,618	279,359	0	(64,364)	214,995

Self supporting loans are financed by payments from third parties. These are shown in Note 4 as other financial assets at amortised cost. All other loan repayments were financed by general purpose revenue.

Borrowing Finance Cost Payments

Purpose	Loan Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2024	Budget for year ending 30 June 2024	Actual for year ending 30 June 2023
Depot Building	118	WATC*	3.04%	15/07/2027	(8,398)	(10,647)	(10,279)
Park Cottages	119	WATC*	1.49%	9/06/2029	(1,999)	(2,431)	(2,317)
Total					(10,397)	(13,078)	(12,596)
Self Supporting Loans Finance Cost Payments							
Golf Club	117	WATC*	4.08%	5/08/2023	0	(5)	(58)
Total Self Supporting Loans Finance Cost Payments					0	(5)	(58)
Total Finance Cost Payments					(10,397)	(13,083)	(12,654)

* WA Treasury Corporation

**SHIRE OF QUAIRADING
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27. BORROWING AND LEASE LIABILITIES (Continued)

(b) Lease Liabilities

Purpose	Note	Actual							Budget			
		Principal at 1 July 2022	New Leases During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023	New Leases During 2023-24	Principal Repayments During 2023-24	Principal at 30 June 2024	Principal at 1 July 2023	New Leases During 2023-24	Principal Repayments During 2023-24	Principal at 30 June 2024
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
CESM Vehicle		43,647	0	(26,092)	17,555	0	(17,555)	0	17,555	0	(17,555)	0
Canon Copier		6,640	0	(3,297)	3,343	0	(3,343)	0	3,335	0	(3,335)	0
Gym Equipment		0	0	0	0	34,373	(2,680)	31,693	0	0	(10,907)	(10,907)
Total Lease Liabilities	11(b)	50,287	0	(29,389)	20,898	34,373	(23,578)	31,693	20,890	0	(31,797)	(10,907)

Lease Finance Cost Payments

Purpose	Lease Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2024	Budget for year ending 30 June 2024	Actual for year ending 30 June 2023	Lease Term
					\$	\$	\$	
CESM Vehicle	2	Summit Fleet	1.10%	15/02/2024	(73)	(72)	(349)	36 Months
Canon Copier	3	Canon Finance	1.40%	20/05/2024	(47)	(93)	(93)	48 Months
Gym Equipment	5	Maia Financial	4.95%	1/01/2027	(412)	0	0	48 Months
Total Finance Cost Payments					(532)	(165)	(442)	

**SHIRE OF QUAIRADING
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28. RESERVE ACCOUNTS	2024	2024	2024	2024	2024	2024	2024	2024	2023	2023	2023	2023
	Actual Opening Balance	Actual Transfer to	Actual Transfer (from)	Actual Closing Balance	Budget Opening Balance	Budget Transfer to	Budget Transfer (from)	Budget Closing Balance	Actual Opening Balance	Actual Transfer to	Actual Transfer (from)	Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by council												
(a) Long Service Leave Reserve	171,302	5,846	0	177,148	171,302	3,557	0	174,859	166,636	4,666	0	171,302
(b) Building Reserve	925,026	31,569	(15,000)	941,595	925,026	19,208	(430,000)	514,234	972,784	27,242	(75,000)	925,026
(c) Furniture, Fittings & Equipment Reserve	72,254	2,466	(50,000)	24,720	72,254	1,500	(10,000)	63,754	114,060	3,194	(45,000)	72,254
(d) Plant Reserve	779,334	26,587	(56,500)	749,431	779,333	151,183	(478,000)	452,516	740,497	270,737	(231,900)	779,334
(e) Health Reserve	99,576	3,398	0	102,974	99,576	2,068	0	101,644	48,225	51,351	0	99,576
(f) Swimming Pool Reserve	20,278	692	0	20,970	20,278	421	0	20,699	264	20,014	0	20,278
(g) Sustainable Environment Reserve	171,413	5,850	0	177,263	171,412	3,559	0	174,971	166,743	4,670	0	171,413
(h) Town Planning & Development Reserve	72,049	2,459	0	74,508	72,050	1,496	0	73,546	2,000	70,049	0	72,049
(i) HomesWest Joint Venture Housing Reserve	5,425	185	0	5,610	5,425	113	0	5,538	5,277	148	0	5,425
(j) Road Infrastructure Reserve	550,929	18,802	0	569,731	550,929	11,440	(85,675)	476,694	428,918	122,011	0	550,929
(k) Rec Centre Multi Purpose Precinct Reserve	538,610	18,382	0	556,992	538,611	11,184	0	549,795	378,024	160,586	0	538,610
(l) Building Renewal Reserve	125,739	4,291	0	130,030	125,739	2,611	0	128,350	122,314	3,425	0	125,739
(m) Independent Living Reserve	561,504	19,163	0	580,667	561,504	11,660	(85,150)	488,014	448,932	112,572	0	561,504
	4,093,439	139,700	(121,500)	4,111,639	4,093,439	220,000	(1,088,825)	3,224,614	3,594,674	850,665	(351,900)	4,093,439

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of reserve account	Purpose of the reserve account
Restricted by council	
(a) Long Service Leave Reserve	To be used to fund future Employee Leave requirements.
(b) Building Reserve	To be used to Develop and Upgrade Council Infrastructure and Building Assets.
(c) Furniture, Fittings & Equipment Reserve	To be used in funding the various furniture, fittings and equipment installed in Council buildings and for the purchase of IT Hardware and Software.
(d) Plant Reserve	To be used to assist in funding the purchase of major plant items.
(e) Health Reserve	To be used to assist in funding the improvement of Medical Services and Facilities.
(f) Swimming Pool Reserve	To be used to assist in funding future major capital/upgrade works at the Quairading Memorial Swimming Pool.
(g) Sustainable Environment Reserve	To be used to assist in funding projects and initiatives which foster a sustainable environment. Such areas include waste management, recycling, water usage, gravel supplies, energy conservation and environmentally sustainable projects.
(h) Town Planning & Development Reserve	To be used to assist in funding of planning and implementation of the development of Council land and the purchase of land for future development.
(i) HomesWest Joint Venture Housing Reserve	To be used to assist with compliance with Council's Joint Venture Agreement held with the State Housing Commission and to provide funds for the maintenance, management and improvement of the Joint Venture Units.
(j) Road Infrastructure Reserve	To be used towards road infrastructure projects including replacement of culverts and bridges.
(k) Rec Centre Multi Purpose Precinct Reserve	To be used in providing assistance in the future redevelopment and capital upgrade works at the Multi Purpose Precinct.
(l) Building Renewal Reserve	To be used to fund the maintenance and renewal of Councils Building assets.
(m) Independent Living Reserve	To be used to fund the development of Independent Living Units.



Our Ref: F21/69

Ms Jo Haythornthwaite
President
Shire of Quairading
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QUAIRADING WA 6383

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Mail to: Perth BC
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PERTH WA 6849

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Email: crhaythornthwaite@quairading.wa.gov.au

Dear Ms Haythornthwaite

ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2024

The Office has completed the audit of the annual financial report for your local government. In accordance with section 7.12AD (2) of the *Local Government Act 1995*, we enclose the Auditor General's auditor's report, together with the audited annual financial report.

We have also forwarded the reports to the CEO and the Minister for Local Government, as required by the Act.

The CEO is required to publish the annual report, including the auditor's report and the audited financial report, on your Shire's official website within 14 days after the annual report has been accepted by your Council.

Management control issues

While the result of the audit was generally satisfactory, I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the audit. These matters have been discussed with management and their comments have been included in the attachment.

Please note that the purpose of our audit was to express an opinion on the financial report. The audit included consideration of internal control relevant to the preparation of the financial report in order to design audit procedures that were appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control.

An audit is not designed to identify all internal control deficiencies that may require management attention. The matters being reported are limited to those deficiencies that have been identified during the audit that are of sufficient importance to warrant being reported. It is possible that other irregularities and deficiencies may have occurred and not been identified as a result of our audit.

The date the financial statements submitted by your entity and considered to be of audit ready quality is 4 October 2024. This date will be reported in our local government sector audit results report to be tabled in Parliament. I am providing this date for completeness of our Office's procedural fairness process.

If you have any queries in relation to this date, please contact me on 6557 7552 within 14 days of the date of this letter. If we do not hear from you, we will take this as confirmation of the date.

This letter has been provided for the purposes of the Shire and the Minister for Local Government and may not be suitable for other purposes.

I would like to take this opportunity to thank you, the management and the staff of the Shire for their cooperation with the audit team during our audit.



Yours sincerely,



Cait McGowan
Director
Financial Audit
4 December 2024

Attach

9.1.2 Information Technology Change Management Policy

Responsible Officer	Natalie Ness, Chief Executive Officer
Reporting Officer	Tricia Brown, Executive Manager, Corporate Services
Attachments	1. Attachment (i) Information Technology Change Management Policy DRAFT ↓  2. Attachment (ii) Annexure A - Change Management Form ↓ 
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

Committee Recommendation ARC 019-24/25

The Audit & Risk Committee recommends to Council, that Council endorse the Information Technology Change Management Policy (Attachment (i)).

IN BRIEF

- The 2023-2024 Audit was finalised on the 4th December 2024 following an Audit Exit Meeting on the 22nd November 2024 between AMD, the Office of the Auditor General, Cr Haythornthwaite, Cr Stacey and Shire Staff.

BACKGROUND

As part of the 2023-2024 Interim audit AMD (the auditors) noted:

- There is no formal change management policy in place which is crucial for controlling and tracking changes to IT Systems and Infrastructure.

This rating was considered Significant.

Implications noted:

- The absence of a formal change management policy makes it difficult to track and control changes to IT systems and infrastructure, increasing the risk of unintended consequences and disruptions to operations.

The Auditors Recommendation:

- Establish and implement a formal change management policy to track and control changes to IT systems and infrastructure, minimising potential disruptions.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Audit) Regulations 1996

Australian Accounting Standards

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

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:

3.2 Governance, Financial and Compliance Risks: Cybersecurity and Data Protection

RISK ASSESSMENT

	Option 1
Financial	Low <i>Cost of the audit is included in the budget. The audit's purpose is not to uncover any financial fraud, however having strong financial processes in place reduce the risk to council.</i>
Health	Low
Reputation	Low <i>Compliant with legislative requirements. Failure to complete the annual financial audit would lead to increased reputational risk and possible actions by the OAG.</i>
Operations	Moderate <i>Operational impact is minimal in reporting progress on audit findings, however the operational impact of not closing findings would be significantly higher if conditions escalated.</i>
Natural Environment	Low

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

COMMENT

The CEO and EMCS will continue to report on progress of audit findings through the Audit Progress Register that is submitted to the Audit and Risk Committee and recommended to Council.

Representatives from the OAG and AMD attended the December OCM, 12th December 2024, to present to Council their findings and opinion on the 2023-2024 Audit.



INFORMATION TECHNOLOGY CHANGE MANAGEMENT POLICY

PURPOSE

The purpose of this Information Technology Change Management Policy is to establish the framework and guidelines for managing changes to information technology (IT) systems, applications, and infrastructure. It aims to ensure that changes are implemented in a controlled, efficient and transparent manner, with minimal disruption to services and operations.

OBJECTIVE

This policy applies to all IT change requests, submitted by employees, contractors, or third-party vendors within the organisation and changes deemed necessary and worthwhile by IT Services. It covers, but is not limited to, changes to hardware, software, applications, databases, networks, CCTV, mobile devices, security, and other IT components.

POLICY

This policy applies to all employees, contractors, third-party vendors and Elected Members.

APPLICATION – CHANGE REQUEST PROCESS

All IT change requests must be made through a formal change request process. This process should include the following steps:

- i. Request Initiation: The requester must submit a formal change request, providing a detailed description of the proposed change and the reason for the change. The request itself must be in writing on the designated IT Change Request Form and sent to the Executive Manager Corporate Services but must have a minimum of manager level of approval.
- ii. Change Review: The change requested should be reviewed by the requester's Executive Manager to determine its feasibility, impact and potential risks.
- iii. Change Approval: Once the review is complete, the Executive Manager Corporate Services will approve or deny the change request based on its potential impact on IT systems, processes, financial considerations, and operations.
- iv. Change Implementation: The Executive Manager Corporate Services will execute the change internally or via approved external IT Services.
- v. Monitor and Review: The Executive Manager Corporate Services will regularly review the change requirements to ensure relevance.

CHANGE MANAGEMENT ROLES AND RESPONSIBILITIES

All employees, contractors, and third-party vendors involved in IT change requests should understand their roles and responsibilities in the change management process. The key roles include:

- a. Change Requester: The individual who initiates the change request.
- b. Change Manager: The designated individual responsible for viewing, approving and managing the changes.
- c. Change implementer: The individual responsible for implementing approved changes.



- d. Change Monitor: The individual responsible for monitoring changes and ensuring that they are functioning as expected.

CHANGE COMMUNICATION AND DOCUMENTATION

All changes should be communicated to relevant stakeholders and documented in a centralised change management system. The documentation should include details such as the reason for the change, the impact on IT systems and processes, the implementation schedule, a financial analysis and the results of testing and verification.

CHANGE CONTROL AND RISK MANAGEMENT

All IT changes must be controlled and managed to minimise the risk of negative impact on IT systems, processes, and operations. Risk assessment should be performed before making any change, and appropriate controls should be in place to mitigate any potential risks.

CHANGE MANAGEMENT REVIEW

The change management process should be reviewed periodically to ensure that it remains effective and efficient. The review should include an assessment of the policy’s effectiveness, recommendations for improvements, and feedback from stakeholders.

Annexure A –

STATUTORY ENVIRONMENT

Local Government Act 1995

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Tricia Brown			New Policy		

INFORMATION TECHNOLOGY CHANGE MANAGEMENT POLICY



ANNEXURE A – IT CHANGE REQUEST FORM

IT CHANGE REQUEST FORM

Date:

Requesting Officer:

Reason for Request:

RISK PROFILE		RISK ASSESSED
1	Operational Risk: 1. Disruption to Service 2. Resource Strain 3. Increased workload	
2	Organisational Risks: 1. Resistance to Change 2. Cultural Impact 3. Leadership or Governance Challenges	
3	Technological Risks: 1. System Failures or Downtime: 2. Data Security & Privacy Concerns 3. Integration Challenges	
4	Financial Risks: 1. Budget Overruns 2. Funding Shortfalls 3. Return on Investment	
5	Legal and Compliance Risks 1. Non-Compliance with Regulations 2. Contractual Risks 3. Litigation Risk	
6	Human Resources Risks 1. Employee Morale 2. Talent Retention 3. Training & Skills Gap	
7	Strategic & Long-Term Risks 1. Misalignment with Strategic Goals 2. Long Term Sustainability 3. Scope Creep	
CHANGE MANAGER		CHANGE MANAGER SIGNATURE

CHANGE IMPLEMENTER USE ONLY

RISKS ASSESSED: Y N

EMCS CHECKED: _____ Signature _____

REJECTED ACCEPTED

REASON REJECTED:

CHANGE IMPLEMENTATION DATE: _____

1. Operational Risks

- **Disruption to Services:** Changes may cause interruptions to critical services or processes, affecting the delivery of government services to the public.
- **Resource Strain:** Insufficient resources (staff, budget, equipment) may result in delays or ineffective implementation of the change.
- **Overload on Staff:** Increased workload on employees due to the change can lead to burnout, reduced productivity, and decreased morale.

2. Organizational Risks

- **Resistance to Change:** Employees and other stakeholders may resist the change due to fear of the unknown, perceived loss of job security, or skepticism about the effectiveness of the change.
- **Cultural Impact:** Changes may conflict with the existing organizational culture, leading to disengagement, miscommunication, and internal conflict.
- **Leadership or Governance Challenges:** Lack of clear leadership or governance structures during the change process can result in confusion, poor decision-making, or inconsistent implementation.

3. Technological Risks

- **System Failures or Downtime:** If the change involves technological updates or new systems, there is a risk of system malfunctions, incompatibility, or downtime that disrupt operations.
- **Data Security and Privacy Concerns:** Introducing new technologies or systems may expose sensitive data to security risks, increasing the potential for data breaches, cyberattacks, or non-compliance with privacy regulations.
- **Integration Challenges:** New technologies or systems may not integrate well with existing infrastructure, leading to inefficiencies or additional costs for troubleshooting.

4. Financial Risks

- **Budget Overruns:** The change may exceed the initially allocated budget due to unforeseen expenses, poor planning, or scope creep.
- **Funding Shortfalls:** Insufficient funding to support the change process, including training, new technologies, or resource allocation, could halt or delay the initiative.
- **Return on Investment (ROI) Uncertainty:** There may be a risk that the anticipated benefits of the change, such as cost savings or improved efficiency, do not materialize as expected.

5. Legal and Compliance Risks


- **Non-Compliance with Regulations:** Changes, especially those involving new technologies or processes, could lead to non-compliance with local, state, or federal laws, regulations, or standards.
- **Contractual Risks:** If the change involves contracts with third-party vendors or service providers, there may be risks related to breach of contract, failure to meet agreed terms, or disputes over contract fulfillment.
- **Litigation Risk:** Changes that negatively affect employees or the public could result in lawsuits, complaints, or legal challenges, particularly if due process or consultation was not followed.

6. Human Resources Risks

- **Employee Morale:** Employees may feel demotivated or uncertain about their future due to changes in policies, structure, or job roles, leading to lower morale or productivity.
- **Talent Retention:** Significant changes, especially those involving restructuring, can lead to a loss of experienced staff or difficulty attracting new talent.
- **Training and Skill Gaps:** If employees are not adequately trained for new roles, systems, or processes, it could result in skill gaps, mistakes, and inefficiencies.

7. Strategic and Long-term Risks

- **Misalignment with Strategic Goals:** The change may not align with the broader strategic goals or priorities of the local government, leading to inefficiency or diversion of resources from more critical initiatives.
- **Long-term Sustainability:** While a change might bring short-term benefits, there is a risk that the long-term sustainability of the change is not adequately considered (e.g., through continued funding, infrastructure, or human resources).
- **Scope Creep:** Over time, the scope of the change initiative might expand beyond the original objectives, leading to a loss of focus, inefficiencies, or unanticipated consequences.

9.1.3 Access to Information Technology Policy**Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Tricia Brown, Executive Manager, Corporate Services**Attachments** 1. Attachment (i) Access to Information Technology Policy [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION*Committee Recommendation ARC 020-24/25*

The Audit & Risk Committee recommends to Council, that Council endorse the Access to Information Technology Policy (Attachment (i)).

IN BRIEF

- The 2023-2024 Audit was finalised on the 4th December 2024 following an Audit Exit Meeting on the 22nd November 2024 between AMD, the Office of the Auditor General, Cr Haythornthwaite, Cr Stacey and Shire Staff.

BACKGROUND

As part of the 2023-2024 Interim Audit AMD (the auditors) noted:

- There are no policies in place governing the physical access and logical access to IT applications.

This rating was considered Significant.

Implications noted:

- The absence of policies for physical and logical access to the Shire's IT applications such as Synergysoft and Infrastructure poses a significant security risk, potentially increasing the risk of unauthorised individuals gaining access to sensitive information and systems.

The Auditors Recommendation:

Establish policies and procedures for physical and logical access control to safeguard sensitive information and systems from unauthorised access.

STATUTORY ENVIRONMENT*Local Government Act 1995**Local Government (Financial Management) Regulations 1996**Local Government (Audit) Regulations 1996**Australian Accounting Standards*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

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:

3.2 Governance, Financial and Compliance Risks: Cybersecurity and Data Protection

RISK ASSESSMENT

	Option 1
Financial	Low <i>Cost of the audit is included in the budget. The audit’s purpose is not to uncover any financial fraud, however having strong financial processes, as raised in the management report can reduce the risk of this occurring.</i>
Health	Low
Reputation	Low <i>Compliant with legislative requirements. Failure to complete the annual financial audit would lead to increased reputational risk and possible actions by the OAG.</i>
Operations	Low <i>Operational impact is minimal in reporting progress on audit findings, however the operational impact of not closing findings would be significantly higher if conditions escalated.</i>
Natural Environment	Low

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

COMMENT

The CEO and EMCS will continue to report on progress of audit findings through the Audit Progress Register that is submitted to the Audit and Risk Committee and recommended to Council.

Representatives from the OAG and AMD attended the December OCM, 12th December 2024, to present to Council their findings and opinion on the 2023-2024 Audit.

ACCESS TO INFORMATION TECHNOLOGY POLICY

PURPOSE

This directive establishes the requirements for managing both physical and logical access to Information Technology (IT) applications, ensuring the security, confidentiality, integrity, and availability of systems and data. It outlines the responsibilities, controls, and processes necessary to safeguard IT applications from unauthorized access, mitigate risks, and comply with relevant regulations and standards.

OBJECTIVE

The objective of this policy is to establish and enforce comprehensive controls over both **physical access** (to IT infrastructure) and **logical access** (to IT applications and systems) in order to:

1. **Protect Information Security:** Safeguard the confidentiality, integrity, and availability of sensitive data and IT systems by preventing unauthorized access, misuse, or theft.
2. **Ensure Compliance:** Adhere to legal, regulatory, and industry-specific requirements for access control.
3. **Mitigate Risks:** Reduce the risk of security incidents, including unauthorized access, data breaches, and operational disruptions, by implementing effective access management practices.
4. **Define Access Responsibilities:** Clearly outline the roles and responsibilities of personnel involved in managing and overseeing both physical and logical access to IT resources.
5. **Enforce the Principle of Least Privilege:** Ensure that users and systems only have access to the information and resources necessary for their specific roles, minimizing the potential for misuse or accidental disclosure.
6. **Facilitate Audit and Monitoring:** Establish processes for logging and monitoring access to IT systems and infrastructure, enabling the detection of unauthorized activities and ensuring accountability.
7. **Maintain Business Continuity:** Ensure that access controls are maintained in a way that supports the organization's operational needs while minimizing potential threats to its IT environment.

By achieving these objectives, the policy aims to foster a secure, compliant, and efficient IT environment that supports organizational goals while safeguarding against external and internal security risks.

POLICY

This policy applies to all employees, contractors, vendors, and other authorized users who interact with the organization's IT applications, including both physical access to the hardware infrastructure and logical access to application systems, networks, and data.

DEFINITIONS

Physical Access: The ability to physically access IT hardware, servers, workstations, networking equipment, and data storage devices.

Logical Access: The ability to access IT applications, systems, and data through authentication and authorization mechanisms such as usernames, passwords, tokens, or biometric data.



ACCESS TO INFORMATION TECHNOLOGY APPLICATIONS POLICY

Access Control: The process of granting or denying access to IT systems, networks, and applications based on security policies.

PHYSICAL ACCESS CONTROL

To protect against unauthorized physical access to IT resources, the organization will implement the following controls:

- **Access Authorization:** Only authorized personnel will be permitted to access sensitive or restricted areas housing critical IT infrastructure, including server rooms, and network equipment locations.
- **Physical Barriers:** Areas containing critical IT assets will be secured by physical barriers such as a lockable door.
- **Access Logging:** All physical access to restricted areas must be logged. Logs should include details such as the identity of the individual, time of entry and exit, and the reason for access.
- **Visitor Management:** Visitors must be accompanied by an authorized staff member and access to restricted areas should be monitored. Visitor logs must be maintained for auditing purposes.

LOGICAL ACCESS CONTROL

To prevent unauthorized logical access to IT applications and systems, the organization will implement the following controls:

- **User Authentication:** Access to IT systems and applications will require the use of secure authentication methods such as passwords or multi-factor authentication (MFA).
- **Role-Based Access Control (RBAC):** Users will be granted access to applications and data based on their role in the organization. Access rights should follow the principle of least privilege, ensuring users only have the necessary access to perform their job functions.
- **Access Reviews:** User access rights will be reviewed periodically to ensure that access is appropriate to the user's role and current job responsibilities. Any discrepancies will be addressed promptly.
- **Password Management:** Users must adhere to organizational password policies, including the use of strong passwords, periodic password changes, and the prohibition of password sharing.
- **Session Monitoring:** All application and system access sessions will be monitored and logged to detect any unauthorized access attempts or suspicious activity.
- **Remote Access:** Access to systems and applications from remote locations will be secured through Virtual Private Networks (VPNs), encrypted communication channels, and other secure methods to prevent interception or unauthorized access.
- **Segregation of Duties:** Critical processes will require the involvement of multiple individuals to ensure no single user has access to both the authorization and execution of sensitive tasks.



ACCESS TO INFORMATION TECHNOLOGY APPLICATIONS POLICY

ACCESS MANAGEMENT RESPONSIBILITIES

- a. **IT Security Team:** Responsible for the implementation, monitoring, and maintenance of physical and logical access controls. This includes managing access permissions, reviewing logs, and ensuring compliance with security policies.
- b. **HR Department:** Responsible for notifying the IT department of new hires, role changes, or terminations to facilitate timely access changes.
- c. **Managers and Supervisors:** Responsible for ensuring that access to IT applications is granted based on the user's job role and that access rights are updated as necessary.
- d. **End Users:** Responsible for following organizational policies and best practices for securing their access credentials and reporting any suspicious activity.

INCIDENT RESPONSE AND BREACH MANAGEMENT

In the event of a physical or logical access breach, the following actions will be taken:

- **Incident Reporting:** All suspected security incidents involving unauthorized access should be immediately reported to the IT Security Team.
- **Investigation:** The IT Security Team will investigate the breach to identify the scope, method, and potential impact of the unauthorized access.
- **Containment:** Immediate steps will be taken to contain the breach, such as disabling accounts, changing passwords, and restricting physical access.
- **Remediation and Recovery:** Corrective actions will be implemented to prevent further incidents, such as tightening access controls, patching vulnerabilities, and conducting employee retraining.
- **Notification:** If required by law or regulation, affected individuals and relevant authorities will be notified about the breach.

COMPLIANCE & AUDITING

Regular Audits: Regular audits of both physical and logical access controls will be conducted to ensure compliance with this directive and identify areas for improvement.

STATUTORY ENVIRONMENT

Local Government Act 1995

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Tricia Brown			New Policy		

9.1.4 Audit Register - Progress Report

Responsible Officer	Natalie Ness, Chief Executive Officer
Reporting Officer	Tricia Brown, Executive Manager, Corporate Services
Attachments	1. Attachment (i) Audit Register Report (confidential)
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION*Committee Recommendation ARC 021-24/25*

The Audit & Risk Committee recommends to Council, that Council notes the progress recorded against each item within the audit register in confidential attachment (i).

IN BRIEF

- This report provides an update on the progress of actions included in the audit register.
- The audit register includes all open audit findings that have previously been accepted by the Audit and Risk Committee.

MATTER FOR CONSIDERATION

Receipt of the audit register progress report to 31 January 2025.

BACKGROUND

The external audit, also known as financial audits or audit of the annual financial statements, focuses on providing an objective and independent examination of the financial statements prepared by the Shire, increasing the value and user confidence in the financial statements.

The audit register lists findings from audit reports previously accepted by the Audit & Risk Committee. The register describes the progress of implementing improvements and percentage completion. Progress on the actions is monitored by management, this Committee and Council.

Any new finding from the 2023/2024 interim audit management letter will form part of this report.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council required a budget allocation of \$39,500 in the 2024/2025 Budget, this was only an indicative cost from the OAG, to perform the full 2023/2024 Audit of the financial statements. Due to increased costs from the OAG in 2024, it is anticipated that a higher budget will be required in future years. Officers’ efforts to undertake the improvements and report on progress have not been estimated or reported.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Cost of the annual audit is included in the budget. By regularly reviewing progress against audit findings, the risks associated to misconduct and error are significantly reduced.</i>
Health	Low
Reputation	Low <i>Compliant with legislative requirements. Failure to complete the findings from audit reports would lead to increased reputational risk.</i>
Operations	Low <i>Operational impact is minimal in reporting progress on audit findings. Operational impact of not closing findings would escalate.</i>
Natural Environment	Low

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

The audit register **confidential attachment (i)** counts actions and totals by “Finding #”. Each finding may have more than one “recommendation” and associated “agreed management action”. Only when all recommendations and agreed management actions within a finding are deemed complete will the finding, as a whole be, totalled at 100% complete and recommended to be closed.

The process for adding and removing findings to the audit register is as follows:

1. An external audit is completed, and an audit report is finalised.
2. The audit report is presented to the Audit and Risk Committee (ARC).
3. The ARC recommends to Council that it notes and accepts the audit report.
4. All findings from the audit report are **added** to the audit register.
5. Progress is reported by management with updates recorded quarterly in “officer comment / action taken”.
6. Any findings deemed as complete by management are marked as “100% complete” with the status of “closed”.
7. The audit register – progress report is submitted by management to the ARC.
8. The ARC reviews the audit register and confirms completion of any 100% and closed findings.
9. The ARC recommends to Council that it notes progress and approves the findings marked as complete to be registered as closed.
10. Closed findings are **removed** from the audit register.

A summary of the audit register, included below, will illustrate the trend of actions that have been added, progressed, and completed.

The blue row represents actions added by the ARC. New audit findings presented to the current meeting are included at the subsequent meeting, following acceptance.

The green row represents actions closed by the ARC and will always total 0 for the current meeting date. The closed actions from the current meeting will then be shown in the “closed by the Audit & Risk Committee” total in the subsequent meeting’s table summary.

Status of Actions	ARC - Meeting Date 11 February 2025						TOTAL
	2/2024	5/2024	8/2024	11/2024	2/2025		
New actions added by ARC	1	0	7	0	2	0	10
Not commenced ≤10%	0	0	0	0	0	0	
Progressed >11% to 99%	0	0	0	0	10	0	
Completed =100%	0	0	0	0	0	0	
Total (0% to 100%)	0	0	0	0	0	0	
Closed by ARC	7	0	0	0	0	0	7
Total cumulative closed by ARC	0	0	0	0	0	0	
Open Actions	0	1	1	8	10	0	

The committee is requested to recommend to Council that Council note the progress and Officer comments.

Two new actions have been added to the register following the final 2023-2024 financial audit. One (1) Significant and one (1) Minor (which was also noted on the previous audit 2022-2023)

It is requested to note the audit register progress report in **confidential attachment (i)**.

9.1.5 Financial Management Review 2024

Responsible Officer	Natalie Ness, Chief Executive Officer
Reporting Officer	Tricia Brown, Executive Manager, Corporate Services
Attachments	1. Attachment (i) Financial Management Review – December 2024
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION*Committee Recommendation ARC 022-24/25*

The Audit & Risk Committee recommends to Council that Council receive the Financial Management Review December 2024 (Attachment(i)).

IN BRIEF

Following the interim Audit 2023-2024 it was noted that the Financial Systems Review had not been conducted by the CEO within the last 3 years as required by Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996. As per the Management Comments provided to the auditors following the interim audit the Financial Management Review costs had been included in the 24/25 Budget. Quotes were being finalised and the review was expected to be completed within the first few months of the 24/25 Financial Year.

MATTER FOR CONSIDERATION

In accordance with Regulation 5(2)(c) in the (Financial Management) Regulations 1996 the Chief Executive Officer (CEO) is required to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures for the local government at least once every three (3) years.

The review incorporated the following key financial management areas as required under Regulation 5(1) of the Local Government (Financial Management) Regulations 1996.

- General
- Payments, Payables and Purchases (Incl Petty Cash)
- Corporate Credit, Purchasing and Fuel Cards
- Receivables and Receipts
- Rates
- Bank Reconciliations, Cash Management and Investments
- Budgeting, Long-Term Planning and Cost Management
- Financial Reporting (incl End of Month Process)
- Fees and Charges
- Payroll

- Fixed Assets
- General Journals

BACKGROUND

The last Financial Management Review was conducted by Moore in May 2021. This review was awarded to Source Business Partners to conduct in person on the 7th & 8th November 2024.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Investment Policy

Purchasing Policy

Corporate Credit Card Policy

FINANCIAL IMPLICATIONS

The cost to have this review undertaken is considerable in the 24/25 financial year however consideration must be given to the fact that the cost is applied only every 3 years.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.2 Governance & Leadership: Forward planning and implementation of plans to determine Strategic Plan and service levels

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

CONSULTATION

No further consultation outside of the organisation was obtained.

RISK ASSESSMENT

	Option 1
Financial	Low <i>There is no direct financial implication with the requirement of this report.</i>
Health	Low
Reputation	Low <i>Identifying and establishing policies and procedures ensures compliance. This establishes the integrity of financial processes with ethical standards.</i>
Operations	Low <i>These items can be managed by routine procedures and documentation</i>
Natural Environment	Low

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

COMMENT

During the period of review, 57 (25 Minor, 30 Moderate, 2 Significant) observations were noted across the review areas.

MODERATE FINDINGS

A summary of the **Moderate** findings (not including minor);

1.3 and 1.4 - Fraud Risk Management Policy or Framework

- **Recommendation:** Implement a Fraud Risk Framework – Embed a risk framework specific to the financial management systems and procedures.
- **Officer’s Comments:** The Risk Management framework has recently been updated via Council Consultation and we will continue to utilise the new framework to access possible risks

2.1 – September 2024 Creditor Trial Balance had an outstanding Australia Post Invoice

- **Recommendation:** Review the Accounts payable trial balance regularly to identify and verify
- **Officer’s Comments:** This invoice was known to the finance team following regular/monthly reviews of the aged trial balance, the item had not been actioned at the time of review however has since been rectified. No further action required.

2.2 - No independent review conducted to confirm bank details prior to finalising payment runs

- **Recommendation:** Include independent review of the verification report within the payment approval process
- **Officer’s Comments:** A verification is conducted between EFTSure and the Shire’s Bank prior to uploading payments. The Finance Officer will now print this verification to include in the approval of the payment run for Approvers to check.

3.3 – No Procedures are documented for Corporate Credit Cards

- **Recommendation:** Document procedures to support the use and management of Corporate Credit Cards

- **Officer's Action:** The Shire has all credit card holders sign a Credit Card Agreement which outlines the Conditions of Use. This does not form part of the Credit Card Policy and will need to be reviewed and updated.

4.1 and 4.2 – No defined process or procedure in place being following for debt collection – no tracking of procedures or actions is maintained and easy to review

- **Recommendation:** Review debtors collection policy to ensure it remains appropriate and develop a clear process for Debtor's Officer to follow;
- **Officer's Action:** The debt collection policy was reviewed by staff and is still relevant. A spreadsheet has now been developed to help with tracking the debt collection process so all Finance Officers can understand what process has been conducted in relation to each outstanding debt. These debts are already reviewed on a monthly basis as part of the EOM process.

Employee debts are commonly raised due to money owing over and above their bond in relation to their tenancy with staff housing. Items like electricity/water can only be determined upon vacation of the tenant and more often than not the employee has already been terminated.

5.1 – No Revenue & Rates Strategy developed

- **Recommendation:** Monitor legislative changes for requirement to prepare and adopt a Revenue & Rates Strategy (Policy)
- **Officer's Action:** Implement a Revenue & Rates Strategy in 2025

5.3 - Delegation 1.2.24 Agreement to Payment of Rates & Service Charges – the recording of the exercising of this delegation is not incorporated into the Payment Arrangement Process. The conditions of the delegation do not appear consistent with the two (2) rates policies.

- **Recommendation:** Review the Delegations along with the policies to ensure consistency. Consider whether the condition to report to Council every 6 months detailing payment arrangements is still appropriate. Record the exercising delegation in the delegation register.
- **Officer's Actions:** A review of the two Rates Collection policies, the relevance of reporting to Council and the process of recording payment arrangements under delegation will be reviewed for appropriateness.

5.4 and 5.5 – Outsourced Rates Provider checklists

- **Recommendation:** Document a process/procedure for all rates functions. Incorporate steps that are outsourced to service provider and clearly document Shire's responsibilities/actions in the process. Educate Officers of delegation requirements.
- **Officer's Comments:** The EMCS introduced a new EOM process outlining all the Rates Functions and who is responsible for particular tasks. The Senior Finance Officer is now responsible for checking these items from the checklist for Rates Functions. Officers are to be reminded of the Delegations Register.

5.7 - 2024/2025 Rates Notice RID or GRV is documented as 13.8187 whereas the budget document is 13.8189

- **Recommendation:** Implement a process of review prior to issuing Rates Notices. Develop a checklist for reviewer to ensure completeness of review items.

- **Officer's Comments:** There is a review process in place with the external rates provider which is signed by the EMCS for accuracy. This was discussed by EMCS and the external provider and was purely due to rounding of the last 4 digits and calculations were not affected.

6.1 - No procedures are documented for Cash Handling, Cash Management, Bank Reconciliation, or Investments.

- **Recommendation:** Develop written procedures for all functions
- **Officer's Comments:** Officers will work to establish written procedures for these functions.

6.2 - No separation of duties incorporated into the Shire's investment process.

- **Recommendation:** Review process to enable appropriate separation of duties and include a review of the approval step. Consider amending the process to include minimum number of rates sought to inform investment decision making.
- **Officer's Comments:** A second approver is required for all Rollovers and Initialisation of Term Deposits and Investments.

6.3 and 6.4- All investments are noted as being invested in Westpac Term Deposits and is in accordance with the Portfolio Credit Risk Framework. The investment process does not include a review of rates from other compliant institutions.

- **Recommendation:** Develop a decision tool to assist in the investment decision making. This will also enable an approver to have assurance the investment decisions are within the Shire's investment risk framework limits. Consider amending the process to include minimum number of rates sought to inform investment decision making
- **Officer's Comments:** The process of investment is conducted as per the Investment Policy. The EMCS does consider alternative options however it is not documented. Westpac currently hold the best investment rates for a 3-month Term Deposit. This will be documented in future for the approver.

6.5 – The investment of funds is not evidenced as being conducted in accordance with delegation 1.2.22 Power to Invest.

- **Recommendation:** Amend investment process to be carried out in accordance with requirements of the Investment Policy and Delegations with adherence evidenced.
- **Officer's Comments:** Develop a better process to capture approvals for delegations in relation to investments.

6.10 – Closing of Medical Bank Account

- **Recommendation:** Where the bank is no longer required, it should be closed as soon as practicable. This will ensure unnecessary bank fees and charges are not incurred by the Shire.
- **Officer's Comments:** The EMCS will be presenting this to Council in February 2025

7.1 – No procedures are documented for the budget process

- **Recommendation:** Document the budget process including a breakdown of tasks with clear timeline and responsibilities.
- **Officer's Comments:** There are minimal processes documented, however the Budget Template from Bob Waddell includes most tasks that are required in the one document. The EMCS will endeavour to document the processes further over time as this is quite a significant amount of work.

8.4 - There are no documented procedures for the month end process

- **Recommendation:** Thoroughly document the end-of-month process and regularly review and refine it.
- **Officer's Actions:** The EOM processes required to be completed has been fully documented and was implemented as at 01.07.24 and is working well. No further actions required.

8.6 – The Monthly Report presented to Council does not comply with the Local Government (Financial Management) Regulations 1996 as it does not include material variances categorised by Nature & Type

- **Recommendation:** Include material variances by nature and type in the monthly financial report. The FM Regs do not require reporting by Program, but if the Shire wishes to include, they can but must continue to also include the material variance explanation by Program.
- **Officer's Comments:** The Moore template is used by numerous Councils and is built for local government, in particular to cover all the Financial Management Regulations required. Further investigation is required by EMCS.

9.1 Some fees and charges are incorrectly listed as being subject to GST i.e. Supply of electoral roll, title search, copy of rate notice.

- **Recommendation:** Conduct a review of the Schedule of Fees and Charges to verify correct application of GST across all fee types.
- **Officer's Comments:** These have been reviewed and corrected as required.

10.2, 10.3 and 10.4- Changes made to employee master files are not evidenced as being reviewed or approved to confirm accuracy and completeness. Audit Trail reporting or pay comparison reports are not checked.

- **Recommendation:** Amend payroll process to include review and approval of changes made to employee master files. Include in the payroll process standard reports for pay comparison reports (This Pay vs Last Pay), and Audit Trails.
- **Officer's Comments:** As part of the End of Month process an audit report for changes to employee master files is now conducted and checked. This was implemented as at 01.07.24. Our previous payroll system used to report on prior payroll vs current payroll however since moving to Definitiv this has not been the case. Further investigation into similar reports from Definitiv are required by Officers.

10.5 – Insufficient separation of duties in respect to maintenance of employee master file, payroll processing and payment processing

- **Recommendation:** Documenting a formal procedure for the end-to-end payroll process will assist in identifying where the segregation of duties is required. Ensuring the procedure is followed will reduce the risk of fraud and error.
- **Officer's Comments:** Payroll instructions have been documented and are continually reviewed for accuracy since moving to the Definitiv program – Lack of staff has resulted in lack of separation.

11.3 - No documented procedures for the management or recording of fixed assets.

- **Recommendation:** Document procedures, ensuring compliance with accounting standards, *Local Government Act 1995* and Council policies.

- **Officer's Comments:** The Shire has over the past 3 years engaged Bob Wadell and his team to annually assess the Shire's Assets as part of the End of Year Process. The EMCS records any additions and disposals of plant & equipment etc. however the assessment of road and infrastructure assets has been completed in conjunction with Bob Waddell. There are no formal procedures in place and the EMCS will have to consider documenting these procedures going forward.

12.1 and 12.2- There are no documented procedures for processing journals or general ledger/job creation or maintenance in Synergy. There is currently no independent review of manual journals posted.

- **Recommendation:** Document procedures including approval process. As discussed, providing a listing of all journals, and supporting documents to the CEO for an independent review monthly would be an appropriate solution for the Shire .
- **Officer's Comments:** The EMCS will produce formal procedures for the processing of Journals. The EMCS is working with the Senior Finance Officer to engage in the processing of Journals therefore giving an independent review of those journals. For all other journals the EMCS will need to send to the CEO for review of the journals performed each month.

SIGNIFICANT FINDINGS

A summary of the **Significant** findings (not including minor);

3.4 - It is observed that Credit cards are shared and used by officers other than the Cardholder

- **Recommendation:** This practice is not recommended, however if administration consider this to be unavoidable, consider reducing the risk by implementing an agreement to be signed by the person taking the credit card to abide by the policy and procedures when using the card. Agreement to include date and signature of issue and return of card. Ensure this procedure is documented.
- **Officer's Comments:** Staff employees are currently required to fill out a Credit Card Purchase Request Form which should be sufficient. This form identifies the person other than the cardholder who is purchasing the item and must be signed off by the approver (Cardholder). This is not a documented process so will need to be formally documented and distributed amongst staff.

The EMCS and EMWS have discussed the issue of other staff making purchases on and Executive's Credit Card and believe that a document requiring the following details be maintained as a log for each cardholder;

Purchaser's Name

Date Taken

Date Returned

Signed Returned by the Purchaser

Signed Returned by the Approver (Credit Card Holder)

5.6 - During the review it is noted that as at 30 June 2024 there was 10.34% of uncollected rates totalling \$314k.

- **Recommendation:** Review process for collection of rates, including any proactive measures that can be put in place to encourage payment by due dates. (i.e. SMS reminders and other communication tools)
Set a performance target for an achievable and appropriate level of uncollected rates debts.
Encourage and support Officers to meet targets
- **Officer's Comments:** Although the collection of rates is a continual process and is maintained via an online portal with constant communication from our Debt Collection Agency working through the formal debt collection process. We do not have these processes formally documented. The EMCS and Senior Finance Officer are working on creating a spreadsheet for all the actions taken for each debt that is loaded with AMPC for debt collection. Relevant Officers will have concise and up to date information for each debt and will ensure that actions are taken in a timely manner.



Financial Management Review

Shire of Quairading

December 2024



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Executive Summary

Background

The objective of the review is to, in accordance with *Local Government (Financial Management) Regulations 1996* 5.2(c) (FM Reg 5), assist the Chief Executive Officer (CEO) in undertaking an assessment of the appropriateness and effectiveness of the Shire of Quairading’s (the Shire) finance systems and procedures in relation to:

- collection of all money owing to the local government
- safe custody and security of all money collected or held by the local government
- maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process)
- accounting for municipal or trust —
 - revenue received or receivable
 - expenses paid or payable
 - assets and liabilities
- authorisation for the incurring of liabilities and the making of payments
- maintenance of payroll, stock control and costing records
- preparation of budgets, budget reviews, accounts and reports required by the Act or Regulations.

Methodology

The review was conducted through a combination of onsite and offsite activities. Various forms of information gathering and testing was undertaken, including interviews with staff, process walkthrough/testing and source documentation testing.

The Review sought to understand and test the:

- context in which the Shire’s finance function operates; and
- Shire’s financial management systems and procedures in respect to:

<ul style="list-style-type: none"> ○ System Management ○ Purchases, Payments, and Payables ○ Receipts/Receivables ○ Rates ○ Bank Reconciliations ○ Trust Funds ○ Internal controls and risk management in respect to finance ○ Petty Cash Management ○ Fees and Charges ○ Cost Management and Controls 	<ul style="list-style-type: none"> ○ Minutes and Meetings ○ Financial Reporting ○ LTFP & Budgeting ○ General Journals ○ Fixed Assets ○ Delegations in relation to Finance ○ Storage of Financial Documents and Record Keeping ○ Credit Cards ○ Reserves ○ General Compliance
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- Administration & Overheads Allocations
- Policies and Procedures.

The information gathered and tested provided the basis for analysis (qualitative and quantitative), to understand the maturity of the Shire’s Financial Management Systems and Procedures, and to identify any gaps in the effectiveness and/or appropriateness.

The resulting observations and recommendations have been outlined within this report.

Summary Conclusion

To support the Chief Executive Officer in meeting their obligations under Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* (FM Regs) a review of the appropriateness and effectiveness of the Shire’s financial management systems and procedures was undertaken.

Through this report and the identified observations and proposed recommendations, we aim to support the Shire in implementing a process of continuous improvement and to further enhance the robustness of the financial management systems and procedures into the future.

During the period of review, 57 (25 Minor; 30 Moderate; 2 Significant) observations were noted across the review areas. For each observation, a recommendation has been provided for consideration.

Review Area	# of Observations
General	4
Payments, Payables and Purchases (Incl. Petty Cash)	7
Corporate Credit, Purchasing and Fuel Cards	5
Receivables and Receipts	2
Rates	9
Bank Reconciliations, Cash Management and Investments	11
Budgeting, Long Term Planning and Cost Management	2
Financial Reporting (Incl End Of Month Processes)	6
Fees and Charges	1
Payroll	5
Fixed Assets	3
General Journals	2
Total	57

3

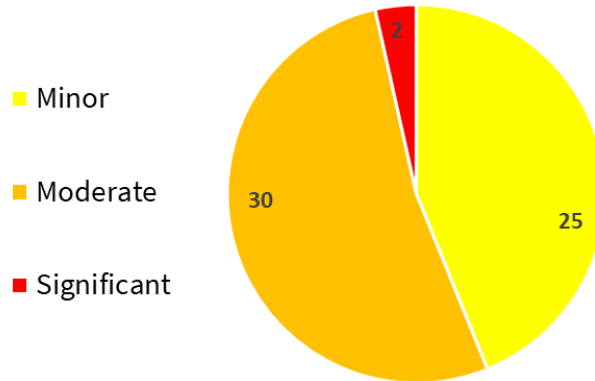
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Observations by Risk Rating



The detailed observations and resulting recommendations are provided in the table of Summary of Observations and Recommendations, commencing on page 6.

This engagement was performed as an advisory engagement, not an Audit or Assurance Engagement and is not subject to any audit or assurance standards issued by the Australian Auditing and Assurance Standards Board (AUASB). No opinion or conclusions in this report are intended to convey any level of assurance.

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Financial Management Systems and Procedures Review

Risk Framework

The Risk framework used has been adapted from the Office of the Auditor General's Risk Framework utilised in the Auditing of Western Australian Local Governments. The Ratings are based on the review team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken.

Consideration is given to the potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence). The impacts are considered both individually for each finding, and in the context of the whole review and other associated findings.

Table: Risk Rating Definitions

Significant	Those observations where there is potentially a significant risk to the entity should the observation not be addressed by the entity promptly.
Moderate	Those observations which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
Minor	Those observations that are not of primary concern but still warrant action being taken.
Opportunity for Improvement (OFI)	Those observations that are not of concern, however the reviewers have noted as an opportunity to move towards better practice standards.

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Summary of Observations and Recommendations

Area 1: General		
Ref / Risk	Observation	Recommendation
1.1	Upon review of the 2023 Annual Report, the Independent Auditors Report is missing from the Annual Report. The adopted annual report attachment (Dec 2023) and the website copy are consistently missing this Auditors Report.	Update website documents to ensure Independent Auditors Report is included in the Annual Report.
1.2	Although the Shire is a small team, there are no regular finance meetings held with the team. Regular meetings (i.e. Monthly), provide a vehicle for communication, training and development, risk identification and workflow management.	Consider implementing a monthly team meeting with set agenda for the finance team.
1.3	Upon review of the Shire’s policies, it is observed that there is no Fraud Risk Management Policy or framework in place. Fraud risk management has a critical role in preventing and promptly detecting fraud to minimise loss, retain trust in entities and protect employees.	Implement a Fraud Risk Framework.
1.4	It is noted that the Shire has a Risk Management Framework and Policy in place. Only one strategic risk that relates to financial risk is recorded in the Shire’s risk management. No operation risk register/tool for finance is in place. The process of identifying and assessing all the potential risks associated with the finance management systems and procedures assists in ensuring that all appropriate mitigation / treatment plans are in place. Regular review of the risk register enables staff to consider if any new risks	Embed a risk framework specific to the financial management systems and procedures, in alignment with the Shire’s Risk Management Framework. Implement system for regular review by finance staff.

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	have evolved, treatment plans remain appropriate and effective and elevates risk awareness for staff.	
OFI	The Shire’s statement of Significant Accounting Policies was last reviewed in December 2022. Since the last review, significant changes to the <i>Local Government (Financial Management) Regulations 1996</i> (FM Regs) have occurred. Significant Accounting Policies should be reviewed annually and updated for any changes in legislation or significant accounting position.	Include the review of the statement of Significant Accounting Policies as part of the end of year process.

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Area 2: Payments, Payables and Purchases (incl Petty Cash)		
Ref / Risk	Observation	Recommendation
2.1	When reviewing the September 2024 creditor trial balance an Australia Post invoice dated February 2024 was showing as outstanding. It was evidenced that this invoice had already been paid.	Review the Accounts Payable trial balance regularly to identify aged invoices and verify if they are payable or need to be removed from the system.
2.2	EFTsure is used to verify the bank details included in the .aba file. The verification report is checked by the Finance Officer. The current process does not include an independent review to confirm the verification report returns no anomalies prior to finalising payments.	Include independent review of the verification report within the payment approval process.
2.3	A service provider (outsourced rates service) was engaged with only one quote sought. The value of the engagement was within the three (3) quotes range as per the Shire's Purchasing Policy and the same supplier was used for the prior two (2) years.	Consider undergoing request for quotation process to enter a contract for multiple years. This can lessen the administration burden of seeking quotes annually and ensure value for money is achieved. Alternatively consider adding the option of a waiver in the purchasing policy to be exercised at the CEO's discretion but reported to Council on a regular basis.
2.4	Direct debit payments to supplier (PWD) do not appear on the monthly payment listing.	Update report procedure to ensure all payment types are included.
2.5	During the review it is observed that a sample of invoices paid was more than the quoted value. It is signed off by the Executive Manager, but no explanation of variance provided. (Garretts)	Document and implement a procedure with a formal allowable variance, and process to be followed when expenditure incurred is above that variance.
2.6	No formal purchasing authorisations exist or procedure to delegate authorisation if an officer is acting in a role with purchasing authorisation.	Document the purchasing authorisation given to all relevant officers. If purchasing authorisation is given to officers acting in

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		the roles, ensure this is captured via a form so approvals made in the Executive Manager’s absence can be verified.
2.7	As per the Purchasing Policy, procurement over \$50,001, purchasing decisions are to be evidenced using the Evaluation Report template. Although quotes were sourced, no evaluation report was completed for works over \$50,001 for Fulton Hogan invoice 15597885.	Document and implement a procedure and record keeping system to ensure that all documentation is completed and retained as per the policy.

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Area 3: Corporate Credit, Purchasing and Fuel Cards		
Ref / Risk	Observation	Recommendation
3.1	The Shire's Credit card policy states that the Chair of Audit & Risk Committee is to sign the CEO's credit card statement. Council members have no administrative authority to approve.	Consider updating policy to have Executive Manager sign off CEO credit card. This recommendation is in line with the most recent OAG best practice guide. Statements and listings of credit cards expenditure are presented to Council monthly to ensure full transparency.
3.2	Credit card agreements were signed prior to the current iteration of Corporate Credit Card Policy.	Consider having the card holders re-sign the agreement when the Policy is updated to ensure they are aware of any changes to the Policy they need to comply with.
3.3	No procedures are documented for Corporate Credit Cards.	Document procedures to support the use and management of Corporate Credit Cards.
3.4	It is observed that Credit cards are shared and used by officers other than the Cardholder.	This practice is not recommended, however if administration consider this to be unavoidable, consider reducing the risk by implementing an agreement to be signed by the person taking the credit card to abide by the policy and procedures when using the card. Agreement to include date and signature of issue and return of card. Ensure this procedure is documented.
3.5	During the period of review one (1) instance of a credit card agreement not being witnessed was observed. Credit card register does not have date of issue or return, nor signature to verify issue and return.	Consider updating register to ensure there is a signed record of card issues and returns. Document and implement a procedure. Assign responsibility to check completeness of forms and registers.
OFI	OAG recently issued Better Practice guidance for Purchasing Cards (which includes Credit Cards, Purchasing Cards and Fuel Cards). The Shire's policy is consistent with the guide in most areas.	Consider adding a clause to the Credit Card Policy to cover the instance when a card holder goes on extended leave and the policy requirements in these instances.

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		Consider implementing a form for issue of a new card or changes to limits.
OFI	The Corporate Credit Card policy mentions that a report will be provided to the Audit and Risk Committee on the control, use, viability and adherence to policy and procedures. This has yet to occur.	The report to Council could be issued annually and could include statistics such as number of cards issued, limits, spend amounts and any instances of non-compliance with the policy.

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Area 4: Receivables and Receipts		
Ref / Risk	Observation	Recommendation
4.1	The Shire’s debt collection policy outlines the sundry debtors process to follow in respect to the collection of outstanding debts. It was observed that whilst statements are issued and some reminder letters are sent, there is no clearly defined process or procedure that is in place or being followed for Sundry Debtors. No tracking of procedures or actions is maintained to enable easy review of: status; evidence of collection process being followed; or next collection action to be taken.	Review debtors’ collection policy to ensure it remains appropriate and develop clear process/procedure for debtors’ officer to follow. Develop tracking system or utilise current system functionality to maintain a register of debtor collection actions taken.
4.2	Outstanding Sundry Debtors at 30 September 2024 totalled \$201,168. \$105,883 related to debtors >90days outstanding. Of this, two debtors make up most of the outstanding balance (\$100,893) being the Australian Taxation Office (\$46,439 – 101 days) and Main Roads (54,454 – 122 days). Further sampling observed that the Australia Taxation Office debtor had been resolved, just not cleared as was an unreconciled item on the bank reconciliation. The remainder of the >90 days is made up of debts <\$1,000 and one debtor >\$1,000, of which some are current or former Shire staff. The longest outstanding debtor is 678 days past due (Debtor 95040 - \$945). Timely collection of sundry debts ensures that the Shire continues to have the necessary funds to meet its financial	A clear process on collection procedures will ensure proactive, regular and effective action is taken to collect outstanding debts (per 4.1.) Consider process for employee related debts to form part of the payroll process where approved deductions are taken from the employee’s net pay. Ensure process of terminated employees includes checking for any outstanding debts to the Shire prior to termination and make arrangement for payment. Review, investigate and resolve outstanding debtors in a timely manner.

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obligations. Regular follow up actions and maintenance of the sundry debtors aged trial balance can provide indicators of errors or misstatements in other areas and reduce potential for bad debts.	
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Area 5: Rates		
Ref / Risk	Observation	Recommendation
5.1	It is noted that there is no separate Revenue & Rates Strategy developed. Currently, the rates strategy has been incorporated into the LTFP assumptions, being 1.6% above CPI for each year of the LTFP. Legislative changes as part of the Local Government Act Reform are expected to be in place for 2025, with the requirement for local governments to prepare and adopt a Revenue & Rates Policy, setting out information about the local government’s projected revenue from rates and other sources of projected revenue, by 1 March each year.	Monitor legislative changes for requirement to prepare and adopt Revenue & Rates Strategy (Policy).
5.2	Throughout the review it is noted that there are two Council Policies that cover the collection of rates and are conflicting in some policy statements.	Consider reviewing both policies to incorporate current policy position into the one Council Policy and seek removal of the outdated Policy. Ensure Policy Position is consistent with conditions of Delegation 1.2.24 (Review delegation if required).
5.3	Upon review of the application of Delegation 1.2.24 Agreement to Payment of Rates and Service Charges the following observations are noted: - the recording of the exercising of this delegation is not incorporated into the Payment Arrangement process and does not occur. - the conditions of the delegation do not appear consistent with the two (2) rates collection policies and the policy statements within.	Review the conditions of the Delegation alongside the review of the policies to ensure consistency. Consider whether the condition to report to Council every six months detailing payment arrangements is still appropriate, revise conditions or incorporate reporting mechanism into council report cycle. Recording the exercising of the delegation in the delegation register may be a sufficient process to report arrangements Council, rather than a separate council report.

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	<p>- condition d. of the delegation requires a report to Council every six months detailing the payment arrangements entered into. This is not evidenced as occurring.</p>	<p>Document complete process, include requirement to record exercising the delegation in the delegation register.</p>
<p>5.4</p>	<p>The Shire’s rating function is outsourced to a service provider, whilst a comprehensive process (checklists) performed by the consultants is evidenced, there is no internal process documented or evidence of review of rates processes by the Shire or by a senior consultant other than the processing consultant.</p> <p>The service provider completes rates functions such as:</p> <ul style="list-style-type: none"> - Rates Billing (Annual) - Amendments to the Rate Record (Interim Rates) - End of Month Processes including charging of interest - End of Year Processes <p>To ensure accuracy, and completeness, it is important that there is a level of review and approval completed by the Shire as their system is updated. Amendments to the Rate Record are also a delegation from Council to the CEO, and sub delegation to the EMCS.</p>	<p>Document a process/procedure for all rates functions. Incorporate steps that are outsourced to service provider and clearly document Shire’s responsibilities/actions in the process. Educate officers of delegation requirements.</p>
<p>5.5</p>	<p>Amendment of the Rate Record delegation exists with sub delegation to EMCS. As mentioned in 5.4 the processes that include amendments to the Rate Record do not incorporate the exercising of the delegation (approval by EMCS) or recording of the delegation being exercised in the delegation register.</p>	<p>Recommendation incorporated into 5.4.</p>

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5.6	<p>During the review it is noted that as at 30 June 2024 there was 10.34% of uncollected rates totalling \$314k.</p> <p>Through discussions with the EMCS it was identified that there is no performance measure or target set as an appropriate level of uncollected rates to work towards. Officers noted that their priority is to monitor the debt collection processes and continually achieve reductions in the outstanding level of rate debtors by enforcing collection measures.</p> <p>Rates is a significant source of funds required by local governments to carry out their functions. High levels of uncollected rates may put the Shire at risk of meeting its debts when they fall due.</p>	<p>Review process for collection of rates, including any proactive measures that can be put in place to encourage payment by due dates. (i.e. SMS reminders and other communication tools)</p> <p>Set a performance target for an achievable and appropriate level of uncollected rates debts. Encourage and support officers to meet targets.</p>
5.7	<p>2024/25 Rates Notices Rate in the Dollar (RiD) for GRV is documented as 13.8187 whereas the 24/25 Budget document and Agenda adopted rate is 13.8189. Recalculation performed for Rates Levied report and Rates Notices demonstrates that the adopted rate was charged, however the rates notice shows the incorrect RiD.</p>	<p>Implement a process of review prior to issuing Rates Notices. Develop a checklist for reviewer to ensure completeness of review items.</p>
5.8	<p>2024/25 Annual Budget, note 2 - Rates and Services Charges, is missing the rateable value for Minimum Payment rating/property categories.</p>	<p>Review presentation of Annual Budget note to ensure compliance with requirements of the <i>Local Government Act 1995</i>.</p>
5.9	<p>During the review it is observed that the September 2024 Rates Note Levied Amount \$2,781,111 (Monthly Financial Report) does not match Levied Report or Budget Levied \$2,781.425. Interims</p>	<p>Review the setup of the rates note reconciliation in the Monthly Financial Report to ensure information is presented accurately.</p>

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	posted after the Levied amount should be in the interim's columns.	
OFI	The format of the Rating Information Notes, reported in financial budgets and reports, breaks down the GRV and UV rate categories into property categories, such as GRV Residential, GRV Industrial, GRV Commercial. Whilst this information may be useful to Council, the current format has no clear descriptors and presents in a manner that the Shire rates differentially (Differential Rates), not Uniform General Rates for GRV & UV.	To avoid any confusion as to whether differential rates are charged or uniform rates, consider amending the format in which the Rating Information is presented within financial budgets and reports.

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Area 6: Bank Reconciliations, Cash Management, and Investments		
Ref / Risk	Observation	Recommendation
6.1	No procedures are documented for Cash Handling, Cash Management, Bank Reconciliation, or Investments.	Develop written procedures for all functions.
6.2	It has been observed that there is no separation of duties incorporated into the Shire’s investment process from cash surplus identification, investment decisions, and investment cash transfers (to and from) is completed by one officer.	Review process to enable an appropriate separation of duties and include a review and approval step.
6.3	The Shire’s Investment Policy details risk guidelines, including the Portfolio Credit Framework and the Term to Maturity Framework. Investment decisions, and reporting does not take into consideration the limits set by the risk guideline frameworks. During the review, all investments are noted as being invested in Westpac Term Deposits, AA- long term rating, and is in accordance with the Portfolio Credit Risk Framework.	Develop a decision tool to assist in investment decision making. This will also enable an approver to have assurance the investment decisions are within the Shire’s investment risk framework limits.
6.4	The investment process does not include seeking or review of interest rates from other compliant deposit taking institutions (like seeking quotes), this practice would ensure investment decisions are providing the overall best value for investment of surplus funds.	Consider amending process to include minimum number of rates sought to inform investment decision making.
6.5	The investment of funds process is not evidenced as being conducted in accordance with Delegation 1.2.22 Power to Invest. Sub Delegation 1.2.22 Power to Invest, is delegated to EMCS. Condition 1. of the sub delegation requires a decision to invest to	The current delegation and sub-delegation, when carried out in accordance with the conditions, is appropriate. Amend investment process to be carried out in accordance with requirements of the Investment Policy and Delegations with adherence evidenced (i.e. Approval form, email, etc).

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	<p>be jointly confirmed by two Delegates. To be compliant with the Head Delegation and the Sub Delegation, this would require the CEO and the EMCS to jointly approve each investment and reinvestment decision. This is currently not being performed as part of the investment practices.</p> <p>Condition 2. of the sub delegation limits the EMCS to making investment decisions up to \$1,000,000. All investment decisions exceeding this value is to be referred to the CEO (condition 3.). During the review two (2) Reserve Term Deposits are over \$1,000,000 of which have not had approval by the CEO. Given condition 1. Requires two Delegates to approve, currently, if this condition was incorporated into the process (CEO & EMCS approval of each investment and reinvestment decision), condition 2. And condition 3. would be achieved.</p> <p>Exercising of the Delegation is not being recorded in the Shire's Delegation Register.</p>	<p>Ensure the exercising of the delegation is recorded in the delegations register.</p>
6.6	<p>Delegation 1.2.22 Power to Invest, conditions from Council to CEO require that details of the investment Portfolio's performance, exposures and changes since last reporting date is reported to Council monthly. The current format of the Investment Note does not detail changes from month to month.</p>	<p>Review format of Investment note in monthly report.</p>
6.7	<p>Investment account balances are reconciled through the finance systems bank reconciliation module. During the period of review there was a system issue waiting to be resolved which prevented the reconciliation of investments to be completed in the bank</p>	<p>Where system issues are occurring, include a manual reconciliation of bank accounts, and record relevant transactions (i.e. Interest, principal balance movements).</p>

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	reconciliation modules. During this interim period, no manual reconciliations were being performed to confirm the general ledger matched the term deposit accounts. There is no separate investment reconciliation process to reconcile interest on term deposits to the general ledger. During the review it is noted that the Reserve Investment balances presented in the Investment note of the monthly report do not match the Term deposit balances at the period end date.	Consider developing a standalone reconciliation for investments (or further enhancing the functionality of the Investment note), to reconcile principal balances and interest earned YTD against the general ledger.
6.8	Whilst the Shire's Investment Policy does not require the <i>Monthly Investment Report</i> to include adherence to the Investment Policy including compliance with Risk Management Guidelines, it is good practice to report on this to enable oversight of the risk profile of the Shire's investments. (Policy states that monthly report 'may' include.)	Review format of Investment note in monthly report to include performance against Policy framework.
6.9	Outstation cash floats are not independently verified on a regular basis.	Document and implement a procedure to ensure that cash floats are verified by a finance officer on a regular basis. Include as an action on the relevant monthly checklist.
6.10	Discussion with management provided that the Medical Practice is now contracted, and medical practice bank account is not required. Through discussions with Management, the account still requires closing, and during the review it is observed that the account continues to incur bank fees and interest each month. It is also noted that the Medical Practice bank account is in credit (\$31.48) at 30 September 2024.	Where the bank account is no longer required, it should be closed as soon as practicable. This will ensure unnecessary bank fees and charges are not incurred by the Shire.
6.11	Discussion with management provided that the process for the Container Deposit Scheme is transitioning to a cashless point of sale. The cash float has not yet been collected/returned to Shire	Collect cash float from outstation and record any remaining entries required in the Shire's finance system. Receipt/bank any balance of cash float and clear balance sheet account.

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	Administration to finalise the process and return funds to the Shire's bank account.	
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Area 7: Budgeting, Long Term Planning and Cost Management		
Ref / Risk	Observation	Recommendation
7.1	No procedures are documented for the budget process.	Document the budget process including a breakdown of tasks with clear timeline and responsibilities.
7.2	Noted that in the September 2024 monthly report that YTD budget vs actuals variances are upwards of 50% with timing given as the explanation.	Consider when costs will be incurred when phasing budget for upload to the system. Recommend collecting expected months of expenditure based on prior year and management knowledge. Capital projects are normally planned at certain times of the year.
OFI	Whilst compliant with the <i>Local Government Act 1995</i> , adoption of budget late August can lead to cashflow issues as the first payment of rates is not due until October. Any issues in preparing the budget, such as staff absence or objections, could also hold up the budget process beyond the 31 August compliance date. Tenders and quotes may not be sought until after budget adoption potentially delaying projects.	Consider beginning budget process earlier for an earlier adoption.
OFI	The resolution adopted for reporting material variances for the financial year 2024/2025 incorrectly referenced 2023/2024.	To prevent similar errors in the future, consider implementing a process where another member of the Finance team proofreads reports to provide feedback and perform a sense check.

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Area 8: Financial Reporting (incl End of Month Processes)		
Ref / Risk	Observation	Recommendation
8.1	There are no movements posted to inventory for the year to date.	Add to the monthly checklist and reconcile inventory monthly.
8.2	On the grants register in the monthly report there are two prior year RRG grants for Quairading - Corrigin Road, which are shown as a grant liability, but have not been budgeted as revenue for 24/25.	These grant liabilities appear to be carried forward from prior years. Investigate to determine treatment. Determine if they will be recognised as revenue in the future, or whether they need to be returned.
8.3	Investment note in monthly report includes actual date of maturity of each investment.	To reduce risk of fraudulent activity, only disclose the month of maturity.
8.4	There are no documented procedures for the month end process.	Thoroughly document the end-of-month process and regularly review and refine it. This approach will help identify training opportunities for team members, build collective knowledge within the team, and enable the Executive Manager to conduct a more comprehensive review.
8.5	No depreciation is presented on the respective Statement of Financial Activity during the periods of review.	Although the asset ledger journals cannot be run until audit sign off, consider manually processing a reversing depreciation journal until the asset module is rolled over. (see also 11.1)
8.6	The monthly report presented to Council does not comply with the <i>Local Government (Financial Management) Regulations 1996</i> (FM Regs), as it does not include material variances categorised by nature and type.	Include material variances by nature and type in the monthly financial report. The FM Regs do not require reporting by Program, but if the Shire wishes to include, they can but must continue to also include the material variance explanation by Program.
OFl	The <i>Local Government (Financial Management) Regulations 1996</i> (FM Regs) state that the statement of financial activity and the statement of financial position need to be presented at the OCM and recorded in the minutes of the meeting it is presented.	Consider expanding the Council resolution to receive the monthly financial statements as per the FM Regs, for example:

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		<i>“That Council receives the Monthly Financial Report for the period ended xxxx 20xx, including the Statement of Financial Activity, Statement of Financial Position, explanation of material variances and other relevant information as contained in Attachment X”</i>
OFI	The agenda report that accompanies the monthly financial reports appears outdated. Included remain references to implications of COVID and war.	Review and update regularly to ensure accurate and relevant information is provided to the readers of the report.

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Area 9: Fees and Charges		
Ref / Risk	Observation	Recommendation
9.1	Some fees and charges are incorrectly listed as being subject to GST i.e. Supply of electoral roll, title search, copy of rate notice.	Conduct a review of the Schedule of Fees and Charges to verify correct application of GST across all fee types.

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Area 10: Payroll		
Ref / Risk	Observation	Recommendation
10.1	<p>Identification and verification of new employees is conducted as part of the onboarding process, including a requirement for National Police Check.</p> <p>A review of changes to the verification process is not completed past initial onboarding. High risk roles, including those with authority to make payments from the Shire's funds, should undergo regular reviews of identity and credentials. This ensures that criminal background checks, qualifications, and required professional memberships are maintained as per the requirements of each identified role.</p>	<p>Develop a framework that identifies roles considered 'high risk' and determine the qualifications, identity, and verification requirements each role. Include requirements for, and regularity of monitoring and review of credentials.</p> <p>Ensure identified roles include particulars within the relevant Position Descriptions.</p> <p>Ensure appropriate documentation to demonstrate verification and monitoring of credentials against the framework requirements.</p>
10.2	<p>Changes made to employee masterfiles are not evidenced as being reviewed or approved to confirm accuracy and completeness. Upon discussion with the payroll officer, the current process does not include review or approval of masterfile changes.</p>	<p>Amend payroll process to include review and approval of changes made to employee master files. This could form part of every pay run approval, where an audit trail of employee master file maintenance is run and included within the pay run approval documents/reports along with the source documentation evidencing the initiation of the changes.</p>
10.3	<p>Pay period / pay run process does not include key checks such as audit trail reporting or pay comparison reports. Reports such as these aid in the identification of errors, misstatements, or fraud in respect to payroll.</p>	<p>Include in the payroll process standard reports for pay comparison reports (This Pay vs Last Pay), and Audit Trails. Reports should form part of the approval documentation prior to finalising payroll processing.</p>
10.4	<p>In addition to 10.3 above, it is noted that an audit trail report is completed monthly and reviewed and signed by the EMCS.</p>	<p>Where 10.2 is implemented as part of every pay run process, a monthly report may not be required in addition. However, where</p>

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	However, there is no evidence that the source information is reviewed to match the changes detailed in the Audit Report. I.e. Bank Details changes, or changes in employment conditions.	10.2 is not implemented, source documentation must be supplied and reviewed at the time the Audit Report is reviewed and approved.
10.5	Insufficient separation of duties in respect to maintenance of employee masterfile, payroll processing and payment processing. Payroll officer updates employee masterfiles, processes payroll, uploads bank file and is an authorised approver in the bank.	Documenting a formal procedure for the end-to-end payroll process will assist in identifying where the segregation of duties is required. Ensuring the procedure is followed will reduce the risk of fraud and error.

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Area 11: Fixed Assets		
Ref / Risk	Observation	Recommendation
11.1	The fixed assets module of Synergy cannot be updated until the prior year is finalised which takes place once the annual audit has been signed off. During the interim period, no depreciation is posted in the current year.	If the system cannot be used to post depreciation, consider manually posting a reversing journal until they fixed asset module is rolled. (see also 8.5)
11.2	Infrastructure assets are not capitalised until 30 June.	Consider implementing a process to capture the capitalisation of assets at practical completion.
11.3	No documented procedures for the management or recording of fixed assets.	Document procedures, ensuring compliance with accounting standards, <i>Local Government Act 1995</i> and Council policies.

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Area 12: General Journals		
Ref / Risk	Observation	Recommendation
12.1	There are no documented procedures for processing journals or general ledger/job creation or maintenance in Synergy.	Document procedures including approval process and record keeping requirements.
12.2	There is currently no independent review of manual journals posted.	As discussed, providing a listing of all journals, and supporting documents to the CEO for an independent review monthly would be an appropriate solution for the Shire.

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Appendix 1: Effective and Appropriate Financial Management Systems and Procedures for Local Government

Appropriate and effective finance systems and procedures are key to managing a local government's financial resources in a way that ensures accuracy, transparency, efficiency, and compliance. They provide a structured framework for handling all financial activities, from planning and budgeting to reporting and auditing.

Whilst not exhaustive, below provides a some of the key elements of appropriate and effective finance systems and procedures:

Clear Financial Policies and Procedures

Policy Documentation: Well-defined policies should address the key areas of finance, such as budgeting, accounting, procurement, payments, and audits. These documents serve as a roadmap for how financial matters should be handled across the organisation.

Approval Processes: Defined procedures for approving transactions, such as spending thresholds and authority levels, reduce the risk of fraud and errors.

Internal Controls

Segregation of Duties: Critical financial tasks should be split among different individuals or departments to prevent any one person from having too much control over a process (e.g., authorising, and approving payments).

Authorisation & Access Control: Only authorised individuals should have access to sensitive financial data or the ability to make changes to accounts.

Audit Trails: Proper documentation and record-keeping practices help track every financial transaction. This allows for transparency, accountability, and effective auditing.

Budgeting and Financial Planning

Annual Budgeting: A comprehensive budgeting process should be in place to plan for expected revenues and expenditures. The budget serves as a benchmark for financial performance and helps manage cash flow.

Forecasting: Periodic financial forecasts based on updated information help the organisation adapt to changes in revenues and expenses.

Accounting and Bookkeeping Systems

Accurate Record-Keeping: Maintaining accurate records of all financial transactions is essential. This includes using accounting software that tracks accounts payable, accounts receivable, payroll, and general ledger entries.

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Standardised Chart of Accounts: A well-structured chart of accounts ensures that financial transactions are categorised properly and can be reported on consistently.

Reconciliation: Regular reconciliation of accounts (bank accounts, ledgers, etc.) ensures that the financial records are accurate and aligned with actual transactions.

Cash Flow Management

Receivables & Payables: Procedures should be in place for timely invoicing and collections, as well as for managing accounts payable to ensure that liabilities are paid on time.

Cash Flow Forecasting: Regular forecasting ensures that the organisation has enough liquidity to meet its obligations and avoid cash shortages.

Treasury Management: Effective treasury management ensures that surplus funds are managed properly, optimising interest income or investment returns.

Compliance with Regulations and Reporting Standards

Legal & Regulatory Compliance: The finance system should comply with local, state, and federal regulations (such as tax laws, financial reporting standards, and industry-specific regulations).

Financial Reporting: Timely and accurate financial reporting should include balance sheets, income statements, cash flow statements, and other key financial reports. These reports are essential for internal decision-making and external stakeholders.

Risk Management and Fraud Prevention

Risk Assessment: Periodic financial risk assessments should be conducted to identify and mitigate potential financial risks, including fraud, strategic or operational risks.

Fraud Prevention Measures: Financial procedures should include checks and balances, such as requiring multiple signatures, random audits, and whistleblower protection policies.

Technology and Automation

Financial Software: Using integrated financial management software enhances efficiency, reduces human error, and ensures accurate reporting. It can also help with automation in invoicing, payroll, and financial consolidation.

Cloud-Based Systems: Cloud-based systems allow for real-time access to financial data, providing more transparency and flexibility in managing finances from anywhere.

Data Security: Ensuring that financial systems are secure is critical to protect sensitive data from cyber threats.

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Training and Staff Competence

Ongoing Staff Training: Financial staff should be regularly trained on the organisation’s financial procedures, new software tools, and any changes in financial regulations.

Clear Roles & Responsibilities: Staff should have well-defined roles in the finance system, ensuring that everyone understands their responsibilities and the organisation's expectations.

Monitoring, Auditing, and Continuous Improvement

Regular Audits: Internal and external audits help ensure the accuracy and integrity of financial records. Audits can also identify areas of improvement in systems and procedures.

Performance Metrics: The use of financial key performance indicators (KPIs) allows organisations to measure the effectiveness of their financial systems and procedures.

Continuous Improvement: Finance systems should be periodically reviewed and updated to adapt to changes in regulations, technology, and operational needs.

By establishing and maintaining these finance systems and procedures, organisations can ensure that their financial operations run smoothly, remain compliant, and support strategic decision-making.

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Appendix 2: Useful Resources

The following provides a list of useful resources. Proactive use of these resources can aid in continuous training and development of staff and for the organisation to utilise as self-assessment tools for financial and risk management practices.

Western Australian Legislation

Seek in force Western Australian legislation directly from the source each time it is required or referenced. Including the *Local Government Act 1995* and associated Regulations.

<https://www.legislation.wa.gov.au/>

Office of the Auditor General

The Office of the Auditor General's website details report of all financial and performance audits they conduct. Included in each report are recommendations and better practice principles. Other OAG developed tools and resources can also be found on their website.

<https://audit.wa.gov.au/>

Department of Local Government, Sport, and Cultural Industries Resources

The Department provides resources and information to assist local governments to fulfil their legislative obligations and develop best practices. Resources include Local Government Financial Policy and Accounting specific Support Hotline, Circulars and Alerts and Guidance Material, including an Introduction to Local Government Accounting Guide.

[Financial policy and accounting | DLGSC](#)

Local Government Professionals WA Finance Network

The Finance Professionals Network provides an opportunity for local government finance professionals to connect and support each other. Network Committee members details are provided on the below website and welcome connection from their network.

[Finance Network \(lgprofessionalswa.org.au\)](http://lgprofessionalswa.org.au)

Accounting Professionals Member Organisations

Extensive resources are made available to members of accounting professional member organisations including, but not limited to, [Chartered Accountants Australia and New Zealand](#) and [CPA Australia](#).

Australian Accounting Standards Board (AASB)

View the latest Accounting Standards by operative date and recent compiled and uncompiled amending pronouncements.

[Accounting Standards](#)

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Shire of Quairading
Financial Management Review (Confidential)
December 2024

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9.1.6 Investment Policy - Two year review

Responsible Officer	Natalie Ness, Chief Executive Officer
Reporting Officer	Tricia Brown, Executive Manager, Corporate Services
Attachments	1. Attachment (i) Investment Policy
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION*Committee Recommendation ARC 024-24/25*

The Audit & Risk Committee recommends to Council for Council to endorse the two-year review of the Investment Policy (Attachment i).

IN BRIEF

- The Shire of Quairading has an Investment Policy which was last reviewed in December 2022.
- Shire policies are required to be reviewed every two years.
- Minor amendments and new policies can be considered and adopted by Council at any time.
- Senior management have undertaken a review of the current policy, and no changes are required to be made within this Biennial Review.

MATTER FOR CONSIDERATION

For the Audit and Risk Committee to recommend to Council for Council to endorse no changes to the two-year review of the Investment Policy.

BACKGROUND

In accordance with section 2.7(2)(b) of the *Local Government Act 1995*, Council is to determine the local government's policies. Reviewing these documents on a regular basis ensures policies reflect current operating practices and procedures and legislative change.

The Audit & Risk Committee, as a committee of Council, is able to review new policies and policy amendments and make recommendation of policy adoption to Council.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Australian Accounting Standards

POLICY IMPLICATIONS

Investment Policy

FINANCIAL IMPLICATIONS

The financial implications in this policy are low as the policy takes a reasonably ‘low risk’ stance. The interest received from the Shire’s investment portfolio is contained within the 2024/25 budget.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>The content within the Investment Policy covers areas of financial risk to the Shire. However, by having the policy, risks are minimised.</i>
Health	Low
Reputation	Low <i>The development and regular review of policies ensures a consistent and adopted approach for the Shire to effectively achieve strategic objectives contained within the key result areas of the Strategic Community Plan.</i>
Operations	Low <i>The content within the Investment Policy has an aspect of risk to operations. The overall impact of the policy is an attempt to mitigate the level of risk to the Shire through sound governance and management policy.</i>
Natural Environment	Low

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

Shire policies are reviewed biannually to ensure that they are still consistent with Council's current stance, preference and consistent with current legislation.

Although no changes have been made to the Policy it was recommended during the Financial Management Review conducted by Source Business Partners in December 2024, which includes Section 6.3 and 6.4 of the Report, to develop a decision tool to assist in investment decision making.

Although the Executive Manager Corporate Services does determine the best rates available for investments funds when considering rolling over investments, however it is not documented.

As part of the recommendation, I have now created an Investment Template to be completed as an evaluation of the investment process at the time of each investment decision based on the Investment Policy (Attachment ii).

As per the recommendation this will enable an approver to have assurance the investment decisions are within the Shire's investment risk framework limits.

INVESTMENT POLICY

PURPOSE

This policy is to ensure that there are effective and accountable systems in place to safeguard the Shire's financial resources. This includes the development of proper systems to authorise, verify and record the investment of monies in appropriate financial instruments.

This policy ensures the Council and all officers entrusted with a role in the investment of the Shire's funds act with the highest regard for their fiduciary duties.

OBJECTIVE

The policy on investment of surplus funds is intended to reflect the intention of Council to minimise the possibility of incurring capital loss on any investment whilst providing a reasonable rate of return.

The objectives of the Policy on investment of surplus funds are: -

- a. To provide maximum capital preservation of funds.
All investments are to be made in a manner that seeks to ensure security and safeguard the portfolio by effectively managing credit risk and interest rate risk within identified parameters.
- b. To provide the best available rate of interest from an approved source.
- c. To ensure sufficient liquidity to meet Council's cash flow requirements.
Proper consideration is to be given to the present and likely future daily operational cash requirements of the Shire when selecting investments.

POLICY & PROCEDURE

1. Authorised Institutions

Investments are limited to authorised institutions, in accordance with *Local Government (Financial Management) Regulations Section 19C*, being: -

- a. Authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
- b. The Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation 1986*.

2. Authorised Investments

The only types of authorised investments under *Local Government Act 1995* - section 6.14(1), and *Local Government (Financial Management) Regulations 1996* – Regulation 19C, are as follows: -

- a. Deposits with an authorised institution and the term is to be no more than 36 months;
- b. Bonds that are guaranteed by the Commonwealth Government, or a State or Territory government with a term to maturity of up to 3 years; and
- c. Australian currency only.



INVESTMENT POLICY

3. Prohibited Investments

This investment policy prohibits any investment carried out for speculative purposes including: -

- a. Derivative based instruments;
- b. Principal only investments or securities that provide potentially nil or negative cash flow; and
- c. Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

4. Risk Management Guidelines

Investments obtained are to comply with the two (2) key criteria relating to: -

- a. **Portfolio Credit Framework:** Limit overall exposure of the portfolio as a whole, according to credit rating.
- b. **Term to Maturity Framework:** limits based upon maturity of securities to ensure adequate working capital needs are met.

If any of the Council’s investments are downgraded such that they no longer fall within the investment policy, they are to be divested as soon as practicable. Investments fixed for greater than 12 months are to be reviewed on a regular term and invested for no longer than 3 years.

Portfolio Credit Framework

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Fitch Ratings	Maximum % in Credit rating Category
AAA	A-1+	AAA	100%
AA	A-1	AA	100%
A	A-2	A	60%
BBB	A-3	BBB	40%

Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints: -

Investment Type	0 to 3 Months		3 to 6 Months		6 to 12 Months		1 to 2 years		2 to 3 years	
	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
Deposit with ADI – Maximum 36 months	15%	100%	0%	60%	0%	40%	0%	20%	0%	10%
Government Bonds	0%	20%	0%	20%	0%	20%	0%	20%	0%	10%

INVESTMENT POLICY

**5. Reporting to Council**

A monthly report is to be provided to Council. The report is to detail the investment portfolio in terms of holdings and impact of changes in market value since the previous report. The monthly report may also detail the investment income earned versus budget year to date and confirm compliance of Council's investments within legislative and policy limits. Council may nominate additional content for reporting.

6. Delegated Authority

That, under section 6.10 of the *Local Government Act 1995*, and as prescribed in regulation 19 of the *Local Government (Financial Management) Regulations 1996*, the CEO be delegated to administer the Investment Policy.

7. Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard it in accordance with spirit of this policy.

8. Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio.

This policy requires officers to disclose any conflict of interest to the CEO.

SUPPLEMENTARY CONSIDERATIONS**Corporate Social Responsibility**

In making investment decisions, consideration may be given to the corporate social responsibility profile of the financial institutions with whom the Shire invests.

It is emphasised that this is a subjective criteria and may only be taken into account when making investment decisions **after** all of the objectives of this policy have been met.

Where this criteria is exercised, the justification for applying it should be recorded for future audit purposes.

Transaction Costs & Administrative Matters

The administrative, banking and reporting costs that may be associated with the particular financial instrument are to be considered in selecting an appropriate financial instrument.

INVESTMENT POLICY

**SCOPE**

The policy applies to any investment of surplus funds other than bank deposits for operational purposes.

Legislative and Strategic Context

Legislation covering investment of surplus funds includes:

- a. *Local Government Act 1995* Section 6.14.
- b. *The Trustees Act 1962* – Part III Investments as amended by the Trustees Amendment Act.
- c. *Local Government (Financial Management) Regulations 1996* – Regulation 19, Regulation 19C, Regulation 28 and Regulation 49.
- d. Australian Accounting Standards.

GUIDELINES**Legislative Requirements**

All investments are to be made in accordance with and to comply with the following:

- a. *Local Government Act 1995* - Section 6.14;
- b. *Trustees Act 1962* - Part III Investments;
- c. *Bank Act 1959*;
- d. *Local Government (Financial Management) Regulations 1996* - Regulation 19C, 28, and 49; and
- e. Australian Accounting Standards

Annexure A – Definitions**STATUTORY ENVIRONMENT**

Local Government Act 1995

Local Government (Financial Management) Regulations 1996 - Regulation 19C, 28, and 49; and

Australian Accounting Standards



INVESTMENT POLICY

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Graeme Fardon	26/08/10	32-100/11	New Policy		
02	Graeme Fardon	31/05/12	226-11/12	Revised		
03	Graeme Fardon	27/09/12	58-12/13	Revised		
04	Graeme Fardon	29/05/14	192-13/14	Revised		
05	Graeme Fardon	27/09/18	41-18/19	<i>Policy Review Project – 5/09/2018</i>		
06	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review	Dec 22	
07	Leah Horton	15/12/22	137 - 22/23	Biennial Policy Review	Dec 24	
08	Tricia Brown			Biennial Policy Review	Dec 26	



ANNEXURE A – DEFINITIONS

Standard & Poor's Rating Guide

S&P Global Ratings credit rating symbols provide a simple, efficient way to communicate creditworthiness and credit quality. The S&P global rating scale provides a benchmark for evaluating the relative credit risk of issuers and issues worldwide.

General Summary of the Opinions Reflected by S&P Ratings

- a. 'AAA' Extremely strong capacity to meet financial commitments. Highest rating
- b. 'AA' Very strong capacity to meet financial commitments
- c. 'A' Strong capacity to meet financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances
- d. 'BBB' Adequate capacity to meet financial commitments, but more subject to adverse economic conditions
- e. 'BBB-' Considered lowest investment grade by market participants

Fitch Ratings

Fitch Ratings publishes credit ratings that are forward-looking opinions on the relative ability of an entity or obligation to meet financial commitments. Financial Institutions Viability Ratings (VRs) measure the intrinsic creditworthiness of a bank or non-bank financial institution and reflect Fitch's opinion on the likelihood that the entity will fail.

- a. **aaa**: Highest fundamental credit quality

'aaa' ratings denote the best prospects for ongoing viability and lowest expectation of failure risk. They are assigned only to banks with extremely strong and stable fundamental characteristics, such that they are most unlikely to have to rely on extraordinary support to avoid default. This capacity is highly unlikely to be adversely affected by foreseeable events.
- b. **aa**: Very high fundamental credit quality

'aa' ratings denote very strong prospects for ongoing viability. Fundamental characteristics are very strong and stable; such that it is considered highly unlikely that the bank would have to rely on extraordinary support to avoid default. This capacity is not significantly vulnerable to foreseeable events.
- c. **A**: High fundamental credit quality

'a' ratings denote strong prospects for ongoing viability. Fundamental characteristics are strong and stable, such that it is unlikely that the bank would have to rely on extraordinary support to avoid default. This capacity may, nevertheless, be more vulnerable to adverse business or economic conditions than is the case for higher ratings.
- d. **Bbb**: Good fundamental credit quality

'bbb' ratings denote good prospects for ongoing viability. The bank's fundamentals are adequate, such that there is a low risk that it would have to rely on extraordinary support to avoid default. However, adverse business or economic conditions are more likely to impair this capacity.

INVESTMENT DECISION TEMPLATE

DATE:

INVESTMENT TYPE	0 - 3 months	3 to 6 months	6 to 12 months	1 to 2 years	2 to 3 years
Deposit with ADI - Max 36 mths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government Bonds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	FUND	CURRENT BALANCE
Reserves Cash at Bank	<input type="checkbox"/>	
Reserves Term Deposit 1	<input type="checkbox"/>	
Reserves Term Deposit 2	<input type="checkbox"/>	
Reserves Term Deposit 3	<input type="checkbox"/>	
Reserves Term Deposit 4	<input type="checkbox"/>	
Municipal Cash at Bank	<input type="checkbox"/>	
Municipal Term Deposit 1	<input type="checkbox"/>	
Municipal Term Deposit 2	<input type="checkbox"/>	
Municipal Term Deposit 3	<input type="checkbox"/>	

EXPECTED GAINS	
Interest	
Bonds	

COMPARISON RATES	Westpac	Institution 2	Institution 3


2ND APPROVER	Marion Haesler	Natalie Ness

COMMENTS:	
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ADDED TO DELEGATIONS REGISTER	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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FINAL APPROVER - EMCS	TRICIA BROWN	DATE:

9.1.7 Risk Management Policy Review

Responsible Officer	Natalie Ness, Chief Executive Officer
Reporting Officer	Tricia Brown, Executive Manager, Corporate Services
Attachments	1. Attachment (i) Risk Management Policy ↓ 
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION*Committee Recommendation ARC 025-24/25*

That the Audit & Risk Committee recommends to Council to endorse the changes to the Risk Management Policy to align with the risks identified in the Risk Management Review September – November adopted by Council Resolution: OCM 078-24/25 (Attachment i)

IN BRIEF

The Shire of Quairading's Risk Management Policy was due for its biennial review in August 2025.

Following the adoption of the new Risk Register Matrix in November 2024 the requirement to review the policy was brought forward to January 2025.

The Policy is an overarching document that shares Council's commitment to risk management and mitigation, and what Council is doing to manage risk in the workplace that may affect workers, Elected Members, visitors and residents.

The Policy has been included in Attachment [1] for Council consideration.

MATTER FOR CONSIDERATION

That the Audit & Risk Committee recommend to Council to consider endorsing the updated Risk Management Policy.

BACKGROUND

The Shire of Quairading has a Risk Management Policy as an overarching Policy that shares the commitment and objectives of Council to ensure risk is effectively managed across the organisation, and to ensure transparency and accountability.

It is the Shire's Policy to achieve best practice (aligned with ISO 31000:2018 Risk Management-Guidelines), in the management of all risks that may affect the Shire, its customers, employees, assets, functions, objectives, operations or members of the public.

Documents have been implemented or updated following the Risk Management Review September to December 2024, with processes and procedures implemented to assist with the mitigation of risk due to the severity of possible consequences for non-compliance with the *Work, Health & Safety Act 2020*. This Policy encompasses:

1. Risk Management Governance Framework.
2. Business Continuity Management Procedure Manual & Response Plan.
3. Regular Audit & Risk Progress Reporting to Council.
4. Regular reporting on Annual Leave liabilities to Council.
5. Regular reporting against the Risk Register/Matrix to Council.
6. Adherence to the Work Health & Safety Policy.
7. Regular review and update of Risk Management related documents.
8. Regular review of Council Polices.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Work Health & Safety Act 2020

Local Government (Administration) Regulations 1996

Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

Risk Management Policy

Work Health & Safety Policy

FINANCIAL IMPLICATIONS

There are no financial implications with the review and update of this Policy.

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:

- 3.1 Governance, Financial and Compliance Risks: Financial Viability and Asset Management

RISK ASSESSMENT

	Option 1
Financial	Low <i>There are no financial implications with regard to reviewing this Policy.</i>

Health	Low <i>This Policy is the overarching document expressing the Shire’s commitment to risk mitigation, which encompasses staff, Councillors, visitors and the public’s safety.</i>
Reputation	Low <i>It is now essential that the Shire provides a safe environment for workers. This Policy ensures Councils commitment to risk management and mitigation.</i>
Operations	Low <i>This Policy needs to be reviewed biennially.</i>
Natural Environment	Low

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

COMMENT

Nil.



RISK MANAGEMENT POLICY

PURPOSE

Effective risk management minimises the impact of adverse events by implementing and monitoring effective mitigation of risks. It also assists to maximise on opportunities that arise when risks are identified.

The Shire will embed a coherent, systematic, and structured approach to effectively manage risks arising from objectives identified in the Strategic Community Plan, Risk Management Forum, and Risk Management Register.

This policy applies to management of all strategic and operational risks associated with the delivery of projects and services.

POLICY

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the strategic, operational, project and line management responsibilities and will be incorporated within the Shire's Integrated Planning Framework.

The Shire's Executive Management Team will determine and communicate the Risk Management Policy, objectives, and procedures, as well as, direct and monitor implementation, practice and performance.

Council's commitment to effective risk management is supported by the Risk Management Framework which facilitates:

1. Embedding an organisation-wide risk management approach that aligns to the achievement of strategic objectives;
2. Developing a risk management policy and framework that implements the guidance provided by Australian New Zealand Standard for Risk Management (AS/NZS ISO 31000:2018);
3. Integrating the risk management and governance frameworks;
4. Deploying sufficient resources to effectively manage risks;
5. Managing risks effectively to protect Council's intangible and tangible assets;
6. Building confidence and trust with stakeholders by consistently and efficiently managing risks;
7. Regularly monitoring and reviewing the effectiveness and efficiency of the risk management policy and risk management framework;
8. Reporting risk management against performance indicators;
9. Communicating effectively and working together with internal and external stakeholders inviting and, where appropriate, implementing feedback received; and
10. Assigning roles and responsibilities for ownership and accountability for managing risks; and
11. Identifying emerging risks.

RISK MANAGEMENT POLICY

**RISK MANAGEMENT PROCESS**

Systematic application of management policies, procedures, and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring, and reviewing risk.

OBJECTIVE

The objectives of the Risk Management Policy are delivered through the Risk Management Framework. These objectives are:

1. Develop, implement and maintain effective risk management systems and tools to identify, assess and mitigate strategic risks;
2. Assign roles and responsibilities for risk ownership;
3. Ensure treatment of risks aligns with Risk Appetite and Risk Tolerance;
4. Engage senior management to drive a risk aware culture that 'sets the tone from the top';
5. Provide adequate training and resources for councillors and officers to assist the Shire to move towards embedding risk management in the culture;
6. Review and develop a risk register to record how strategic risks are being managed by aligning identified risks to the Strategic Community Plan aspirations;
7. Actively monitor and report on the management of risks to the Audit & Risk Committee and Council;
8. Communicate and engage with internal and external stakeholders about risk management at the Shire; and
9. Continuously improve tools within the risk management framework.

RICK MANAGEMENT OBJECTIVES

1. Optimise the achievement of our vision, mission, strategies, goals and objectives.
2. Provide transparent and formal oversight of the risk and control environment to enable effective decision-making.
3. Enhance risk versus return within our risk appetite.
4. Embed appropriate and effective controls to mitigate risk.
5. Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
6. Enhance organisational resilience.
7. Identify and provide for the continuity of critical operations

RISK MANAGEMENT POLICY

**RISK APPETITE**

The Shire defined its risk appetite through the development and endorsement of the Shire's Risk Assessment & Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risk is reported at corporate level and assessed according to the Shire's Risk Assessment & Acceptance Criteria to allow consistency and informed decision-making. For operational requirements (e.g., special projects; satisfy external stakeholder requirements) alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment and approved by the CEO.

ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES

Council's role is to -

1. Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
2. Engage with Executive Manager Corporate Services and external auditors to report on financial statements annually.
3. Establish and maintain an Audit & Risk Improvement Committee in accord with the Local Government Act.

The CEO is responsible for the allocation of roles, responsibilities, and accountabilities (refer to the Risk Management Procedures).

3 Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be managed by the Executive Manager Corporate Services and reviewed by the Executive Management team and Council biennially.

DEFINITIONS**Risk**

The effect of uncertainty on objectives. An effect is a deviation from the expected. It can be positive, negative or both, and can address, create, or result in opportunities and threats. Objectives can have different aspects and categories, and can be applied at different levels AS/NZ ISO 31000:2018

Risk management

Coordinated activities to direct and control an organization regarding risk (AS/NZ ISO 31000:2018)

RISK MANAGEMENT POLICY

**Risk Management Policy**

Statement of the overall intentions and direction of an organization related to risk management (ISO Guide73:2009)

Risk Management Framework

Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organization (ISO Guide73:2009)

Risk Tolerance

An organisation's or stakeholder's readiness to bear the risk after risk treatment to achieve its objectives (ISO Guide73:2009)

Risk Assessment

Overall process of risk identification, risk analysis and risk evaluation (ISO Guide73:2009)

Risk Tolerance

An organisation's or stakeholder's readiness to bear the risk after risk treatment to achieve its objectives (ISO Guide73:2009)

Risk Assessment

Overall process of risk identification, risk analysis and risk evaluation (ISO Guide73:2009)

RISK MITIGATION

1. Risk Management Governance Framework.
2. Business Continuity Management Procedure Manual & Response Plan.
3. Regular Audit & Risk Progress Reporting to Council.
4. Regular reporting on Annual Leave liabilities to Council.
5. Regular reporting against the Risk Register/Matrix to Council.
6. Adherence to the Work Health & Safety Policy.
7. Regular review and update of Risk Management related documents.
8. Regular review of Council Policies.

STATUTORY ENVIRONMENT

Australian New Zealand Standard for Risk Management (AS/NZS ISO 31000:2018)

ISO Guide 73:2009, Risk management — Vocabulary

Local Government (Audit) Regulations 1996 (R.17- CEO to review certain systems and procedures)

Local Government Act 1995 Section 2.7 – Role of Council

Local Government Act 1995 Part 7 – Audit

RISK MANAGEMENT POLICY




Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Graeme Fardon	29/11/14	100-14/15	New Policy		
02	Graeme Fardon/ LGIS Consultant	20/12/18	115-18/19	<i>Policy Review Project – 5/12/2018</i>		
03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review	Dec 2020	
04	Nicole Gibbs	31/08/23	52-23/24	Biennial Policy Review	Aug 2025	<i>Nicole Gibbs</i>
05	Tricia Brown			Biennial Policy Review	Feb 2027	

9.1.8 Light Vehicle Fleet Management Policy Review

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. Attachment (i) Light Vehicle Fleet Management Policy [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Indirect Financial
Responsible Officer: Indirect Financial

OFFICER RECOMMENDATION

Committee Recommendation ARC 026-24/25

The Audit & Risk Committee recommends to Council, that Council approve the Light Vehicle Fleet Management Policy Review for which no changes were made – Attachment (i).

IN BRIEF

Council adopted the Light Vehicle Fleet Management Policy on 29th September 2022 and is due for its biennial review.

MATTER FOR CONSIDERATION

For Council to adopt the Light Vehicle Fleet Management Policy Review for which no changes were made.

BACKGROUND

The purpose of this Policy is to ensure the effective management of the Shire's fleet of light vehicles in line with community expectations and operational business needs.

This Policy provides direction on the purchase and utilisation of light vehicles for Shire use and therefore applies to all employees (and contract staff) who may have the need to operate a Shire owned vehicle.

It is essential for Council to have a fleet of light vehicles available to staff that is:

- Cost-effective;
- Fit for purpose;
- Reliable and safe;
- Economical;
- Environmentally sustainable; and
- Able to meet operational requirements.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Purchasing Policy

Asset Management Policy

FINANCIAL IMPLICATIONS

The procurement and disposal of light vehicles will be undertaken in accordance with the Shire’s Purchasing Policy, Long Term Financial Plan and annual budget.

Light vehicles will be disposed of at appropriate intervals to minimise whole of life costs.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil – The EMWS & EMCS reviewed the policy for accuracy.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

3.1 Governance, Financial and Compliance Risks: Financial Viability and Asset Management

RISK ASSESSMENT

	Option 1
Financial	Low <i>This Policy establishes vehicle procurement and management arrangements that provide for a more cost-efficient and effective light vehicle fleet</i>
Health	Low
Reputation	Moderate <i>Community Perception is important. If the community feels that purchasing decisions are not transparent or unjust it may lead to uncertainty around vehicle use and budget.</i>
Operations	Low <i>Vehicles purchased by the Shire are appropriate and fit-for-purpose.</i>
Natural Environment	Low <i>Council will consider the environmental impact of a vehicle prior to its purchase</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

No changes have been made to this Policy.

LIGHT VEHICLE FLEET MANAGEMENT POLICY

OBJECTIVES

To ensure optimal light vehicle fleet utilisation, minimise overall vehicle Total Cost of Ownership and reduce vehicle emissions consistent with industry best practice.

To ensure that processes are in place to manage the purchase, use, operation and disposal of vehicles in the Shire's fleet.

To ensure the effective management of the Shire's fleet of Light Vehicles in line with community expectations and operational business needs.

DEFINITIONS

Fleet

A number of workplace vehicles operating together or under the same ownership. The vehicle may be a vehicle shared by multiple staff members for work use or a vehicle used by one staff member for personal use.

SCOPE

This policy applies to all staff, elected members, contractors and volunteers of the Shire of Quairading in the operation of the Shire's light vehicle fleet.

POLICY

The Shire will retain a fleet of motor vehicles that are essential for operational requirements to service the community.

The vehicle fleet will comprise a range of suitable, safe and environmentally friendly vehicles with some flexibility in vehicle type for staff with full private use.

1 Value of Vehicles

In order to meet functional requirements of the reason for which the vehicle is being acquired it must be fit for purpose, have low whole of life costs and ensure employee benefits are appropriate.

The operational needs of the Shire are the primary consideration of the policy, including the cost, size and vehicle specification, environmental credentials, acquisition, management/maintenance and disposal.

CEO approval is required prior to staff recruitment if there is a potential need for a vehicle.

LIGHT VEHICLE FLEET MANAGEMENT POLICY



All employees or authorised personnel must abide by their responsibilities to ensure the vehicle is used and maintained in a suitable manner.

2 Vehicle Purchases & Selection

Vehicle purchases will be in accordance with the Procurement Policy and relevant management practices and as defined in an employee's contract of employment.

A weighted assessment will take into consideration the economic, environmental and safety aspects for a range of vehicles that meet the Shire's fit for purpose requirements.

The purchase and renewal of the Shire's light vehicles will be selected from the relevant State Government Fleet Acquisition Contract, unless the vehicles are second-hand.

3 Environmental Considerations

In order to minimise the impact of the Shire's light vehicle fleet on the environment, hybrid and low emissions or alternative fuel vehicles will be considered for purchase if and where strategically practical and where budget allows.

4 Vehicle Disposals

The replacement of vehicles will occur on an appropriate timeline in line with usage, warranty, suitability, maintenance and cost.

The optimum replacement timing for the Shire's light fleet is to be reviewed at least every five years.

Under this Policy, vehicles will be changed over at five years or 100,000 kms (whichever is first).

Disposals of the Shire's fleet are as per the *Local Government Act 1995, Policy 304 - Disposal of disused equipment, machinery and other material* and the relevant management practice for the disposal of property, either through trade-in or auction. The most cost effective method for sale of each vehicle will be evaluated with the aim to maximise return on the Shire's investment.

Light fleet vehicles identified with low levels of operational requirements will be phased out over time (the next three years).

5 Private Vehicle Use

Private use vehicle conditions will be in accordance with the relevant employment contract or the Award.

LIGHT VEHICLE FLEET MANAGEMENT POLICY



GUIDELINES

Practice 223.1 Fleet Management

Policy 301 Procurement

Policy 304 Disposal of disused equipment, machinery and other material

STATUTORY ENVIRONMENT

Local Government Act 1995

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Nicole Gibbs	29/09/2022	66 - 22/23	New Policy	Sept 22	
01	Tricia Brown			Biennial Review – 2024	Sept 26	

9.1.9 Report on Excess Annual Leave and Long Service Leave Entitlements

Responsible Officer	Natalie Ness, 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

OFFICER RECOMMENDATION*Committee Recommendation ARC 027-24/25*

The Audit & Risk Committee recommends to Council that Council receive the report on the Shire's leave liabilities.

IN BRIEF

- Not taking a reasonable amount of annual leave or long service leave may pose a threat to the health and safety of employees and represent a significant financial liability for the Shire, therefore there are steps in place to ensure that leave balances are monitored and are at appropriate levels.
- Employee entitlement movements during the year are due to many reasons, such as, leave taken during the period, increased accrued leave balances, increases in remuneration rates and changes in the underlying staff with leave balances transferred to and from the Shire.

MATTER FOR CONSIDERATION

Receipt of the report on excess annual leave and long service leave entitlements and leave liabilities up to the last payroll date 26/01/2025.

BACKGROUND

The current Leave Management Policy defines "excess leave" as when the employee has accrued more than eight weeks paid annual leave and provides management with direction to effectively manage the annual and long service leave entitlements of employees.

The Shire encourages employees to take leave by reinforcing the positive benefits of taking leave when it becomes due. Sometimes there are circumstances that prevent leave being able to be taken, such as staff shortages, outside influences and work demands.

There will be movements in employee entitlements throughout the year. Balances will increase naturally as employees accrue leave entitlements and decrease when employees take leave accrued. This natural fluctuation is monitored by management and through this report to ensure any excess is managed appropriately.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Work Health & Safety Act 2020

Minimum Conditions of Employment Act 1993

POLICY IMPLICATIONS

Leave Management Policy

FINANCIAL IMPLICATIONS

The Employee Entitlements (Annual and Long Service Leave) reserve fund cash balance as of 31 January 2025 is \$177,148. The excess in reserve funds will be reviewed with the Annual Financial Statements.

The annual budget treats current leave as accruals.

The current liability for both types of leave (if all claimed on 26/01/2025) is calculated at \$101,354.15.

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:

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

1.1 Infrastructure and Operational Risks: Workforce Challenges and Skills Shortage

RISK ASSESSMENT

	Option 1
Financial	Low <i>Financial exposure and therefore risk escalation occurs if leave accruals are not monitored and managed. Adequate reserve balances reduce the risk of financial exposure.</i>
Health	Low
Reputation	Low

Operations	Low <i>Impact to operations where employees with excess leave are requested to take leave. This can be mitigated by agreement of mutually acceptable timeframes for taking leave that are not during heavy workload times.</i>
Natural Environment	Low

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

COMMENT

This report has been prepared to inform the Audit and Risk Committee of the current leave liabilities and of any employees who have excess leave and the steps taken to reduce these liabilities.

As of 26 January 2025, there has been moderate change overall to the annual leave liabilities due to Christmas Leave being taken during this period.

As of 26 January 2025, there has been a significant reduction overall to the long service liabilities. Only one employee has minimal Long Service Leave available.

Annual Leave:

There are currently two employees over and above the accepted level of excess annual leave. There is also 1 other employees with over 7 weeks leave accrued. The Executive Manager has been advised and will encourage the staff members to reduce their balance to an acceptable level. One of the employees with excess leave is currently waiting on a date for a medical procedure and is hoping to reduce their leave to a minimum following this.

There has been less than a 1% increase (dollar value) in the annual leave liability since January 2024.

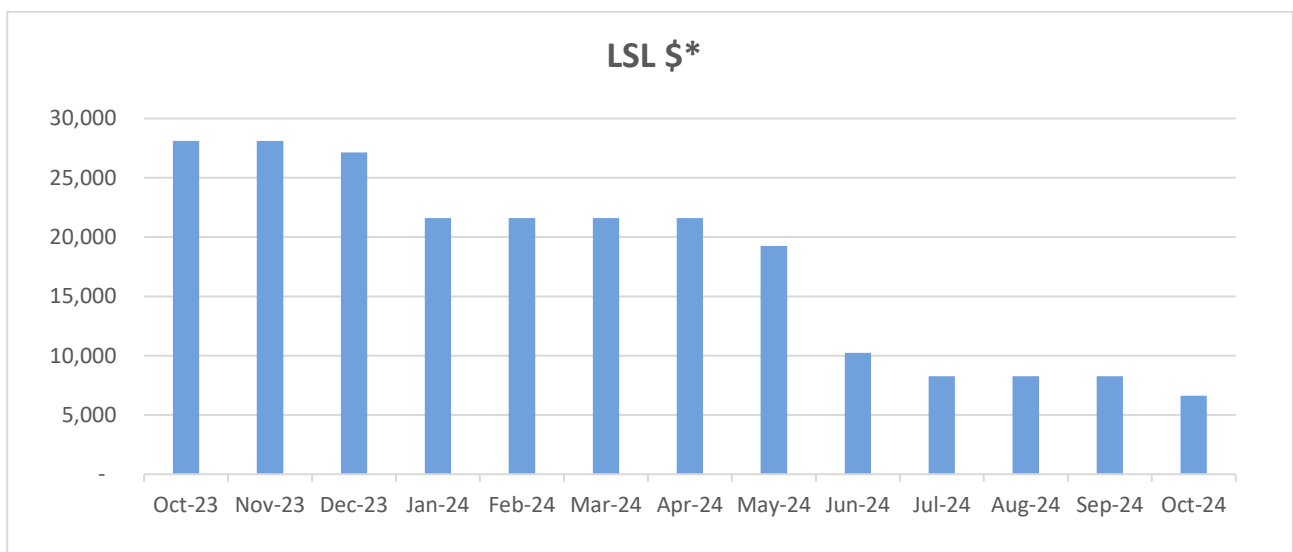
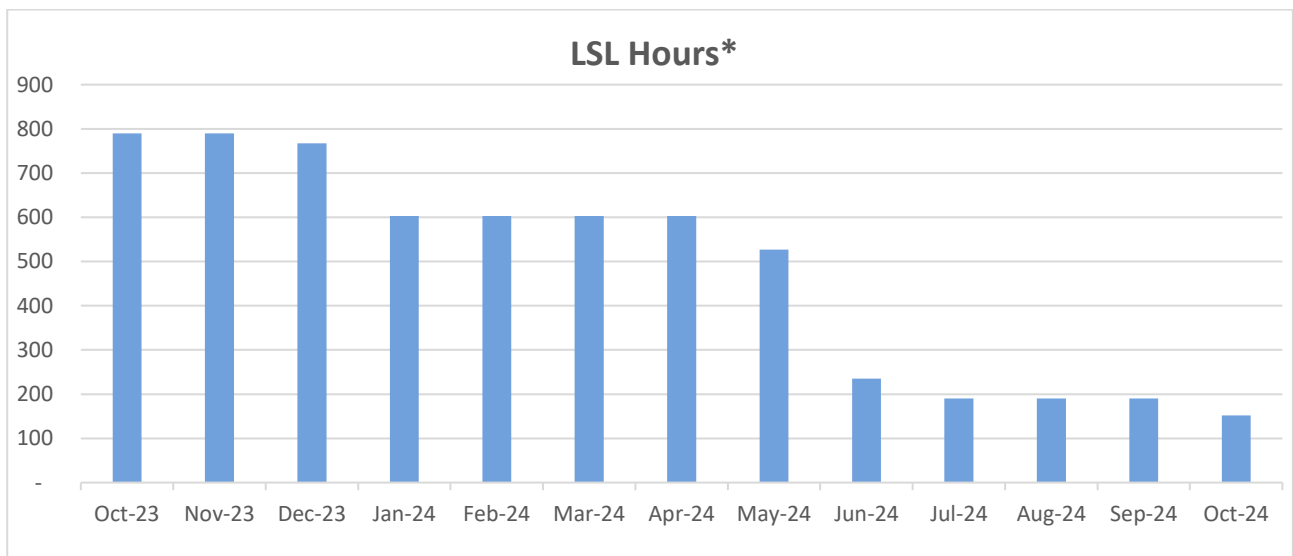
Long Service Leave:

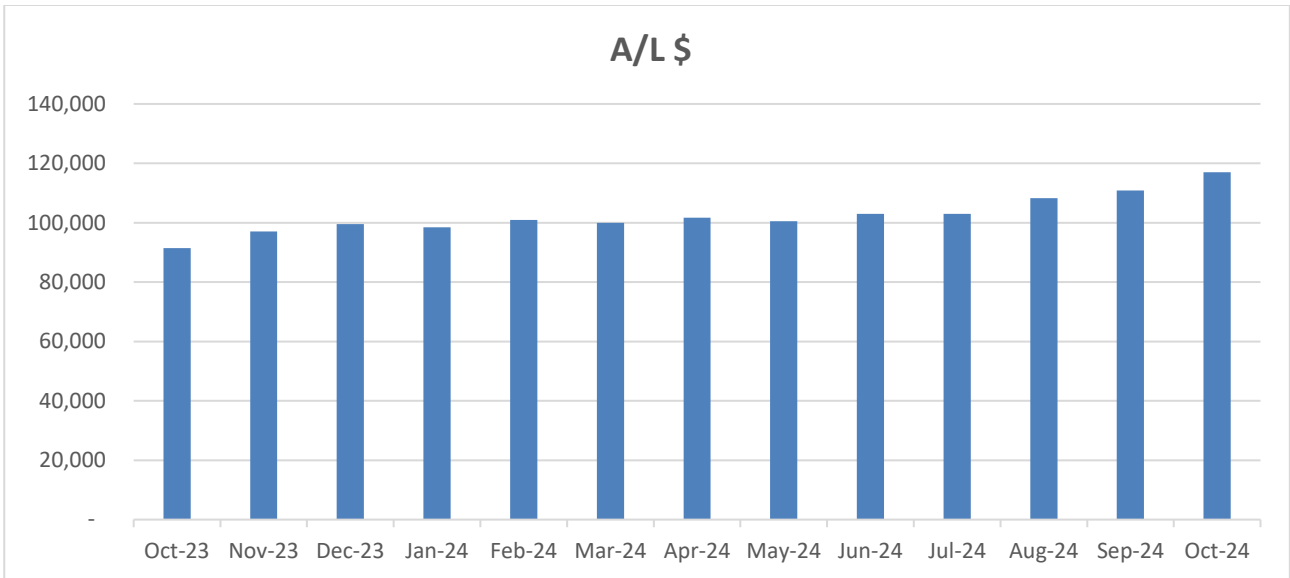
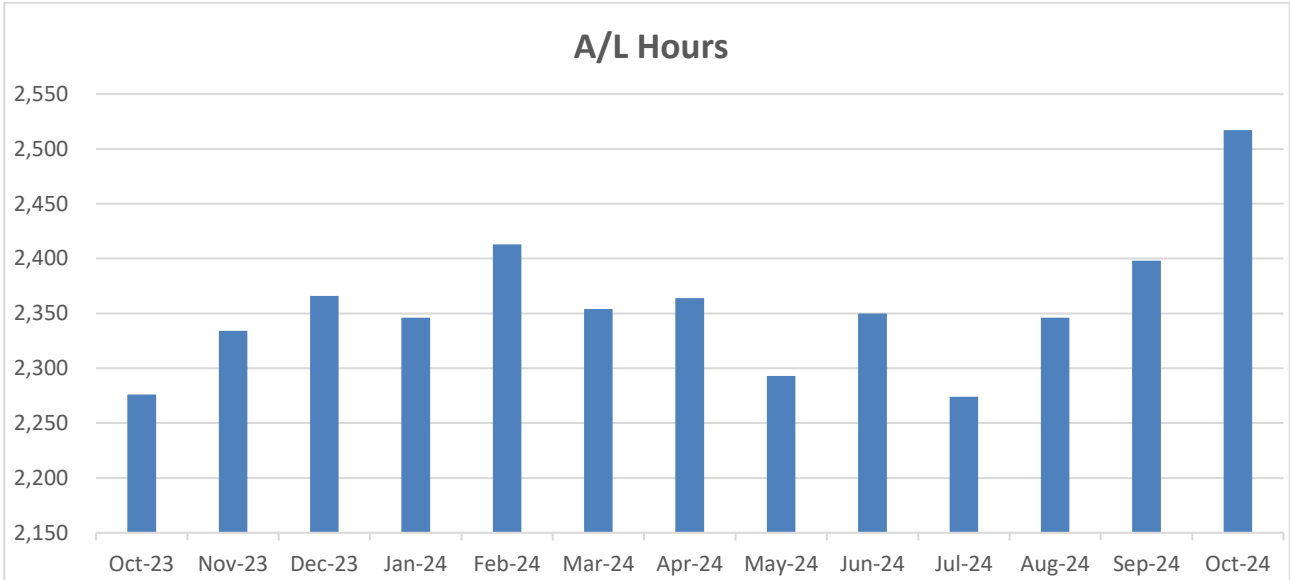
Only one staff member as at 26/01/2025 has Long Service Leave entitlements of 45.6 hours.

There has been a decrease of 166% (dollar value) in the long service leave liability since January 2024.



The following table and graphs show the fluctuations in the accrued hours and dollar values of both annual leave and long service leave over the period of January 2024 to January 2025.

	LSL Hours	LSL \$	A/L Hours	A/L \$
January 24	603	21,589	2,346	98,475
February 24	603	21,589	2,413	100,928
March 24	603	21,589	2,354	99,908
April 24	603	21,589	2,364	101,708
May 24	527	19,245	2,293	100,537
June 24	235	10,243	2,350	102,946
July 24	190	8,260	2,274	103,015
August 24	190	8,260	2,346	108,268
September 24	190	8,260	2,398	110,843
October 24	152	6,608	2,517	116,979
November 24	152	6,608	2,665	123,512
December 24	91.2	3,965	2,533	117,339
January 25	45.6	1,982	2,178	99,371





9.1.10 Risk Management Dashboard Review

Responsible Officer	Natalie Ness, Chief Executive Officer
Reporting Officer	Tricia Brown, Executive Manager, Corporate Services
Attachments	1. Attachment (i) Risk Management Dashboard ↓  2. Attachment (ii) Risk Management Register ↓ 
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION*Committee Recommendation ARC 028-24/25*

The Audit & Risk Committee recommends to Council that Council endorse the changes to the Risk Management Dashboard (Attachment (i)) to align with the risks identified in the Risk Register adopted by Council Resolution: OCM 078-24/25 (Attachment (ii)).

IN BRIEF

The Shire of Quairading's Risk Management review was conducted by James Butterworth with a comprehensive workshop conducted on 26 September 2024, together with Shire Councillors and the Executive Management Team.

Following the adoption of the new Risk Register Matrix in November 2024 the requirement to review the Risk Management Dashboard was required.

The Risk Management Dashboard has been updated and now submitted to the Audit & Risk Committee as per the updated Risk Register.

MATTER FOR CONSIDERATION

That the Audit & Risk Committee recommend to Council to consider endorsing the updated Risk Management Dashboard.

BACKGROUND

The Shire of Quairading Council recognises that Risk Management is an integral part of good governance and management practice.

The new Risk Register reflects a more organised, detailed and resource-oriented approach, consolidating related risks and enhancing clarity in risk management and mitigation strategies.

Based on the risk ratings provided in the Risk Register Matrix, the ordered list of risks from highest to lowest score is as follows:

1. Risk # 2, Power Supply Reliability and Emergency Response - Score: 25 (Extreme)
2. Risk # 4, Workplace Health and Safety Compliance - Score: 25 (Extreme)
3. Risk # 10, Housing Availability and Affordability - Score: 20 (Extreme)
4. Risk # 3, Road and Infrastructure Maintenance - Score: 20 (Extreme)

5. Risk # 1, Workforce Challenges and Skills Shortage - Score: 16 (High)
6. Risk # 8, Cybersecurity and Data Protection - Score: 16 (High)
7. Risk #5, Healthcare Service Stability - Score: 15 (High)
8. Risk # 7, Financial Viability and Asset Management - Score: 15 (High)
9. Risk # 6, Natural and Man-Made Disasters - Score: 12 (High)
10. Risk # 11, Social Challenges and Community Expectations - Score: 12 (High)
11. Risk # 9, Organisational Misconduct - Score: 5 (Moderate)

The revised Risk Register, included at Appendix 2, consolidates and refines risk themes into four overarching categories:

1. Infrastructure and Operational Risks
2. Community Health and Safety Risks
3. Governance, Financial, and Compliance Risks
4. Strategic Social and Economic Risks

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Work Health & Safety Act 2020

Local Government (Administration) Regulations 1996

Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

Risk Management Policy

Work Health & Safety Policy

FINANCIAL IMPLICATIONS

There are no financial implications with the review and update of this Policy.

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

Risk management Workshop with Council and the Executive Management Team.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

- 3.1 Governance, Financial and Compliance Risks:** Financial Viability and Asset Management
- 3.2 Governance, Financial and Compliance Risks:** Cybersecurity and Data Protection
- 3.3 Governance, Financial and Compliance Risks:** Organisational Misconduct
- 1.1 Infrastructure and Operational Risks:** Workforce Challenges and Skills Shortage
- 1.2 Infrastructure and Operational Risks:** Power Supply Reliability and Emergency Response
- 1.3 Infrastructure and Operational Risks:** Road Infrastructure and Maintenance
- 2.1 Community Health and Safety Risks:** Workplace Health and Safety Compliance
- 2.2 Community Health and Safety Risks:** Healthcare Service Stability
- 2.3 Community Health and Safety Risks:** Natural and Man-Made Disasters
- 4.1 Strategic, Social and Economic Risks:** Housing Availability and Affordability
- 4.2 Strategic, Social and Economic Risks:** Social Challenges and Community Expectations

RISK ASSESSMENT

	Option 1
Financial	Low <i>There are no financial implications regarding reviewing this Risk Management Dashboard.</i>
Health	Low <i>This Risk Management Dashboard aligns with the Shire’s overarching Risk Management documents, showing the Shire’s commitment to risk mitigation, which encompasses staff, Councillors, contractors, visitors and the public’s safety.</i>
Reputation	Low <i>Having a well aligned Risk Management Governance Framework is essential to ensure a cohesive and comprehensive approach to Risk Management.</i>
Operations	Low <i>This Risk Management Dashboard needs to be reviewed biennially.</i>
Natural Environment	Low

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

COMMENT

The Risk Management Dashboard will continue to be reported to the Audit & Risk Committee and Council 4 times per year.

The Risk Management Dashboard is designed to update the Audit & Risk Committee on current operational actions being taken by EMT and their business units.

Actions are continually being undertaken to mitigate levels of acceptable risk, whether through planning, allocation of resources, training or identifying risks.

APPENDIX 1

Shire of Quairading Risk Register

November 2024

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline	
Theme 1. Infrastructure and Operational Risks – critical for day-to-day operations and business continuity, and can produce immediate effects										
1.	<p>Workforce Challenges and Skills Shortage</p> <p>Workforce challenges, including an inability to source sufficiently skilled new employees and high staff turnover, pose significant risks to the Shire. These issues have the potential to negatively impact current Shire operations, hinder program delivery, and increase stress on existing employees, leading to reduced service quality and operational efficiency. As one example, the employment of un- or under-qualified Shire personnel (e.g., in technical services) has the potential to create major WHS consequences.</p>	<p>1. Core Operations Impacted: Disruption to Shire business and less effective service delivery.</p> <p>2. Community resilience and sustainability threatened, potentially leading to population decline.</p> <p>3. Reputation Damage: Negative outcomes affect community trust.</p> <p>4. Legal penalties (e.g., for WHS breach).</p> <p>5. Employee Well-being: Increased burnout, low staff morale, and poor 'corporate memory' and knowledge retention.</p> <p>6. Limited pool of suppliers and inability to control contractor pricing.</p>	Likely	Major	16 M	Existing Risk	<p>1. Implement a comprehensive Workforce Plan inclusive of:</p> <ul style="list-style-type: none"> Employee Retention: Implement a retention scheme with associated benefits and incentives. Strategic Recruitment: Develop 'persuasive' staff recruitment and induction processes. Professional Development: Undertake training and development planning to enhance staff skills and job satisfaction. Succession and Leadership Planning: Create a clear pathway for career progression and promote from within where able. <p>2. Promote work flexibility and positive organisational culture.</p> <ul style="list-style-type: none"> Work Flexibility: Promote to accommodate diverse needs and improve work-life balance. Positive Representation: Foster a culture of respect for staff during community engagements to enhance the Shire's reputation and boost employee morale. <p>3. Retain core focus on 'safety first'.</p>	<p>Operational budget.</p> <p>Up to \$20,000 per annum for the training component.</p>	<p>1 CEO</p> <p>2 EMT</p>	March 2025

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
2.	<p>Power Supply Reliability and Emergency Response</p> <p>Mains power supply failures and ongoing unreliability pose significant risks to the Shire, potentially resulting in the loss of critical emergency communications and substantial disruptions to local businesses. Issues could compromise public safety during emergencies and, more generally, lead to economic losses across the community.</p>	<p>1. Emergency Management: Severely compromises the ability to control emergency situations and maintain communications. Impacts include delayed response times and impaired coordination among emergency services.</p> <p>2. Public Safety: Significantly threatens community safety, particularly during emergencies.</p> <p>3. Evacuation Capabilities: Hampers required evacuation efforts, potentially leaving vulnerable populations at risk.</p> <p>4. Business Continuity: Causes immediate and longer-term impacts.</p> <p>5. Critical Services disrupted: Includes fuel supply, electronic payments, refrigeration and medical equipment.</p> <p>6. Economic Development: Acts as a disincentive for new businesses to establish in Shire.</p> <p>7. Infrastructure Reliability: Undermines confidence, potentially affecting local investment and property values.</p>	Almost Certain	Catastrophic	25 E	Existing Risk	<p>1. Microgrid Development: Secure capital and operational funding to establish and operate a local microgrid. This system would provide reliable local energy generation and storage, incorporating renewable energy sources and battery technology.</p> <p>2. Emergency Communications Resilience: Work to future-proof communications systems where possible, particularly through the implementation of Uninterruptible Power Supply (UPS) solutions. This strategy ensures that critical communication channels remain operational during power outages, maintaining public safety and response/coordination capabilities.</p> <p>3. Government Advocacy: To address the root cause of the power supply issues at a systemic level, actively lobby both government and opposition parties for a more reliable power service.</p> <p>4. Strategically place generators around the town.</p>	<p>Nil, other than officer time.</p> <p>Electricity is a State Government responsibility.</p> <p>Seek grant funding where able.</p>	1 CEO 2 CESM	<p>March 2025</p> <p>Monthly updates to be provided whenever risk changes or new information becomes available</p>

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
3.	<p>Road and Infrastructure Maintenance</p> <p>If routine maintenance and timely construction of Shire roads, bridges and other key infrastructure are not completed to standard requirements, public safety dangers and other negative outcomes are probable.</p> <p>The Shire has noted, for example, that materials for road building are becoming more marginal which affects the strengths ratio.</p>	<p>1. Personal and/or public liability impacts (up to \$1M fine and/or 20 years in prison).</p> <p>2. Increased injury and fatality.</p> <p>3. Diminished access to properties – impacts on farm operations and productivity.</p> <p>4. Dissatisfied community/ ratepayers.</p> <p>5. Negative reputational outcomes/lawsuits.</p>	Likely	Catastrophic	20 E	Existing Risk	<p>1. Safety and Compliance:</p> <ul style="list-style-type: none"> • Retain core focus on 'safety first' • Conduct internal WHS Audit • Ensure machine and plant operators are sufficiently qualified. <p>2. Financial Management:</p> <ul style="list-style-type: none"> • Institute strong cost management (e.g., materials, contractors) • Source additional external grant funding for new roads. <p>3. Operational Efficiency:</p> <ul style="list-style-type: none"> • Respond to external feedback • Implement immediate risk mitigation measures (e.g., barriers, signage) when risks can't be immediately eliminated. 	Operational budget	EMWS	Quarterly updates

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
Theme 2. Community Health and Safety Risks – underline the importance of safety and compliance										
4.	<p>Workplace Health and Safety Compliance</p> <p>Non-compliance with workplace health and safety legislation, including the Work Health & Safety Act 2020 and Fair Work Act 2009, has the potential to detrimentally affect Shire functioning. The new WA Work Health & Safety legislation introduces additional challenges, including in managing Bushfire and VFRS Brigades, potentially increasing the risk of WHS breaches for the Shire.</p> <p>Mismanagement of employee wellbeing, harassment, bullying, and safety breaches in employment practices directly affect workplace health and safety, potentially leading to increased WHS claims.</p>	<p>1. Legal and Financial Consequences:</p> <ul style="list-style-type: none"> Personal and/or public liability (up to \$1M fine and/or 20 years in prison) Severe legal penalties and financial losses/fines. <p>2. Reputational Damage:</p> <ul style="list-style-type: none"> Negative outcomes leading to lawsuits and dissatisfied community/ratepayers. <p>3. Safety and Operational Impacts:</p> <ul style="list-style-type: none"> Death or permanent injury Community safety diminished Bushfire and VFRS Brigades become increasingly marginal operationally (i.e., via increased compliance, safety training and reporting requirements). 	Almost Certain	Catastrophic	25 E	Existing Risk	<p>1. Governance and Reporting:</p> <ul style="list-style-type: none"> Council to maintain strong oversight of Risk Management documents CEO and CESM to report monthly to Council on risk mitigation and elimination strategies. <p>2. Safety and Compliance:</p> <ul style="list-style-type: none"> Retain core focus on 'safety first' Conduct internal WHS Audit Monitor and maintain registration and training requirements Enact a "no training, no fire ground" policy position. <p>3. Operational Efficiency:</p> <ul style="list-style-type: none"> Institute strong cost management (e.g., materials, contractors) Ensure machine and plant operators are sufficiently qualified. <p>4. Communication and Response:</p> <ul style="list-style-type: none"> Improve communications via new app software Respond to external feedback Implement immediate risk mitigation measures (e.g., barriers, signage) where risks can't be immediately eliminated. 	Standard operational budget for WHS initiatives	CEO EMT	Ongoing Monthly reporting

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
5.	Healthcare Service Stability The Quairading Medical Practice faces significant challenges in maintaining consistent and affordable medical services due to potential loss of medical personnel and increasing operational costs, which could result in reduced healthcare access for the community.	1. Loss of local medical services, leading to: <ul style="list-style-type: none"> Increased travel burden for medical care Closure of allied health services (e.g., chemist). 2. Threats to community sustainability: <ul style="list-style-type: none"> Community dissatisfaction Potential population decline Economic impacts on local businesses. 3. Negative reputational outcomes for the Shire.	Possible	Catastrophic	15 H	Existing Risk	1. Keep costs for running the medical practice as cost-effective as possible (while maintaining service quality). 2. Establish a second option practitioner for when the current practitioner (a) takes annual leave, or (b) eventually leaves (including list of locums). 3. Current Supply of Practitioner Agreement for a term of three years expiry 25 January 2027 + three-year option. 4. Develop a long-term recruitment and retention strategy for medical professionals, including incentives and support for rural practice. 5. Investigate telemedicine options to supplement in-person care and potentially reduce costs.	Significant resources required; develop options for resource allocation	1 CEO 2 EMCS	Present options March 2025
6.	Natural and Man-Made Disasters Natural and manmade disasters have the potential to affect Shire business continuity. <i>Includes fire, flood, storm, earthquake, extreme heat, pandemic, chemical spill, terrorism.</i> Climate change has been	1. Loss of critical infrastructure. 2. Injury and fatalities. 3. High recovery costs. 4. Loss of business continuity. 5. Shire core business impacts. 6. Businesses choose not to re-establish. 7. Environmental degradation (e.g., drought, soil erosion) 8. Economic instability: generational farms are no	Possible	Major	12 H	Existing Risk	1. Implement a Business Continuity Framework. 2. Local Emergency Management Arrangements – ensure current and tested through LEMC Exercises. 3. Review and update key hazard plans including Bushfire Risk Management Plan. 4. Convene quarterly meetings with key agencies.	Cost-prohibitive; high dependency on State and Federal funding for disaster resilience.	1 CEO 2 CESM	Current and Ongoing

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
	recognised by the Shire, including the prevalence of extreme fire and other weather events.	longer workable.								
Theme 3. Governance, Financial, and Compliance Risks – includes a need to discuss resource allocation and budgeting element										
7.	Financial Viability and Asset Management If the Shire is struggling to remain financially viable, the ability to comply with its Asset Management Plan may be compromised	1. Cost of managing aging infrastructure becomes prohibitive. 2. Creates degradation and loss of useful/useable assets. 3. Increased safety risk. 4. Reduced ability to regenerate or create economic benefit across the Shire.	Possible	Catastrophic	15 H	Existing Risk	1. Promote Quairading as a destination with a 'point of difference' (e.g., as Beverley has done). 2. Consider marketing campaigns for attracting new investors and residents into the Shire, including people seeking a 'tree change'. 3. Explore and promote quality affordable housing options, and lead by example. 4. Encourage light industrial activity and support small business ventures through flexible policies. 5. Increase the rate-base through the above-mentioned strategies.	Resource range: \$500,000 to \$1 million for various asset management projects	1 CEO 2 EMT	Jun 2025
8.	Cybersecurity and Data Protection Any data breach/hack of Shire information and communications technology systems has the potential to affect Shire operations, Includes data theft, ransomware and phishing.	1. Financial misappropriation/loss. 2. Community member and/or employee financial records compromised or stolen. 3. Loss of data and data integrity. 4. Shire business continuity significantly compromised. 5. Shire reputation impacted.	Likely	Major	16 H	Existing Risk	1. Develop and maintain Business Continuity and IT Disaster Recovery Plans. 2. Implement robust IT security measures (e.g., firewalls, access controls, UPS/backup systems). 3. Conduct regular security audits and recovery exercises.	Allocated within operational IT budget	1 CEO 2 EMCS	June 2025

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
							4. Provide staff cybersecurity awareness training.			
9.	Organisational Misconduct Unethical or illegal behavior by Shire employees, executives or office holders, including both financial and non-financial misconduct, has the potential to produce significant negative consequences for the Shire.	1. Council suspension or leadership changes (e.g., CEO removal, employee terminations). 2. Independent investigations and regulatory actions (e.g., Fair Work Commission). 3. Intense public and media scrutiny. 4. Reputational damage. 5. Financial penalties and economic impacts. 6. Business continuity and viability challenges.	Rare	Catastrophic	5 M	Existing Risk	1. Financial Controls and Processes <ul style="list-style-type: none"> • Update cash handling procedures • Conduct financial management reviews and implement controls. 2. Governance Frameworks <ul style="list-style-type: none"> • Update the delegated authority framework • Enhance the IT Security Framework. 3. Human Resource Management <ul style="list-style-type: none"> • Revise the staff on-boarding/induction program • Implement a performance management program • Update HR Policies and Code of Conduct (for Council and staff). 4. Operational Safety <ul style="list-style-type: none"> • Establish supervision and induction processes to use plant and equipment. 5. External Oversight <ul style="list-style-type: none"> • Conduct regular external audits. 	Standard operational budget to cover governance improvements and external audits	1 CEO 2 EMT	Current and Ongoing

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
Theme 4. Strategic Social and Economic Risks – emphasise the long-term impact on the community and the Shire’s sustainability										
10.	<p>Housing Availability and Affordability</p> <p>Seniors and Aged Care: Absence of local independent living facilities may force older residents to leave prematurely, disrupting community cohesion.</p> <p>Essential Worker Housing: Insufficient housing for government workers and Country Health Service staff can hinder recruitment and retention.</p> <p>Public and Community Housing: Limited public housing options may increase housing stress for low-income individuals, leading to potential homelessness.</p>	<p>1. Low property resale values and return on investment undermine community sustainability.</p> <p>2. Population decline due to:</p> <ul style="list-style-type: none"> • Higher outward migration and lower inward migration • Workforce reduction • Residents forced to relocate due to housing shortages. <p>3. Economic impacts:</p> <ul style="list-style-type: none"> • Impeded economic growth • Reduced local spending. <p>4. Threats to community viability:</p> <ul style="list-style-type: none"> • Loss of professional and community-based services • Weakening of community fabric • Potential loss of local infrastructure. 	Almost Certain	Major	20	Existing Risk	<ol style="list-style-type: none"> 1. Lead by example, explore and promote quality affordable housing options including joint venture options for the construction of Residential Independent Living Units. 2. Noting that the Shire does not have 50% of the total cost of the project to contribute to a grant/tender application under the Housing Support Program, explore options with bespoke groups i.e., Central East Accommodation & Care Alliance Inc (CEACA). 3. Promote Quairading as a destination with a ‘point of difference’ (e.g., as Beverley and Katanning have done). 4. Consider marketing campaigns and other strategies for attracting new investors and residents, including people seeking a ‘tree change’. 	Officer time until solutions have been identified. May need to form budgets, e.g., for marketing initiatives.	CEO EMED	June 2025

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
11.	<p>Social Challenges and Community Expectations</p> <p>Social challenges (e.g., crime, antisocial behavior, vandalism, housing crisis, homelessness) may significantly impact ratepayers' expectations of the Shire's responsibilities and perceived effectiveness. Misalignment between community expectations and Shire jurisdiction could lead to reputational damage, resource pressure and potential conflict.</p>	<ol style="list-style-type: none"> 1. Disgruntled ratepayers and reputational damage 2. Blame towards staff and Council Members 3. Diminished service outcomes and increased pressure on resources 4. Higher rates payment defaults and debt collections 5. Difficulty attracting new residents/businesses 6. Strained community relationships and social cohesion 7. Increased demand for social services beyond Shire capacity/jurisdiction 	Likely	Moderate	12 H	New Risk	<ol style="list-style-type: none"> 1. Develop and implement a community engagement strategy to better understand ratepayers' expectations. 2. Hold at least two community forums each year. 3. Establish clear guidelines on the Shire's responsibilities and limitations regarding social issues, and communicate these effectively. 4. Maintain healthy relationships with government agencies, funding bodies and WALGA. 5. Prioritise grant writing and winning. 6. Continue focus on social media messaging while retaining hard copy dissemination for older generations. 7. Formalise regular contributions to the Banksia Bulletin and Passion Sheet. 	Operational budget, with emphasis on engagement activities	1 CEO 2 EMED	Current and Ongoing

APPENDIX 1

Shire of Quairading Risk Register

November 2024

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline	
Theme 1. Infrastructure and Operational Risks – critical for day-to-day operations and business continuity, and can produce immediate effects										
1.	<p>Workforce Challenges and Skills Shortage</p> <p>Workforce challenges, including an inability to source sufficiently skilled new employees and high staff turnover, pose significant risks to the Shire. These issues have the potential to negatively impact current Shire operations, hinder program delivery, and increase stress on existing employees, leading to reduced service quality and operational efficiency.</p> <p>As one example, the employment of un- or under-qualified Shire personnel (e.g., in technical services) has the potential to create major WHS consequences.</p>	<p>1. Core Operations Impacted: Disruption to Shire business and less effective service delivery.</p> <p>2. Community resilience and sustainability threatened, potentially leading to population decline.</p> <p>3. Reputation Damage: Negative outcomes affect community trust.</p> <p>4. Legal penalties (e.g., for WHS breach).</p> <p>5. Employee Well-being: Increased burnout, low staff morale, and poor 'corporate memory' and knowledge retention.</p> <p>6. Limited pool of suppliers and inability to control contractor pricing.</p>	Likely	Major	16 M	Existing Risk	<p>1. Implement a comprehensive Workforce Plan inclusive of:</p> <ul style="list-style-type: none"> Employee Retention: Implement a retention scheme with associated benefits and incentives. Strategic Recruitment: Develop 'persuasive' staff recruitment and induction processes. Professional Development: Undertake training and development planning to enhance staff skills and job satisfaction. Succession and Leadership Planning: Create a clear pathway for career progression and promote from within where able. <p>2. Promote work flexibility and positive organisational culture.</p> <ul style="list-style-type: none"> Work Flexibility: Promote to accommodate diverse needs and improve work-life balance. Positive Representation: Foster a culture of respect for staff during community engagements to enhance the Shire's reputation and boost employee morale. <p>3. Retain core focus on 'safety first'.</p>	<p>Operational budget.</p> <p>Up to \$20,000 per annum for the training component.</p>	<p>1 CEO</p> <p>2 EMT</p>	March 2025

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
2.	<p>Power Supply Reliability and Emergency Response</p> <p>Mains power supply failures and ongoing unreliability pose significant risks to the Shire, potentially resulting in the loss of critical emergency communications and substantial disruptions to local businesses. Issues could compromise public safety during emergencies and, more generally, lead to economic losses across the community.</p>	<p>1. Emergency Management: Severely compromises the ability to control emergency situations and maintain communications. Impacts include delayed response times and impaired coordination among emergency services.</p> <p>2. Public Safety: Significantly threatens community safety, particularly during emergencies.</p> <p>3. Evacuation Capabilities: Hampers required evacuation efforts, potentially leaving vulnerable populations at risk.</p> <p>4. Business Continuity: Causes immediate and longer-term impacts.</p> <p>5. Critical Services disrupted: Includes fuel supply, electronic payments, refrigeration and medical equipment.</p> <p>6. Economic Development: Acts as a disincentive for new businesses to establish in Shire.</p> <p>7. Infrastructure Reliability: Undermines confidence, potentially affecting local investment and property values.</p>	Almost Certain	Catastrophic	25 E	Existing Risk	<p>1. Microgrid Development: Secure capital and operational funding to establish and operate a local microgrid. This system would provide reliable local energy generation and storage, incorporating renewable energy sources and battery technology.</p> <p>2. Emergency Communications Resilience: Work to future-proof communications systems where possible, particularly through the implementation of Uninterruptible Power Supply (UPS) solutions. This strategy ensures that critical communication channels remain operational during power outages, maintaining public safety and response/coordination capabilities.</p> <p>3. Government Advocacy: To address the root cause of the power supply issues at a systemic level, actively lobby both government and opposition parties for a more reliable power service.</p> <p>4. Strategically place generators around the town.</p>	<p>Nil, other than officer time.</p> <p>Electricity is a State Government responsibility.</p> <p>Seek grant funding where able.</p>	1 CEO 2 CESM	<p>March 2025</p> <p>Monthly updates to be provided whenever risk changes or new information becomes available</p>

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
3.	<p>Road and Infrastructure Maintenance</p> <p>If routine maintenance and timely construction of Shire roads, bridges and other key infrastructure are not completed to standard requirements, public safety dangers and other negative outcomes are probable.</p> <p>The Shire has noted, for example, that materials for road building are becoming more marginal which affects the strengths ratio.</p>	<p>1. Personal and/or public liability impacts (up to \$1M fine and/or 20 years in prison).</p> <p>2. Increased injury and fatality.</p> <p>3. Diminished access to properties – impacts on farm operations and productivity.</p> <p>4. Dissatisfied community/ ratepayers.</p> <p>5. Negative reputational outcomes/lawsuits.</p>	Likely	Catastrophic	20 E	Existing Risk	<p>1. Safety and Compliance:</p> <ul style="list-style-type: none"> • Retain core focus on 'safety first' • Conduct internal WHS Audit • Ensure machine and plant operators are sufficiently qualified. <p>2. Financial Management:</p> <ul style="list-style-type: none"> • Institute strong cost management (e.g., materials, contractors) • Source additional external grant funding for new roads. <p>3. Operational Efficiency:</p> <ul style="list-style-type: none"> • Respond to external feedback • Implement immediate risk mitigation measures (e.g., barriers, signage) when risks can't be immediately eliminated. 	Operational budget	EMWS	Quarterly updates

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
Theme 2. Community Health and Safety Risks – underline the importance of safety and compliance										
4.	<p>Workplace Health and Safety Compliance</p> <p>Non-compliance with workplace health and safety legislation, including the Work Health & Safety Act 2020 and Fair Work Act 2009, has the potential to detrimentally affect Shire functioning. The new WA Work Health & Safety legislation introduces additional challenges, including in managing Bushfire and VFRS Brigades, potentially increasing the risk of WHS breaches for the Shire.</p> <p>Mismanagement of employee wellbeing, harassment, bullying, and safety breaches in employment practices directly affect workplace health and safety, potentially leading to increased WHS claims.</p>	<p>1. Legal and Financial Consequences:</p> <ul style="list-style-type: none"> • Personal and/or public liability (up to \$1M fine and/or 20 years in prison) • Severe legal penalties and financial losses/fines. <p>2. Reputational Damage:</p> <ul style="list-style-type: none"> • Negative outcomes leading to lawsuits and dissatisfied community/ratepayers. <p>3. Safety and Operational Impacts:</p> <ul style="list-style-type: none"> • Death or permanent injury • Community safety diminished • Bushfire and VFRS Brigades become increasingly marginal operationally (i.e., via increased compliance, safety training and reporting requirements). 	Almost Certain	Catastrophic	25 E	Existing Risk	<p>1. Governance and Reporting:</p> <ul style="list-style-type: none"> • Council to maintain strong oversight of Risk Management documents • CEO and CESM to report monthly to Council on risk mitigation and elimination strategies. <p>2. Safety and Compliance:</p> <ul style="list-style-type: none"> • Retain core focus on 'safety first' • Conduct internal WHS Audit • Monitor and maintain registration and training requirements • Enact a "no training, no fire ground" policy position. <p>3. Operational Efficiency:</p> <ul style="list-style-type: none"> • Institute strong cost management (e.g., materials, contractors) • Ensure machine and plant operators are sufficiently qualified. <p>4. Communication and Response:</p> <ul style="list-style-type: none"> • Improve communications via new app software • Respond to external feedback • Implement immediate risk mitigation measures (e.g., barriers, signage) where risks can't be immediately eliminated. 	Standard operational budget for WHS initiatives	CEO EMT	Ongoing Monthly reporting

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
5.	Healthcare Service Stability The Quairading Medical Practice faces significant challenges in maintaining consistent and affordable medical services due to potential loss of medical personnel and increasing operational costs, which could result in reduced healthcare access for the community.	1. Loss of local medical services, leading to: <ul style="list-style-type: none"> Increased travel burden for medical care Closure of allied health services (e.g., chemist). 2. Threats to community sustainability: <ul style="list-style-type: none"> Community dissatisfaction Potential population decline Economic impacts on local businesses. 3. Negative reputational outcomes for the Shire.	Possible	Catastrophic	15 H	Existing Risk	1. Keep costs for running the medical practice as cost-effective as possible (while maintaining service quality). 2. Establish a second option practitioner for when the current practitioner (a) takes annual leave, or (b) eventually leaves (including list of locums). 3. Current Supply of Practitioner Agreement for a term of three years expiry 25 January 2027 + three-year option. 4. Develop a long-term recruitment and retention strategy for medical professionals, including incentives and support for rural practice. 5. Investigate telemedicine options to supplement in-person care and potentially reduce costs.	Significant resources required; develop options for resource allocation	1 CEO 2 EMCS	Present options March 2025
6.	Natural and Man-Made Disasters Natural and manmade disasters have the potential to affect Shire business continuity. <i>Includes fire, flood, storm, earthquake, extreme heat, pandemic, chemical spill, terrorism.</i> Climate change has been	1. Loss of critical infrastructure. 2. Injury and fatalities. 3. High recovery costs. 4. Loss of business continuity. 5. Shire core business impacts. 6. Businesses choose not to re-establish. 7. Environmental degradation (e.g., drought, soil erosion) 8. Economic instability: generational farms are no	Possible	Major	12 H	Existing Risk	1. Implement a Business Continuity Framework. 2. Local Emergency Management Arrangements – ensure current and tested through LEMC Exercises. 3. Review and update key hazard plans including Bushfire Risk Management Plan. 4. Convene quarterly meetings with key agencies.	Cost-prohibitive; high dependency on State and Federal funding for disaster resilience.	1 CEO 2 CESM	Current and Ongoing




Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
	recognised by the Shire, including the prevalence of extreme fire and other weather events.	longer workable.								
Theme 3. Governance, Financial, and Compliance Risks – includes a need to discuss resource allocation and budgeting element										
7.	Financial Viability and Asset Management If the Shire is struggling to remain financially viable, the ability to comply with its Asset Management Plan may be compromised	1. Cost of managing aging infrastructure becomes prohibitive. 2. Creates degradation and loss of useful/useable assets. 3. Increased safety risk. 4. Reduced ability to regenerate or create economic benefit across the Shire.	Possible	Catastrophic	15 H	Existing Risk	1. Promote Quairading as a destination with a 'point of difference' (e.g., as Beverley has done). 2. Consider marketing campaigns for attracting new investors and residents into the Shire, including people seeking a 'tree change'. 3. Explore and promote quality affordable housing options, and lead by example. 4. Encourage light industrial activity and support small business ventures through flexible policies. 5. Increase the rate-base through the above-mentioned strategies.	Resource range: \$500,000 to \$1 million for various asset management projects	1 CEO 2 EMT	Jun 2025
8.	Cybersecurity and Data Protection Any data breach/hack of Shire information and communications technology systems has the potential to affect Shire operations, Includes data theft, ransomware and phishing.	1. Financial misappropriation/loss. 2. Community member and/or employee financial records compromised or stolen. 3. Loss of data and data integrity. 4. Shire business continuity significantly compromised. 5. Shire reputation impacted.	Likely	Major	16 H	Existing Risk	1. Develop and maintain Business Continuity and IT Disaster Recovery Plans. 2. Implement robust IT security measures (e.g., firewalls, access controls, UPS/backup systems). 3. Conduct regular security audits and recovery exercises.	Allocated within operational IT budget	1 CEO 2 EMCS	June 2025

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
							4. Provide staff cybersecurity awareness training.			
9.	Organisational Misconduct Unethical or illegal behavior by Shire employees, executives or office holders, including both financial and non-financial misconduct, has the potential to produce significant negative consequences for the Shire.	1. Council suspension or leadership changes (e.g., CEO removal, employee terminations). 2. Independent investigations and regulatory actions (e.g., Fair Work Commission). 3. Intense public and media scrutiny. 4. Reputational damage. 5. Financial penalties and economic impacts. 6. Business continuity and viability challenges.	Rare	Catastrophic	5 M	Existing Risk	1. Financial Controls and Processes <ul style="list-style-type: none"> • Update cash handling procedures • Conduct financial management reviews and implement controls. 2. Governance Frameworks <ul style="list-style-type: none"> • Update the delegated authority framework • Enhance the IT Security Framework. 3. Human Resource Management <ul style="list-style-type: none"> • Revise the staff on-boarding/induction program • Implement a performance management program • Update HR Policies and Code of Conduct (for Council and staff). 4. Operational Safety <ul style="list-style-type: none"> • Establish supervision and induction processes to use plant and equipment. 5. External Oversight <ul style="list-style-type: none"> • Conduct regular external audits. 	Standard operational budget to cover governance improvements and external audits	1 CEO 2 EMT	Current and Ongoing

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
Theme 4. Strategic Social and Economic Risks – emphasise the long-term impact on the community and the Shire’s sustainability										
10.	<p>Housing Availability and Affordability</p> <p>Seniors and Aged Care: Absence of local independent living facilities may force older residents to leave prematurely, disrupting community cohesion.</p> <p>Essential Worker Housing: Insufficient housing for government workers and Country Health Service staff can hinder recruitment and retention.</p> <p>Public and Community Housing: Limited public housing options may increase housing stress for low-income individuals, leading to potential homelessness.</p>	<p>1. Low property resale values and return on investment undermine community sustainability.</p> <p>2. Population decline due to:</p> <ul style="list-style-type: none"> • Higher outward migration and lower inward migration • Workforce reduction • Residents forced to relocate due to housing shortages. <p>3. Economic impacts:</p> <ul style="list-style-type: none"> • Impeded economic growth • Reduced local spending. <p>4. Threats to community viability:</p> <ul style="list-style-type: none"> • Loss of professional and community-based services • Weakening of community fabric • Potential loss of local infrastructure. 	Almost Certain	Major	20 E	Existing Risk	<ol style="list-style-type: none"> 1. Lead by example, explore and promote quality affordable housing options including joint venture options for the construction of Residential Independent Living Units. 2. Noting that the Shire does not have 50% of the total cost of the project to contribute to a grant/tender application under the Housing Support Program, explore options with bespoke groups i.e., Central East Accommodation & Care Alliance Inc (CEACA). 3. Promote Quairading as a destination with a ‘point of difference’ (e.g., as Beverley and Katanning have done). 4. Consider marketing campaigns and other strategies for attracting new investors and residents, including people seeking a ‘tree change’. 	Officer time until solutions have been identified. May need to form budgets, e.g., for marketing initiatives.	CEO EMED	June 2025

Risk Id	Description of Risk (Risk Statement)	Impact (consequences)	Likelihood	Consequence	Rating/Score	Last Review; Change in Rating	Risk Management / Mitigation Actions	Resourcing Implications	Person(s) responsible	Mitigation Action(s) Reporting Timeline
11.	<p>Social Challenges and Community Expectations</p> <p>Social challenges (e.g., crime, antisocial behavior, vandalism, housing crisis, homelessness) may significantly impact ratepayers' expectations of the Shire's responsibilities and perceived effectiveness. Misalignment between community expectations and Shire jurisdiction could lead to reputational damage, resource pressure and potential conflict.</p>	<ol style="list-style-type: none"> 1. Disgruntled ratepayers and reputational damage 2. Blame towards staff and Council Members 3. Diminished service outcomes and increased pressure on resources 4. Higher rates payment defaults and debt collections 5. Difficulty attracting new residents/businesses 6. Strained community relationships and social cohesion 7. Increased demand for social services beyond Shire capacity/jurisdiction 	Likely	Moderate	12 H	New Risk	<ol style="list-style-type: none"> 1. Develop and implement a community engagement strategy to better understand ratepayers' expectations. 2. Hold at least two community forums each year. 3. Establish clear guidelines on the Shire's responsibilities and limitations regarding social issues, and communicate these effectively. 4. Maintain healthy relationships with government agencies, funding bodies and WALGA. 5. Prioritise grant writing and winning. 6. Continue focus on social media messaging while retaining hard copy dissemination for older generations. 7. Formalise regular contributions to the Banksia Bulletin and Passion Sheet. 	Operational budget, with emphasis on engagement activities	1 CEO 2 EMED	Current and Ongoing

9.1.11 Compliance Audit Return 2024**Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Marion Haeusler, Executive Officer**Attachments**

1. Compliance Audit Return 2024 [DRAFT] [↓](#) 
2. Cuneata Rise Land Sale - attachment to CAR 2024 [↓](#) 
3. Extension to submit financial reports - attachment to CAR 2024 [↓](#) 

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

Responsible Officer: Nil

OFFICER RECOMMENDATION*Committee Recommendation ARC 029-24/25*

The Audit & Risk Committee recommends to Council that Council endorse the Statutory Compliance Audit Return for the period 1st January 2024 to 31st December 2024.

IN BRIEF

A Compliance Audit Return (CAR) is an opportunity for Council to review internal procedures and processes considered “high risk” to ensure they are compliant with relevant local government Acts and Regulations.

In previous years Council budgeted for Council’s Compliance Audit Return to be prepared by an independent consultant. However, Officers deemed an external consultant unnecessary to perform the audit, so it was completed internally. Previously, an external consultant reviewed Officers’ responses to the Compliance Audit Return questions. As the questions asked in the 2024 Compliance Audit Return do not differ from the previous year’s questions, this was deemed an unnecessary action to undertake before presenting the CAR to the Audit & Risk Committee.

N/A responses indicate that the compliance requirement was not actioned nor required during the Year under Review.

MATTER FOR CONSIDERATION

The submission of a Compliance Audit Return for the period 1st January 2024 to 31st December 2024 is a statutory requirement. The CAR must be submitted to the Director General of the Department for Local Government, Sport and Cultural Industries no later than the 31st of March 2025.

BACKGROUND

Under the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* Council is required to undertake a Compliance Audit Return via the Statutory Compliance Return provided by the Department of Local Government each year.

The CAR contains 92 questions relating to specific sections of the *Local Government Act 1995* and to the prescribed statutory requirements in the *Local Government (Administration) Regulations 1996*, *Local Government (Audit) Regulations 1996*, *Local Government (Elections) Regulations 1997*, *Local Government (Financial Management) Regulations 1996* and *Local Government (Functions and General) Regulations 1996*.

The Local Government's Audit Committee is required to review the completed CAR and report the results to Council prior to its adoption by Council. A copy of the Statutory Compliance Audit Return signed by the CEO and Shire President, and the relevant section of the Council Meeting Minutes must then be provided to the Director General of the Department of Local Government by the 31st of March 2025. Submission must be made through the Department's online portal.

Non-compliance reported in the 2024 Compliance Audit Return should be a reminder for Local Government Officers to engage with Council members via the Audit & Risk Committee, providing advice on what action has or will be taken to address it.

The Compliance Audit Return comprises of Questions in the following areas of activity:

- Commercial Enterprises by Local Governments
- Delegation of Power/Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Optional Questions (all answered)
- Tenders for Providing Good & Services

The only issues of non-compliance noted related to

- Disposal of Property – Questions 1 & 2

The sale of 11 lots in the residential property development Cuneata Rise was conducted neither by public auction nor by tender. Where a Local Government disposes of property in such a manner, in accordance with section 3.58(3) of the *Local Government Act 1995*, the Local Government is to advertise the sale of the property to the public, including in its notice the details listed in section 3.58(4) of the Act, in order for the public to have the opportunity to submit their opinion on the sale to the Local Government. Officers failed to notify the public in accordance with the above sections of the Act before the sale of the 11 properties was conducted.

Officers have since informed themselves on the specific legislation and regulations relating to the disposal of property by a Local Government and have ensured that all subsequent disposals of property have occurred or will occur in strict accordance with the relevant legislation.

- Optional – Question 1

Officers failed to engage an independent consultant to carry out a review of Council's financial systems and controls within the prescribed three-year time frame. The last review was endorsed by Council in June 2021. A subsequent review should have been conducted in time for Council to endorse it in June 2024. The Review has since been completed by Viaje Strategic and will be presented to Council for endorsement at their Ordinary Council Meeting in February 2025.

Officers have concluded that this oversight occurred as a direct result of significant staff turnover during the last 24 months and have since developed procedures for easier tracking of statutory timeframes and to ensure timely consideration for budget development.

Council's procedures, processes and actions for the 2024 calendar year were reviewed and the draft statutory compliance return has been developed for consideration by the Audit & Risk Committee.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Financial Management) Regulations 1996

Local Government (Elections) Regulations 1997

Local Government (Functions and General) Regulations 1996

Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

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:

3.3 Governance, Financial and Compliance Risks: Organisational Misconduct

RISK ASSESSMENT

	Option 1
Financial	Low <i>The CAR has been completed internally without incurring additional costs.</i>
Health	N/A
Reputation	Low <i>The Compliance Audit Return is an opportunity for Council to ensure that internal processes are being completed in line with statutory requirements.</i>
Operations	Low <i>The completion of the CAR is not out of Council Officers' normal scope of work.</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.

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Quairading



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Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	No major trading undertaking in 2024
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	No major land transaction in 2024
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	No such land transaction in 2024
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	No such land transaction or trading undertaking in 2024
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	No such land transaction or trading undertaking in 2024

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	No delegations to committees
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	No delegations to committees
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	No delegations to committees
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	No delegations to committees
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	N/A	No delegations to committees
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	Resolution: OCM 201 – 23/24 30 May 2024

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				https://www.quairading.wa.gov.au/wp-content/uploads/2024/06/Delegation-Register-2024-ENDORSED-May-24-201-23_24.pdf
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Resolution: OCM 201 – 23/24 30 May 2024
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2024/06/Delegation-Register-2024-ENDORSED-May-24-201-23_24.pdf
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2024/06/Delegation-Register-2024-ENDORSED-May-24-201-23_24.pdf
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	Resolution: OCM 201 – 23/24 30 May 2024
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2024/06/Delegation-Register-2024-ENDORSED-May-24-201-23_24.pdf
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	Resolution: OCM 201 – 23/24 30 May 2024
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	Register of exercise of delegations as presented to Concept Forum monthly

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Resolution OCM 183 – 23/24 OCM April 2024 Resolution OCM 079 – 24/25 OCM November 2024

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				Resolution OCM 099 – 24/25 and Resolution OCM 100 – 24/25 OCM December 2024
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	Special CM January 2024, OCMs February, March, April, May, November and December 2024
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2024/10/QSC-PRIMARY-AND-ANNUAL-RETURNS-REGISTER-October-2024.pdf
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2024/10/QSC-PRIMARY-AND-ANNUAL-RETURNS-REGISTER-October-2024.pdf
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2024/10/QSC-PRIMARY-AND-ANNUAL-RETURNS-REGISTER-October-2024.pdf
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2024/11/2024-12-23-DISCLOSURE-OF-INTEREST-REGISTER-December-2024-1.pdf
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	

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10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2025/01/QSC-REGISTER-OF-GIFTS-DECEMBER-2024.pdf
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2025/01/QSC-REGISTER-OF-GIFTS-DECEMBER-2024.pdf
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Resolution OCM 208 – 23/24 OCM May 3034 Recommendation 12.11 and Resolution OCM 100 – 24/25 OCM December 2024
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	Adopted March 2021 (OCM 142 – 20/21) Last reviewed April 2023 (Resolution 216 – 22/23)

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19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2023/07/Code-of-Conduct-for-Elected-Members-Committee-Members-Candidates.pdf
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2023/07/Code-of-Conduct-for-Elected-Members-Committee-Members-Candidates.pdf
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Last reviewed February 2024 (OCM 155 – 23/24) https://www.quairading.wa.gov.au/wp-content/uploads/2025/01/Employee-Code-of-Conduct-v0224.pdf

Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	No	Shire of Quairading failed to notify the public in the prescribed manner of the intended sale of 11 residential lots. Please see attachment for further detail.
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	No	as question 1.

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Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2025/01/QSC-ELECTORAL-GIFT-REGISTER_DEC-2024.pdf
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	No unsuccessful candidates during 2024
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2025/01/QSC-ELECTORAL-GIFT-REGISTER_DEC-2024.pdf

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	Resolution: OCM 100 – 23/24 OCM October 2024
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	No powers delegated
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	Resolution: OCM 101 – 24/25 OCM December 2024
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995	Yes	Actions ongoing.

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		required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?		
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor’s report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	No significant findings reported in the Auditor’s Opinion
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government’s official website?	N/A	No significant findings reported in the Auditor’s Opinion
7	Audit Reg 10(1)	Was the auditor’s report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	Yes	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	Resolution: OCM 228 – 23/24 OCM June 2024
5	s5.37(2)	Where council rejected a CEO’s recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	No recommendation was rejected.

Official Conduct				
No	Reference	Question	Response	Comments

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1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	CEO appointed Complaints Officer Resolution 123 – 20/21 OCM February 2021
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	Nil complaints recorded
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2024/01/2025-01-07-QSC-STATUTORY-COMPLAINTS-REGISTER-DECEMBER-2024.pdf
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government’s official website?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2024/01/2025-01-07-QSC-STATUTORY-COMPLAINTS-REGISTER-DECEMBER-2024.pdf

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	WALGA Preferred Supplier Portal utilised

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4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2025/02/2025-02-06-TENDER-REGISTER-December-2024-1.pdf
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	no such tenders submitted
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	Tenderers notified through the WALGA Preferred Supplier Portal
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	Nil expressions of interest in 2024
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	Nil expressions of interest in 2024

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14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	Nil expressions of interest in 2024
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	Not required
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	Not required
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	Not required
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	Not required
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	Not required
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	Not required
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	Not required
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	Not required

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Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	29/07/2021 Resolution: OCM 006 – 21/22 OCM July 2021 https://www.quairading.wa.gov.au/wp-content/uploads/2023/07/Strategic-Community-Plan-2021-2031-ENDORSED-July-2021-6-21_22-2.pdf
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	30/03/2023 Resolution: OCM 183-22/23 OCM March 2023 https://www.quairading.wa.gov.au/wp-content/uploads/2023/07/Corporate-Business-Plan-2023-2027-ENDORSED-MARCH-2023-183-22_23-2.pdf
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government’s financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council’s resolution to accept the report.	No	Review carried out, but outside of the three-year time frame. Last Review adopted by Council in June 2021 with resolution OCM 186 – 20/21 Current review has been completed and will be tabled to Council at OCM February 2025.

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2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government’s systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council’s resolution to accept the report.	Yes	28/11/2024 Resolution: OCM 078 – 24/25 OCM November 2024
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2025/01/QSC-REGISTER-OF-GIFTS-DECEMBER-2024.pdf
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government’s website, a policy dealing with the attendance of council members and the CEO at events?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2023/07/Attendance-at-Events-Policy.pdf
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government’s website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	District Map: https://www.quairading.wa.gov.au/wp-content/uploads/2024/03/Map-of-District-Quairading.pdf Local Laws: https://www.quairading.wa.gov.au/my-council/local-laws-legislation/ Annual Budget: https://www.quairading.wa.gov.au/wp-content/uploads/2024/09/Annual-Budget-Book-without-Fees-Charges.pdf Fees & Charges: https://www.quairading.wa.gov.au/wp-content/uploads/2024/09/Adopted-Fees-and-Charges-2024-2025.pdf Planning for the Future:

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				https://www.quairading.wa.gov.au/my-council/strategies-policies/ Agendas and Minutes of all public Meetings: https://www.quairading.wa.gov.au/my-council/committee-meetings/council-minutes/
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2024/06/Elected-Member-Continuing-Professional-Development-Policy-v0524.pdf
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2023/2024 financial year and publish it on the local government's official website by 31 July 2024?	Yes	https://www.quairading.wa.gov.au/wp-content/uploads/2024/07/QSC-COUNCILLOR-TRAINING-REPORT-FY-2023.2024.pdf
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	No	Balanced Accounts and Annual Financials submitted on 4 October 2024 after extension applied for and received from the Minister for Local Government (see attachment).
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Mayor/President

Date

From: [Natalie Ness](#)
To: [Marion Haeusler](#)
Subject: Cuneata Rise Land Sale - summary of events
Date: Friday, 7 February 2025 1:13:32 PM

Hi Marion,

Please see below summary of events for the Cuneata Rise Land Sale.

In November 2023 Council resolved with Resolution OCM 118-23/24 to offer 12 lots of the Cuneata Rise residential property development (Edwards Way and Reid Street in Quairading) for a price of \$10,000 for purchase to local residents for a timeframe of 4 months starting on 1 December 2023. The unsold remainder of the lots (no more than 5) were then to be auctioned off with a reserve price of \$5 to any interested party in September 2024 after an extensive media campaign targeting the metropolitan and regional Western Australian market. This initiative was agreed upon by Council to revitalise the housing and rental market in Quairading after the same lots had been for sale for over 10 years at a cost of \$30,000 - \$45,000 with little interest. All lots were under offer by the end of the 4-month period, making an auction unnecessary. The employment of a new CEO at the intersection between planning and implementation of the initiative and following a recent change in staffing of the Executive Officer position, through subsequent collective lack of experience, led to the oversight of sections 3.58(3) and (4) of the *Local Government Act 1995*, which describe the requirements for disposal of property other than by public auction or tender process. By the time this oversight was recognised, 11 of the 12 lots had already been successfully sold. Officers will ensure that the relevant sections of the Act will be adhered to before any contract regarding the last property is entered into. The same will be ensured for any subsequent relevant disposal of property initiated by the Shire of Quairading.

Kind Regards

[Natalie Ness](#)
CHIEF EXECUTIVE OFFICER
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PO Box 38, 10 Jennaberring Road, Quairading WA 6383



Department of
**Local Government, Sport
and Cultural Industries**



Our Ref E24152478
Enquiries Suleila Felton
Phone (08) 6552 1408
Email legislation@dlgsc.wa.gov.au

Ms Natalie Ness
Chief Executive Officer
Shire of Quairading
Email: Natalie.ness@quairading.wa.gov.au

Dear Ms Ness,

SHIRE OF QUAIRADING – 2023-2024 ANNUAL FINANCIAL REPORT

Thank you for your application seeking an extension of time to complete and submit to your Auditor the Annual Financial Report for the 2023-2024 financial year.

I advise that in accordance with the authority delegated by the Minister for Local Government, I have approved an extension of time to 4 October 2024 to submit to your Auditor the balanced accounts and Annual Financial Report for 2023-2024.

If you wish to discuss this matter, please contact Suleila Felton, Director Local Government Financial policy and Statutory Approvals via the contact details listed above.



Yours sincerely

A handwritten signature in blue ink, appearing to read 'Tom Griffiths'.

TOM GRIFFITHS
EXECUTIVE DIRECTOR - LOCAL GOVERNMENT

01 October 2024

246 Vincent Street Leederville WA 6007
Gordon Stephenson House, 140 William Street Perth WA 6000
PO Box 8349 Perth Business Centre WA 6849
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9.1.12 Risk Management Governance Framework**Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Tricia Brown, Executive Manager, Corporate Services**Attachments** 1. Attachment (i) Risk Management Governance Framework (DRAFT)
 **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION*Committee Recommendation ARC 030-24/25*

The Audit & Risk Committee recommends to Council that Council endorse the changes to the Risk Management Governance Framework (Attachment (i)).

IN BRIEF

The Shire's Risk Management Governance Framework sets out the Shire's approach and strategy to identify, assess, manage, report and monitor risks. The Risk Management Governance Framework assists in balancing the workplace's ability to maximise the potential to achieve goals and objectives, and minimise potential for harm or loss.

The Shire of Quairading is required to have a Risk Management Governance Framework that is updated on a biennial basis. The last review was conducted in 2022.

The Shire of Quairading's Risk Management review was conducted by James Butterworth with a comprehensive workshop conducted on 26 September 2024, together with Shire Councillors and the Executive Management Team.

MATTER FOR CONSIDERATION

That the Audit & Risk Committee recommend to Council to consider endorsing the updated Risk Management Governance Framework.

BACKGROUND

The Shire's Risk Management Governance Framework sets out the Shire's approach and strategy to identify, assess, manage, report and monitor risks.

All components contained within the document are based on Australian Standard: AS ISO 31000:2018 Risk Management. It is essential that all areas of the Shire adopt these safety procedures to ensure:

1. Strong corporate governance through demonstrated leadership in and commitment to risk management.
2. Compliance with relevant legislation, regulations and internal policies; and
3. Integrated Planning and Reporting requirements are met.

The framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures.

Risk management is a key business process for effective planning and decision making. The Shire of Quairading aims to develop organisational wide awareness in risk management to ensure a consistent, efficient and effective assessment of risk in the achievement of strategic objectives and to keep all Shire workers and infrastructure safe.

Risk management does not mean the Shire is “risk adverse” but rather recognises that risk is inherent in all Shire functions. Having an effective Risk Management Governance Framework allows the Shire the opportunity to use identified risks to effectively manage business systems and processes to achieve an appropriate balance between realising opportunities for gain, while minimising adverse impacts. It is an integral part of good management practice and an essential element of sound corporate governance.

Risk management involves establishing an appropriate governance framework and workplace safety culture, and outlining a logical and systematic method to apply, to identify and manage risks by:

1. Implementing and communicating an organisational policy and framework.
2. Defining the organisation’s risk appetite, tolerance and likelihood guidelines.
3. Training Elected Members and Officers to establish the context for assessing potential risks; and
4. Identifying, analysing, evaluating, treating, monitoring, and communicating risks associated with any activity, function or process, in a way that will maximise the potential to achieve goals and objectives and minimise potential for harm or loss.

By implementing the above, in relation to risk management, the Shire of Quairading will be able to:

1. Improve decision making and minimise the impact of an adverse event occurring.
2. Foster workers to have the confidence to pursue opportunities with the knowledge that they have adequately managed and accepted the risks in an appropriate way; and
3. Improve business outcomes.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Work Health & Safety Act 2020

Local Government (Administration) Regulations 1996

Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

Risk Management Policy

Work Health & Safety Policy

FINANCIAL IMPLICATIONS

The costs associated with an external consultant were minor when considering the financial consequences associated with identification of critical risks.

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

This review was conducted in collaboration with James Butterworth, an external consultant.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

- 3.1 Governance, Financial and Compliance Risks:** Financial Viability and Asset Management
- 3.2 Governance, Financial and Compliance Risks:** Cybersecurity and Data Protection
- 3.3 Governance, Financial and Compliance Risks:** Organisational Misconduct
- 1.1 Infrastructure and Operational Risks:** Workforce Challenges and Skills Shortage
- 1.2 Infrastructure and Operational Risks:** Power Supply Reliability and Emergency Response
- 1.3 Infrastructure and Operational Risks:** Road Infrastructure and Maintenance
- 2.1 Community Health and Safety Risks:** Workplace Health and Safety Compliance
- 2.2 Community Health and Safety Risks:** Healthcare Service Stability
- 2.3 Community Health and Safety Risks:** Natural and Man-Made Disasters
- 4.1 Strategic, Social and Economic Risks:** Housing Availability and Affordability
- 4.2 Strategic, Social and Economic Risks:** Social Challenges and Community Expectations

RISK ASSESSMENT

	Option 1
Financial	High <i>Financial consequences for Executive Managers and Council can be significant if critical incidents occur and risk mitigation processes have not been met.</i>
Health	High <i>This Document is the Shire’s overarching Risk Management Framework, showing the Shire’s commitment to risk mitigation, which encompasses staff, Councillors, contractors, visitors and the public’s safety.</i>
Reputation	Moderate <i>Having a well aligned Risk Management Governance Framework is essential to ensure a cohesive and comprehensive approach to Risk Management. It is a legal requirement to have a Risk Management Governance Framework that adheres to the Australian Standard: AS ISO 31000:2018 Risk Management</i>

Operations	Medium <i>This Dashboard needs to be reviewed biennially.</i>
Natural Environment	Low

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



RISK MANAGEMENT GOVERNANCE FRAMEWORK

Endorsed 25th August 2022, 38 – 22/23

 @ShireofQuairading

 @QuairadingCaravanPark

 @shireofquairading



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SECTION ONE: INTRODUCTION

The policy and procedures form the Risk Management Framework for the Shire of Quairading (“the Shire”). It sets out the Shire’s approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2009 Risk Management.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations, and internal policies.
- Compliance with Integrated Planning and Reporting requirements.
- Understanding of uncertainty and its effects on objectives.

This framework aims to balance a documented, structured, and systematic process with the current size and complexity of the Shire along with existing time, resource, and workload pressures.

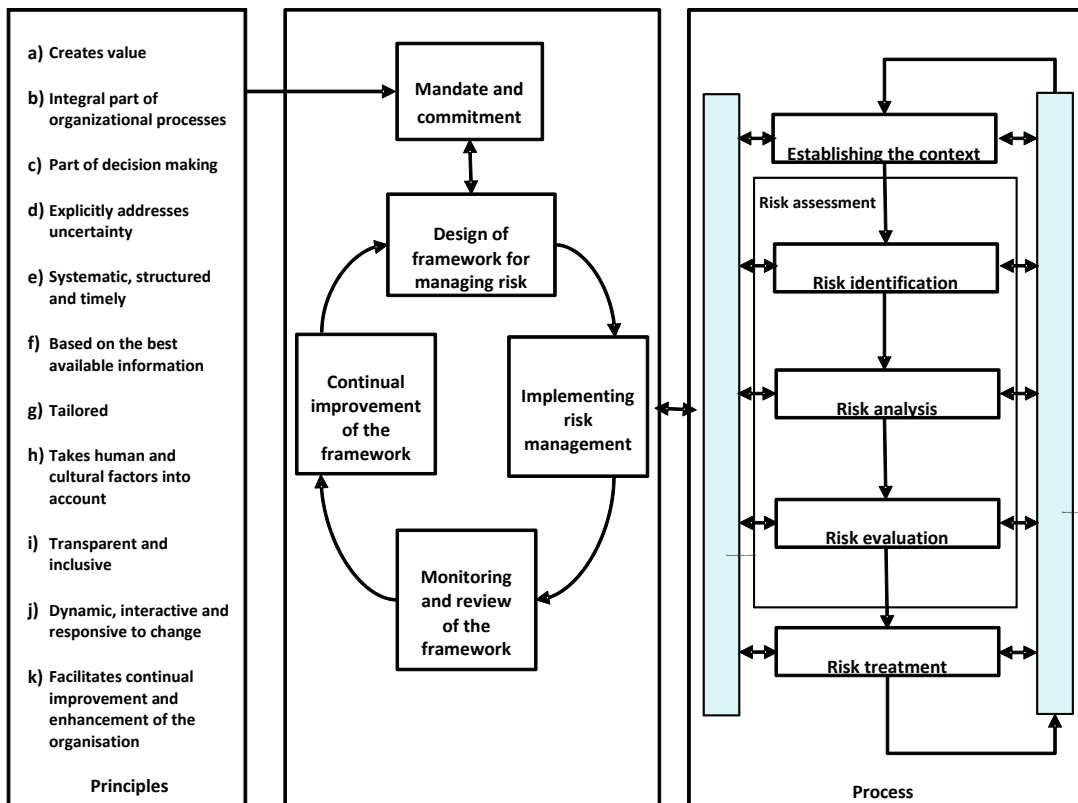


Figure 1: Risk Management Process (Source: AS/NZS 31000:2009)

SECTION TWO: RISK MANAGEMENT PROCEDURES

1.1

2.1 Governance

Appropriate governance of risk management within the Shire of Quairading (the “Shire”) provides:

- Transparency of decision-making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

2.1.1 Framework Review

A biennial review of the Risk Management Framework confirms appropriateness and effectiveness.

2.1.2 Operating Model

The Shire has adopted a “Three Lines of Defence” model for the management of risk. This model ensures roles, responsibilities and accountabilities for decision-making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, management, and community will have assurance that risks are managed effectively to support the delivery of the strategic, corporate, and operational plans.

2.1.2.1 First Line of Defence

All **operational areas** of the Shire are considered ‘**1st Line**’. They are responsible for ensuring that risks within their scope of operations are identified, assessed, managed, monitored, and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include:

2.1.2.1.1 Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).

2.1.2.1.2 Undertaking adequate analysis (data capture) to support the decision-making of risk matters.

- 2.1.2.1.3 Prepare risk acceptance proposals where necessary, based on level of residual risk.
- 2.1.2.1.4 Retain primary accountability for the ongoing management of their risk and control environment.

2.1.2.2 Second Line of Defence

The Executive Manager, Corporate Services acts as the primary ‘**2nd Line**’. This position owns and manages the framework for risk management. The position drafts and implements the governance procedures and provides the necessary tools and training to support the 1st line process. The Executive Management Team supplements the second line of defence.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st & 3rd lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1st Line Teams (where applicable). Additional responsibilities include:

- 2.1.2.2.1 Providing independent oversight of risk matters as required.
- 2.1.2.2.2 Monitoring and reporting on emerging risks.
- 2.1.2.2.3 Co-ordinating the Shire’s risk reporting for the CEO and Executive Management Team and the Audit Committee.

2.1.2.3 Third Line of Defence

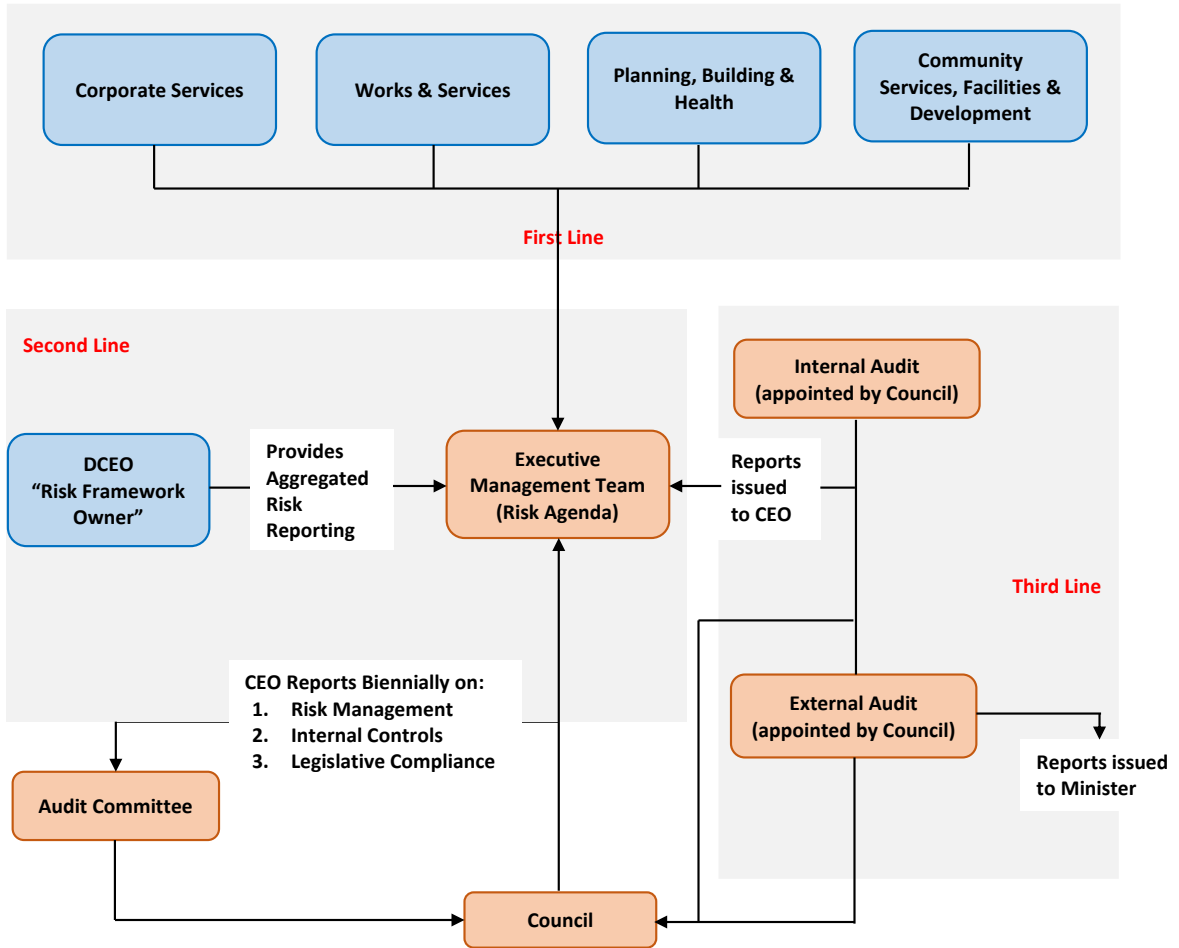
Internal & External Audit are the ‘**3rd Line**’ of defence, providing independent assurance to the Council, Audit Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1st & 2nd Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The CEO and the Audit Committee determine the scope.

External Audit – Appointed by the Council on the recommendation of the Audit Committee to report independently to the President and CEO on the annual financial statements only.

2.1.3 Governance Structure

The following diagram depicts the current operating structure for risk management within the Shire.



2.1.4 Roles & Responsibilities**2.1.4.1 Council**

2.1.4.1.1 Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.

2.1.4.1.2 Establish and maintain an Audit & Risk Improvement Committee in accordance with the Local Government Act.

2.1.4.2 Audit Committee

2.1.4.2.1 Support Council to provide effective corporate governance.

2.1.4.2.2 Oversight of all matters that relate to the conduct of External Audits.

2.1.4.2.3 Must be independent, objective and autonomous in deliberations.

2.1.4.2.4 Make recommendations to Council on External Auditor appointments.

2.1.4.3 CEO/Executive Management Team (in capacity as "Risk Committee")

2.1.4.3.1 Undertake Internal Audits as required under Local Government (Audit) Regulations.

2.1.4.3.2 Liaise with Council in relation to risk acceptance requirements.

2.1.4.3.3 Approve and review the appropriateness and effectiveness of the Risk Management Framework.

2.1.4.3.4 Drive consistent embedding of a risk management culture.

2.1.4.3.5 Analyse and discuss emerging risks, issues, and trends.

2.1.4.3.6 Document decisions and actions arising from 'risk matters'.

2.1.4.3.7 Own and manage the Risk Themes at Shire Level.

2.1.4.4 Executive Manager, Corporate Services (in capacity as "Risk Framework Owner")

2.1.4.4.1 Oversee and facilitate the Risk Management Framework.

2.1.4.4.2 Champion risk management within operational areas.

2.1.4.4.3 Support reporting requirements for risk matters.

2.1.4.4.4 Monitor KPI's for risk.

2.1.4.4.5 Appoint/engage external auditors to report on financial statements annually.

2.1.4.5 Managers/Teams

2.1.4.5.1 Drive risk management culture within work areas.

2.1.4.5.2 Own, manage and report on specific risk issues as required.

2.1.4.5.3 Assist in the Risk & Control Management process as required.

2.1.4.5.4 Highlight any emerging risks or issues accordingly.

2.1.4.5.5 Incorporate 'Risk Management' into Management Meetings, by incorporating the following agenda items:

2.1.4.5.5.1 New or emerging risks.

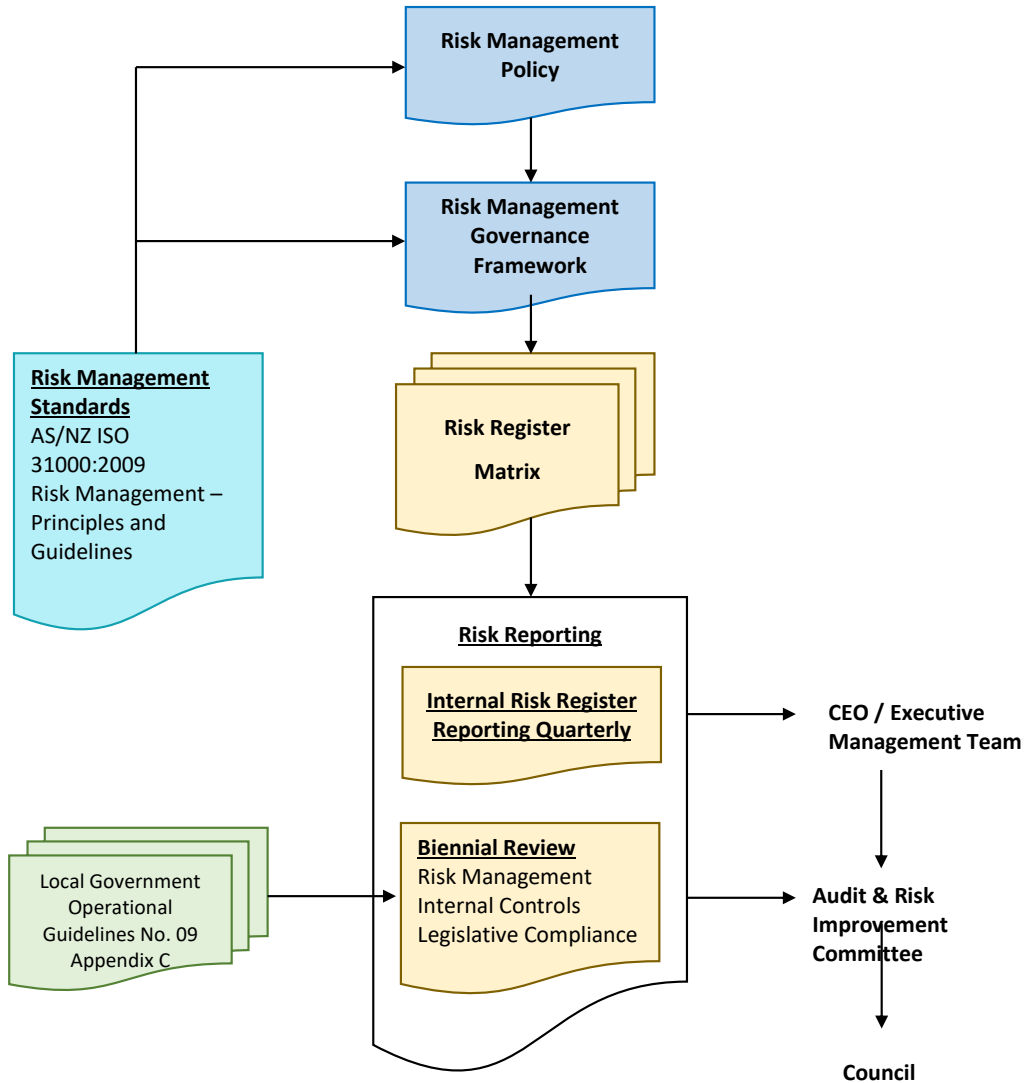
2.1.4.5.5.2 Review existing risks.

2.1.4.5.5.3 Control adequacy.

2.1.4.5.5.4 Outstanding issues and actions.

2.1.5 Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.



2.2 Risk & Control Management

All work areas of the Shire are required to assess and manage the Risk Register on an ongoing basis.

Each manager, in conjunction with the Executive Manager, Corporate Services, is accountable for ensuring that Risks are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a 24-month cycle unless there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported using key data inputs, workshops and ongoing business engagement.

2.2.1 Risk & Control Assessment

To ensure alignment with ISO 31000:2009 Risk Management, the following approach is to be adopted from a Risk & Control Assessment perspective.

A. Establishing the Context

The first step in the risk management process is to understand the context within which the risks are to be assessed. This comprises two elements:

Organisational Context

The Shire's Risk Management Matrix provides the basic information and guidance regarding the organisational context to conduct a risk assessment. This includes risk assessment and acceptance criteria (Appendix A) and any other tolerance tables as developed. In addition, existing risk themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

Any changes or additions to the risk themes must be approved by the Executive Manager, Corporate Services and CEO.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within the planning and decision-making processes.

Specific Risk Assessment Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process.

For risk assessment purposes the Shire has been divided into three levels of risk assessment context:

1. Strategic Context

These risks are associated with achieving the organisation's long-term objectives. They can be of an internal or external nature. Inputs to establishing the strategic risk assessment context may include:

- Organisations Vision/Mission
- Stakeholder Analysis
- Environment Scan/SWOT Analysis
- Strategies/Objectives/Goals

2. Operational Context

The Shire's day-to-day activities, functions, infrastructure, and services. Prior to identifying operational risks, the operational area should identify its Key Activities (i.e., what are you trying to achieve?). Note: these may already be documented in business plans, budgets etc.

3. Project Context

Project Risk has two main components:

- **Direct** refers to the risks that may arise as a result of project activity (i.e., impacting on process, resources or IT systems) which may prevent the Shire from meeting its objectives
- **Indirect** refers to the risks that threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

B. Risk Identification

Using the specific risk assessment context as the foundation and in conjunction with relevant stakeholders, answer the following questions, capture, and review the information within each Risk Theme.

- What can go wrong? / What are areas of uncertainty? (Risk Description)
- How may this risk eventuate? (Potential Causes)
- What are the current measurable activities that mitigate this risk from eventuating? (Controls)
- What are the potential consequential outcomes of the risk eventuating? (Consequences)

C. Risk Analysis

To analyse the risks, the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is applied:

- Based on the documented controls, analyse the risk in terms of Existing Control Ratings
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (Consequence)
- Determine how likely it is that the risk will eventuate to the determined level of consequence with existing controls in place (Likelihood)
- By combining the measures of Consequence and Likelihood, determine the risk rating (Level of Risk)

D. Risk Evaluation

The Shire is to verify the risk analysis and make a risk acceptance decision based on:

- Controls Assurance (i.e., are the existing controls in use, effective, documented, up to date and relevant)
- Existing Control Rating
- Level of Risk
- Risk Acceptance Criteria (Appendix A)
- Risk versus Reward/Opportunity

The risk acceptance decision needs to be documented and those risks that are acceptable are then subject to the monitor and review process.

Note: Individual Risks or Issues may need to be escalated due to its urgency, level of risk or systemic nature.

E. Risk Treatment

For unacceptable risks, determine treatment options that may improve existing controls and/or reduce Consequence / Likelihood to an acceptable level.

Risk treatments may involve actions such as avoid, share, transfer or reduce the risk with the treatment selection and implementation to be based on:

- Cost versus benefit
- Ease of implementation
- Alignment to organisational values / objectives.

Once a treatment is implemented, the Executive Manager, Corporate Services, is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (refer to Risk Acceptance section).

F. Monitoring & Review

The Shire is to review all Risk Themes on a 24-month cycle at a minimum or if triggered by one of the following:

- Changes to context
- A treatment is implemented
- An incident occurs or due to audit/regulator findings.

The Executive Manager, Corporate Services, is to monitor the status of risk treatment implementation and report on, if required.

The CEO & Executive Management Team will monitor significant risks and treatment implementation as part of their normal agenda item on a quarterly basis with specific attention given to risks that meet any of the following criteria:

- Risks with a Level of Risk of High or Extreme
- Risks with Inadequate Existing Control Rating
- Risks with Consequence Rating of Catastrophic

- Risks with Likelihood Rating of Almost Certain.

The design and focus of the Risk Dashboard report will be determined from time to time on the direction of the CEO & Executive Management Team. They will also monitor the effectiveness of the Risk Management Framework ensuring it is practical and appropriate to the Shire.

G. Communication & Consultation

Throughout the risk management process, stakeholders will be identified, and where relevant, be involved in or informed of outputs from the risk management process.

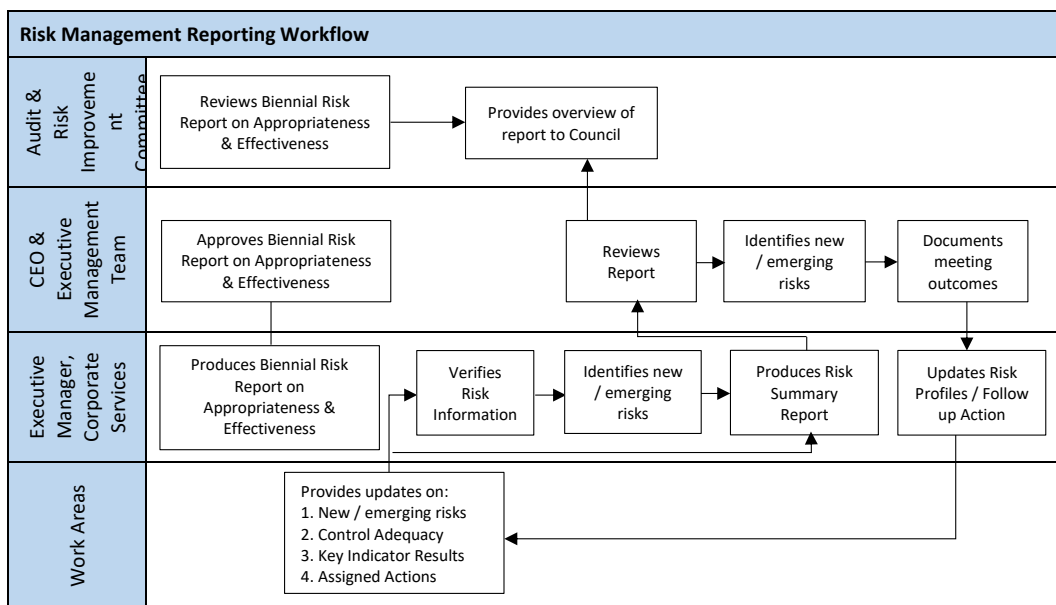
Risk management awareness and training will be provided to relevant staff.

Risk management will be included within the employee induction process to ensure new employees are introduced to the Shire’s risk management culture.

2.3 Reporting Requirements

2.3.1 Coverage & Frequency

The following diagram provides a high-level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new, emerging risks, control effectiveness, and key indicator performance to the Executive Manager, Corporate Services.
- Work through assigned actions and provide relevant updates to the Executive Manager, Corporate Services.
- Risks / Issues reported to the CEO & Executive Management Team are reflective of the current risk and control environment.

The Executive Manager, Corporate Services is responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated on a 24-month cycle at a minimum, or when there has been a material restructure, change in risk ownership, or change in the external environment.
- Quarterly Risk Reporting for the CEO & Executive Management Team – contains an overview of the Risk Dashboard for the Shire.
- Annual Compliance Audit Return completion and lodgement.

2.4 Key Indicators

Key Indicators (KI's) may be used for monitoring and validating key risks and controls. The following describes the process for the creation and reporting of KI's:

- Identification
- Validity of Source
- Tolerances
- Monitor & Review.

2.4.1 Identification

The following represent the minimum standards when identifying appropriate KI's key risks and controls:

- 2.4.1.1 The risk description and causal factors are fully understood
- 2.4.1.2 The KI is fully relevant to the risk or control
- 2.4.1.3 Predictive KI's are adopted wherever possible
- 2.4.1.4 KI's provide adequate coverage over monitoring key risks and controls

2.4.2 Data Quality & Integrity

In all cases an assessment of the data quality, integrity, and frequency must be completed to ensure that the KI data is relevant to the risk or control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping KI's can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the KI, the data is required to be revalidated to ensure reporting of the KI against a consistent baseline.

2.4.3 Tolerances

Tolerances are set based on the Shire's Risk Appetite. They are set and agreed over three levels:

2.4.3.1 Green – within appetite; no action required.

2.4.3.2 Amber – the KI must be closely monitored, and relevant actions set and implemented to bring the measure back within the green tolerance.

2.4.3.3 Red – outside risk appetite; the KI must be escalated to the CEO & Executive Management Team, where appropriate management actions are to be set and implemented to bring the measure back within appetite.

2.4.4 Monitor & Review

All active KI's are updated as per their stated frequency of the data source.

The monitoring KI's need to incorporate overall trends over a longer timeframe instead of simple 'point in time' measurements. The trend of the KI is specifically used as an input to the risk and control assessment.

2.5 Risk Acceptance

Day to day operational management decisions is generally managed under the delegated authority framework of the Shire.

Risk Acceptance is a management decision to accept, within authority levels, material risks which will remain outside the appetite framework (refer Appendix A – Risk Assessment & Acceptance Criteria) for an extended period of time (generally 3 months or longer).

The following process is designed to provide a framework for those identified risks.

The 'Risk Acceptance' must be in writing, signed by the relevant Manager and cover:

- 2.5.1 A description of the risk.
- 2.5.2 An assessment of the risk (e.g., Impact consequence, materiality, likelihood, working assumptions etc.).
- 2.5.3 Details of any mitigating action plans or treatment options in place.
- 2.5.4 An estimate of the expected remediation date.

Responsible action should be taken to mitigate the risk. A lack of budget / funding to remediate a material risk outside appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (ie., Executive Manager, Corporate Services, Executive Management Team).

2.6 Annual Controls Assurance Plan

The annual assurance plan is a monitoring schedule prepared by the Executive Management Team that sets out the control assurance activities to be conducted over the next 12 months. This plan needs to consider the following components.

- 2.6.1 Coverage of all risk classes (Strategic, Operational, Project).
- 2.6.2 Existing control adequacy ratings across the Shire's Risk Profiles.
- 2.6.3 Consider control coverage across a range of risk themes (where commonality exists).
- 2.6.4 Building profiles around material controls to assist in design and operating effectiveness reviews.
- 2.6.5 Consideration of significant incidents.
- 2.6.6 Nature of operations.
- 2.6.7 Additional or existing 2nd line assurance information / reviews (e.g., HR, Financial Services, IT).
- 2.6.8 Frequency of monitoring / checks being performed.
- 2.6.9 Review and development of Indicators.
- 2.6.10 Timetable for assurance activities.
- 2.6.11 Reporting requirements.

Whilst this document and subsequent actions are owned by the CEO, input and consultation will be sought from individual work areas.

APPENDIX A: RISK ASSESSMENT AND ACCEPTANCE CRITERIA

Measures of Consequence									
RATING	People	Service Interruption	Reputation (Social / Community)	Compliance	Property (Plant, Equipment, Buildings)	Natural Environment	Financial Impact	Project	
								Time	Budget
Insignificant (1)	Near-Miss	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile, or no media item.	No noticeable regulatory or statutory impact	Inconsequential damage	Contained, reversible impact managed by on-site response	Less than \$1,000	Exceeds deadline by 5% of project timeline	Exceeds project budget by 10%
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non-compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$1,001 - \$10,000	Exceeds deadline by 10% of project timeline	Exceeds project budget by 15%
Moderate (3)	Medical treatment / Lost time injury <30 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$10,001 to \$100,000	Exceeds deadline by 15% of project timeline	Exceeds project budget by 20%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional resources; performance affected < 1 month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire/Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	\$100,001 to \$500,000	Exceeds deadline by 20% of project timeline	Exceeds project budget by 25%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non-performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to Officers	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	Greater than \$500,000	Exceeds deadline by 25% of project timeline	Exceeds project budget by 30%

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	DCEO / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	<ol style="list-style-type: none"> Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	<ol style="list-style-type: none"> Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	<ol style="list-style-type: none"> Processes (Controls) not operating as intended. Processes (Controls) do not exist or are not being complied with. Have not been reviewed or tested for some time.

APPENDIX B: RISK PROFILE TEMPLATE

Risk Theme	Date		
Risk Definition (What could go right/wrong?) Definition of Theme			
Potential causes (What could cause it to go right/wrong?) List of potential causes			
Key Controls (What we have in place to prevent it going wrong)	Type	Date	Rating
List of Controls			
Overall Control Ratings:			
Actions	Due Date	Responsibility	
List proposed actions			
Consequence Category	Risk Ratings	Rating	
	Consequence:		
	Likelihood:		
Overall Risk Ratings:			
Indicators (These would 'indicate' to us that something has or might go right/wrong)	Type	Benchmark/Tolerance	
List of Indicators	Leading		
	Lagging		
Comments Rationale for all above ratings			

APPENDIX C: RISK THEME DEFINITIONS

THEME 1 – INFRASTRUCTURE AND OPERATIONAL RISKS

1. Workforce Challenges and Operational Risks

Workforce challenges, including difficulties in sourcing sufficiently skilled employees and high staff turnover, present significant risks to the Shire's operations. These issues can negatively affect the Shire's ability to deliver services effectively, increase stress on existing employees, and disrupt core operations. Additionally, the employment of unqualified or underqualified personnel, particularly in critical areas like technical services, can lead to serious workplace health and safety (WHS) concerns.

Impact (Consequences)

1. **Core Operations Impacted:** Disruption to Shire business and reduced effectiveness in service delivery due to a lack of skilled personnel.
2. **Community Resilience and Sustainability Threatened:** Workforce challenges may hinder the Shire's ability to maintain essential services, potentially leading to population decline.
3. **Reputation Damage:** Negative outcomes from workforce issues can damage the Shire's reputation and erode community trust.
4. **Legal Penalties (e.g., for WHS Breach):** Failure to meet workplace health and safety standards can lead to legal consequences, including fines and penalties.
5. **Employee Wellbeing:** Increased burnout, low staff morale, and the loss of corporate knowledge due to high turnover and inadequate staffing.
6. **Limited Pool of Suppliers and Inability to Control Contractor Pricing:** Challenges in staffing and sourcing skilled contractors can lead to a limited supplier pool, making it harder to control costs and negotiate favourable terms.

2. Power Supply Reliability and Emergency Response

Mains power supply failures and ongoing unreliability present significant risks to the Shire. These issues can result in the loss of critical emergency communications and cause substantial disruptions to local businesses. Such disruptions threaten public safety during emergencies and can lead to wider economic losses across the community.

Impact (Consequences)

- **Emergency Management:** Severely compromises the ability to manage emergencies and maintain effective communication. This includes delayed response times and impaired coordination among emergency services.
- **Critical Services Disrupted:** Affects vital services like fuel supply, electronic payments, refrigeration, and medical equipment, putting essential operations at risk.
- **Public Safety:** Poses a significant threat to community safety, especially in emergencies when reliable power is needed.
- **Economic Development:** Discourages new businesses from establishing in the Shire due to unreliable infrastructure.
- **Evacuation Capabilities:** Hampers evacuation efforts, potentially leaving vulnerable populations at risk.
- **Infrastructure Reliability:** Undermines public confidence in the Shire's infrastructure, which may reduce local investment and lower property values.
- **Business Continuity:** Causes both immediate and long-term disruptions to business operations and overall economic stability.

3. Road & Infrastructure Maintenance

If the routine maintenance and timely construction of Shire roads, bridges, and other key infrastructure are not carried out according to standard requirements, there is a high probability of public safety risks and other negative outcomes. Notably, materials for road construction are becoming more marginal, affecting the strength and reliability of these infrastructure components, leading to potential hazards.

Impact (Consequences)

- **Personal and Public Liability:** Failure to meet maintenance standards could result in significant legal consequences, including fines up to \$1 million or up to 20 years in prison.
- **Increased Injury and Fatality:** Poor infrastructure conditions increase the risk of accidents, leading to injuries or fatalities.
- **Dissatisfied Community/Ratepayers:** Community members and ratepayers may express dissatisfaction due to perceived negligence in infrastructure upkeep.

- **Negative Reputational Outcomes/Lawsuits:** The Shire could face lawsuits and damage to its reputation due to substandard infrastructure.
- **Diminished Access to Properties:** Poorly maintained roads and bridges can limit access to properties, especially impacting farm operations and overall productivity.

THEME 2 – COMMUNITY HEALTH AND SAFETY RISKS

4. Workplace Health & Safety Compliance

Non-compliance with workplace health and safety legislation, including the Work Health & Safety Act 2020 and the Fair Work Act 2009, can severely affect the Shire's operations and overall functioning. The introduction of new WA Work Health & Safety legislation presents additional challenges, particularly in managing Bushfire and Volunteer Fire and Rescue Service (VFRS) Brigades, potentially increasing the risk of non-compliance and safety breaches. Poor management of employee wellbeing, workplace harassment, bullying, and safety violations can directly impact workplace health and safety, leading to a higher number of Workplace Health and Safety (WHS) claims.

Impact (Consequences)

- **Legal and Financial Consequences:**
 - Personal and/or public liability, with fines up to \$1 million and/or up to 20 years in prison.
 - Severe legal penalties and financial losses, including substantial fines.
- **Safety and Operational Impacts:**
 - Death or permanent injury due to safety breaches.
 - Diminished community safety and an increased risk of incidents affecting the broader community.
 - Operational challenges with Bushfire and VFRS Brigades, including compliance, safety training, and reporting, leading to marginal operations and reduced effectiveness.
- **Reputational Damage:**
 - Negative outcomes, such as lawsuits and dissatisfied community members or ratepayers, resulting from failure to comply with safety standards.

5. Healthcare Service Reliability

The Quairading Medical Practice faces significant challenges in maintaining reliable, affordable medical services due to the potential loss of medical personnel and rising operational costs. These issues could result in reduced access to healthcare for the community, affecting both the quality and availability of essential medical services.

Impact (Consequences)

1. Loss of Local Medical Services:
 - Community dissatisfaction due to limited or no access to healthcare.
 - Increased burden on residents to travel for medical care, particularly for those with mobility issues or urgent needs.
 - Potential population decline as residents seek better healthcare access elsewhere.
 - Closure of allied health services, such as the pharmacy, which further reduces healthcare access.
 - Economic impacts on local businesses because of decreased community health and wellbeing.
2. Threats to Community Sustainability:
 - The overall sustainability of the community is jeopardized without consistent access to healthcare services, which is essential for long-term liveability and growth.
3. Negative Reputational Outcomes for the Shire:
 - The Shire may face reputational damage due to the failure to maintain reliable healthcare services, which can lead to dissatisfaction among residents and potential challenges in attracting new residents or businesses.

6. Natural and Man-Made Disasters

Natural and man-made disasters, such as fires, floods, storms, earthquakes, extreme heat, pandemics, chemical spills, and terrorism, have the potential to significantly disrupt the Shire's business continuity. These events can impact infrastructure, disrupt essential services, and pose immediate threats to public safety. The Shire has recognized climate change as a contributing factor, particularly in the increased frequency and severity of extreme fire events and other adverse weather conditions, further heightening the risk of such disasters.

THEME 3 – GOVERNANCE, FINANCIAL AND COMPLIANCE RISKS

7. Financial Viability and Asset Management

If the Shire faces challenges in maintaining financial viability, it may struggle to comply with its Asset Management Plan. This can lead to an inability to properly manage and maintain infrastructure, resulting in long-term consequences for the Shire's operational effectiveness and economic sustainability.

Impact (Consequences)

- **Cost of Managing Aging Infrastructure becomes Prohibitive:** As infrastructure ages, the financial burden of maintaining and repairing it may become unsustainable, diverting funds from other critical needs.
- **Increased Safety Risk:** Aging or neglected infrastructure poses greater safety risks to the community, potentially leading to accidents or service disruptions.
- **Degradation and Loss of Useful/Usable Assets:** Failure to maintain assets according to the Asset Management Plan may lead to their degradation or complete loss, reducing the Shire's operational capacity.
- **Reduced Ability to Regenerate or Create Economic Benefit:** Financial constraints and inadequate asset management can limit opportunities for development and economic growth within the Shire, affecting long-term prosperity.

8. Cybersecurity and Data Protection

Any breach or hack of the Shire's information and communications technology systems, including incidents such as data theft, ransomware attacks, and phishing schemes, has the potential to severely disrupt Shire operations and pose significant risks to data integrity and security.

Impact (Consequences)

- **Financial Misappropriation/Loss:** Cyberattacks may result in the misappropriation or loss of funds, affecting the Shire's financial stability.
- **Shire Business Continuity Significantly Compromised:** A data breach or system hack could severely disrupt the Shire's daily operations, potentially halting critical services.
- **Community Member and/or Employee Financial Records Compromised or Stolen:** Sensitive personal data, including financial records, may be stolen, putting community members and employees at risk of fraud.

- Shire Reputation Impacted: A cybersecurity breach can lead to a loss of trust among the public, damaging the Shire's reputation and public confidence.
- Loss of Data and Data Integrity: Data may be lost, corrupted, or manipulated, compromising the Shire's ability to make informed decisions and operate efficiently.

9. Organisational Misconduct

Unethical or illegal behaviour by Shire employees, executives, or office holders, whether involving financial misconduct or non-financial violations, can have significant negative consequences for the Shire, impacting its operations, reputation, and legal standing.

Impact (Consequences)

- Council Suspension or Leadership Changes: Misconduct may lead to suspension of the Council or the removal of key leadership figures, such as the CEO, or the termination of employees involved.
- Reputational Damage: The Shire's reputation could suffer significantly, eroding trust within the community and among stakeholders.
- Independent Investigations and Regulatory Actions: The Shire may face external investigations and regulatory actions, such as those from the Fair Work Commission, which could result in legal consequences.
- Financial Penalties and Economic Impacts: Misconduct could lead to substantial financial penalties, affecting the Shire's budget and potentially leading to broader economic consequences.
- Intense Public and Media Scrutiny: High-profile cases of misconduct can attract media attention, leading to public scrutiny and criticism.
- Business Continuity and Viability Challenges: Organisational misconduct can disrupt the Shire's day-to-day operations and undermine its long-term viability, making it harder to deliver services and achieve goals.

THEME 4 – STRATEGIC AND ECONOMIC RISKS

10. Housing Availability and Affordability

Limited housing availability and affordability pose significant risks to the Shire's social and economic sustainability. The absence of adequate housing for seniors, essential workers, and low-income individuals can

disrupt community cohesion, hinder recruitment, and retention efforts, and increase housing stress, leading to potential homelessness.

Impact (Consequences)

1. **Low Property Resale Values and Return on Investment:** The lack of affordable and available housing can result in low property resale values, which undermines community sustainability and reduces the overall return on investment for residents and the Shire.
2. **Population Decline Due to:**
 - **Higher Outward Migration and Lower Inward Migration:** Housing shortages can lead to residents leaving for other areas with more affordable housing, while potential new residents may be discouraged from moving in.
 - **Workforce Reduction:** Insufficient housing for essential workers, such as government employees and health service staff, can make it difficult to recruit and retain a skilled workforce.
 - **Residents Forced to Relocate Due to Housing Shortages:** Lack of housing may force residents to move elsewhere, leading to a decline in community size and cohesion.
3. **Threats to Community Viability:** The combined effects of population decline, workforce reduction, and housing shortages can weaken the fabric of the community, potentially leading to the loss of local services and infrastructure.
4. **Economic Impacts:** Insufficient housing and the resulting population decline can impede economic growth, limiting opportunities for local businesses and development.

11. Social Challenges and Community Expectations

Social challenges, such as crime, antisocial behaviour, vandalism, housing crisis, and homelessness, can significantly influence ratepayers' expectations of the Shire's responsibilities and its perceived effectiveness in addressing these issues. When there is a misalignment between community expectations and the Shire's jurisdictional capacity, it can result in reputational damage, strained resources, and potential conflict.

Impact (Consequences)

- **Disgruntled Ratepayers and Reputational Damage:** Failure to meet community expectations may lead to dissatisfaction among ratepayers, damaging the Shire's reputation.

- **Difficulty Attracting New Residents/Businesses:** A perception of ineffective governance in addressing social challenges may discourage new residents and businesses from moving to the Shire.
- **Blame Towards Staff and Council Members:** Community frustration may result in blame being directed at Shire staff and Council Members, straining relationships.
- **Strained Community Relationships and Social Cohesion:** Social challenges, combined with unmet expectations, can lead to weakened community relationships and decreased social cohesion.
- **Diminished Service Outcomes and Increased Pressure on Resources:** Increased demand for services due to unresolved social issues can stretch the Shire's resources, leading to a decline in service quality and outcomes.
- **Increased Demand for Social Services Beyond Shire Capacity/Jurisdiction:** The Shire may face pressure to provide services beyond its capacity or jurisdiction, further stretching resources.
- **Higher Rates Payment Defaults and Debt Collections:** Economic stress due to unmet social needs may lead to increased financial difficulties for residents, resulting in higher rates payment defaults and debt collection issues.


ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING

No matters for consideration

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT**11.1 Memorandum of Understanding between the Shire of Quairading and the Hospital Auxiliary Committee**

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. Attachment (i) Memorandum of Understanding between Shire of Quairading and Hospital Auxiliary Committee [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse the Memorandum of Understanding between the Shire of Quairading and the Hospital Auxiliary Committee in relation to the Community Car – Plant # P5335 – Toyota Camry 2.5L Ascent - Asset # 1Q5335 (Attachment i)

IN BRIEF

As per Council Resolution OCM 063-24/25 a new Toyota Camry was purchased by the Shire from Avon Valley Toyota and reimbursed in full by the Hospital Auxiliary Committee. The car is used as a Community Car to help the community get to and from medical appointments that they could not otherwise be able to attend without this help.

MATTER FOR CONSIDERATION

The purpose of creating this Memorandum of Understanding (MOU) is to formalise the agreement between the Shire of Quairading and the Hospital Auxiliary Committee so that both parties are aware of the terms and conditions surrounding the usage, purpose and ownership of the Community Car. This MOU clearly defines the guidelines for clear and transparent communication and co-operation between the two parties. It aims to ensure that the Community Car is used effectively, safely, and responsibly, for the benefit of the community. The document outlines the respective roles and responsibilities of the Shire of Quairading and the Hospital Auxiliary Committee, as well as the terms for maintenance, insurance, and operation of the vehicle.

Additionally, this MOU seeks to clarify ownership rights and any associated costs. By formalising this agreement, both parties will have a shared understanding of their commitments and obligations, ensuring the continued success of the Community Car and enhancing service delivery for the community.

BACKGROUND

This is the third (3) vehicle that the Shire of Quairading and the Hospital Auxiliary Committee have purchased in this manner, however no formal Memorandum of Understanding has been in place to formalise the agreement and understanding between the two parties.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Risk Management Policy

FINANCIAL IMPLICATIONS

There are no budget implications as Council has already endorsed the purchase within the 2024/2025 Budget.

The cost of the vehicle will be fully funded by the value of the trade in vehicle, and a contribution from the Hospital Auxiliary Committee.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

1.3 Community: Advocate for the provision of quality health services, health facilities and programs in the Shire

CONSULTATION

Discussions have been held with Phyllis Brown from the Hospital Auxiliary Committee following the approval of the purchase of the car that an MOU would be implemented in the following months.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

3.1 Governance, Financial and Compliance Risks: Financial Viability and Asset Management

RISK ASSESSMENT

	Option 1
Financial	Low <i>The cost is neutral to the Shire</i>

Health	Medium <i>The Community Car provides travel assistance to members of the public who require this service to attend important appointments. If this service was not able to continue, there is a risk that those who are dependent on the service will be unable to access medical services/care.</i>
Reputation	Medium <i>This is an important Health Service to the Community that the Council supports through the provision of Administration Services for running a vehicle. If the service is not able to run there may be reputational damage to the Council for not supporting local health initiatives.</i>
Operations	Low
Natural Environment	Low <i>Hybrid Vehicle</i>

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

COMMENT

Nil



MEMORANDUM OF UNDERSTANDING

Between the Shire of Quairading and the Hospital Auxiliary Committee

Shire of Quairading

Address: 10 Jennaberring Road, Quairading
("the Shire")

Hospital Auxiliary

Address: PO Box 129, Quairading
("the Hospital Auxiliary")

The Memorandum of Understanding is made on _____ 2024.



1. Purpose of the Agreement

The purpose of this Memorandum of Understanding (MOU) is to outline the agreement between the Shire of Quairading (the Shire) and the Hospital Auxiliary regarding the purchase, use, and reimbursement of a community car purchased by the Shire but reimbursed in full by the Hospital Auxiliary. This car is used primarily for the transport of patients for medical services.

2. Ownership and Asset Management

2.1 The car purchased through this agreement is an asset of the Shire's.

2.2 The Hospital Auxiliary will be considered the **formal owner** for all practical purposes, as it will use the car for transporting patients for medical services.

2.3 The Shire will manage all aspects related to the ownership and maintenance of the vehicle, including but not limited to:

- Payment of all upfront costs, including the purchase price.
- Ongoing operational costs such as registration, insurance, fuel, servicing, and repairs.

2.4 The Hospital Auxiliary agrees to reimburse the Shire **in full** for the total cost incurred by the Shire in relation to the car. This includes both upfront and ongoing costs. The Shire will provide the Hospital Auxiliary with invoices for reimbursement as per the agreed-upon schedule (Quarterly).

3. Financial Arrangements

3.1 The Shire shall pay all upfront costs for the vehicle, including but not limited to:

- Purchase price of the car.
- Registration, insurance, fuel, servicing, and repair costs.

3.2 The Shire will issue invoices to the Hospital Auxiliary for **full reimbursement** of all costs, as detailed above. The Hospital Auxiliary agrees to reimburse these costs promptly.

3.3 Payment terms and schedule will be agreed upon separately and documented in Annexure A to this MOU.

4. Use and Operation of the Vehicle

4.1 The vehicle will be used primarily for the transport of patients for medical services.

4.2 The **drivers** of the vehicle shall be at the discretion of the Hospital Auxiliary. The Hospital Auxiliary is responsible for:

- Selecting and training drivers.
- Ensuring drivers meet all legal requirements for operating the vehicle.



4.3 The Shire shall have no direct responsibility for the management of the drivers or the use of the vehicle for patient transport.

5. Maintenance and Servicing

5.1 The Hospital Auxiliary will be responsible for maintaining the vehicle in good condition and will arrange for regular servicing and repairs as needed.

5.2 The Shire shall initially bear all costs for maintenance, servicing, and repairs, with these costs being reimbursed in full by the Hospital Auxiliary.

5.3 The Hospital Auxiliary will promptly notify the Shire of any issues with the vehicle requiring attention, to ensure the car is available for use when needed.

6. Liability and Insurance

6.1 The Shire shall maintain comprehensive insurance for the vehicle, covering both damage to the vehicle and liability for accidents involving the vehicle.

6.2 The Hospital Auxiliary agrees to reimburse the Shire for the full cost of the insurance premiums.

6.3 The Shire and Hospital Auxiliary agree to indemnify and hold each other harmless from any claims, damages, or liabilities arising out of the use of the vehicle, except where such claims arise from the fault or negligence of one party.

7. Term and Termination

7.1 This MOU shall be effective as of the date of signing and will remain in effect unless terminated by either party with [30] days written notice.

7.2 Either party may terminate this MOU if the other party fails to perform its obligations under the agreement and does not remedy such failure within [15] days of receiving written notice.

7.3 Upon termination, all outstanding payments for costs incurred by the Shire up to the date of termination must be reimbursed by the Hospital Auxiliary.

8. Miscellaneous

8.1 **Severability:** If any provision of this MOU is found to be invalid or unenforceable, the remaining provisions will continue in full force and effect.

8.2 **Amendments:** Any amendments or modifications to this MOU must be made in writing and agreed upon by both parties.

8.3 **Dispute Resolution:** Any disputes arising from or related to this MOU will be resolved through mutual discussion and negotiation. If a resolution cannot be reached, both parties may agree to mediation or arbitration.



9. Disposal, Change, or Sale of the Vehicle

9.1 Council Approval: Any decision regarding the replacement, sale, or disposal of the vehicle, or any significant changes to its use, must be presented to and approved by the Shire Council, in accordance with the Council’s procedures and budgetary requirements. This includes obtaining formal adoption of any relevant costs or financial implications within the Council’s budget.

9.2 Sale or Disposal: In the event of the sale or disposal of the vehicle (if no replacement is necessary), any proceeds received from such sale or disposal will be reimbursed in full to the Hospital Auxiliary, less any reasonable costs or outgoings incurred by the Shire in relation to the sale or disposal process.

Signatures

For the Shire of Quairading:

Signature: _____

Name: _____

Title: _____

Date: _____

For the Hospital Auxiliary:

Signature: _____

Name: _____

Title: _____

Date: _____



ANNEXURE A

Vehicle Details:	2024 Toyota Camry Accent Hybrid SI Sedan
Colour:	Silver
Registration:	Q5335 – Sold as 1IKO929
Engine No:	A25A0E11891
Vin/Chassis:	JTNBA3HK403050455
Supplier:	Avon Valley Toyota
Capped Price Servicing:	5 Years servicing capped at \$255.00 1. 18/11/2025 or 15,000kms 2. 18/11/2026 or 30,000kms 3. 18/11/2027 or 45,000kms 4. 18/11/2028 or 60,000kms 5. 18/11/2029 or 75,000kms
Warranty:	5 year Unlimited Kilometre Warranty
Drivers:	Approved Drivers as at 30/11/2024 1. PAM CAPORN 2. GREG AXFORD 3. SHARON RICHARDS 4. ROBYN RICHARDS 5. PHYLLIS BROWN 6. JANICE CLEMENS
Invoicing:	The Shire of Quairading is required to invoice the Hospital Auxiliary on a Quarterly Basis in each Financial Year 1. July to September 2. October to December 3. January to March 4. April to June

MEMORANDUM OF UNDERSTANDING

COMMUNITY CAR

11.2 Monthly Financial Statements - December 2024

- Responsible Officer** Natalie Ness, Chief Executive Officer
- Reporting Officer** Tricia Brown, Executive Manager, Corporate Services
- Attachments** 1. Attachment (i) Monthly Financial Statement - December 2024 [↓](#) 
- Voting Requirements** Simple Majority
- Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Statement of Financial Activity, Statement of Financial Position, explanation of material variances and associated documentation for the period ending 31 December 2024, as included in Attachment (i)

IN BRIEF

- Monthly financial statements for the period ending 31 December 2024 attached
- Depreciation has been calculated for the months up to 31 December 2024.
- Admin Allocations have been run for the months of July 2024 to 31 December 2024.

MATTER FOR CONSIDERATION

To receive the monthly financial report and statements.

BACKGROUND

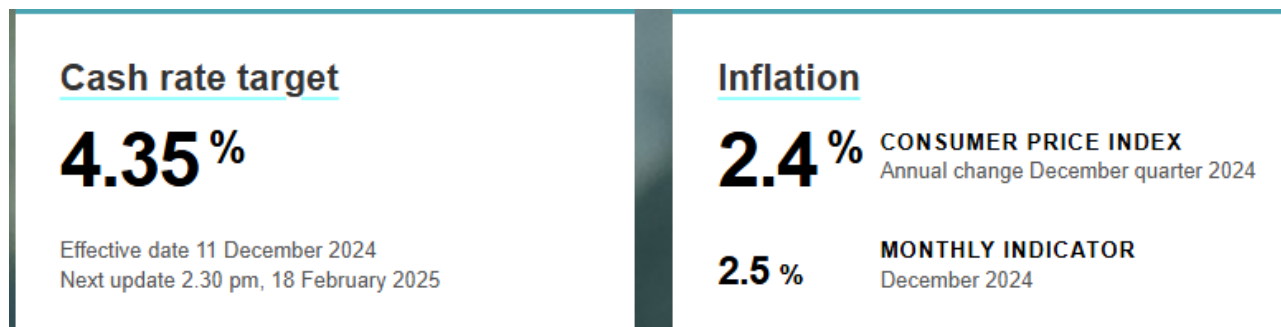
The Local Government (Financial Management) Regulations 1996 requires Shire Officers to prepare, within a prescribed timeframe, financial reports covering prescribed information and present these to Council.

Shire Officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislated requirements.

The Consumer Price Index (CPI) rose 0.2% this quarter. Over the twelve months to the December 2024 quarter, the CPI rose 2.4%.

Weighted average of eight capital cities	Sep Qtr 2024 to Dec Qtr 2024	Dec Qtr 2023 to Dec Qtr 2024
	(% change)	(% change)
All groups CPI	0.2	2.4

To curb the high inflation the Reserve Bank of Australia (RBA) have, in the last financial year, announced consecutive increases in the cash rate. As per Reserve Bank of Australia, effective 11 December 2024, the cash rate will remain unchanged at 4.35 %. The current RBA Inflation rate has decreased to 2.4% with the monthly indicator for December 2024 at 2.5%.



In framing the 2024/2025, the Shire has taken into consideration the economic environment and sustainability of its services into the future.

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, requires each local government to present a Statement of Financial Activity that reports on income and expenditure as set out in the Annual Budget. In addition, regulation 34(5) stipulates for a local government to adopt a percentage or value to report on material variances between budgeted and actual results. The 2024/25 budget determines the variance analysis for significant amounts of \$10,000 and 10% for the financial year.

STATUTORY ENVIRONMENT

Australian Accounting Standards

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

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

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

POLICY IMPLICATIONS

Significant Accounting Policies

FINANCIAL IMPLICATIONS

Council adopted the 2024/25 Budget at the OCM 29th August 2024.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

3.1 Governance, Financial and Compliance Risks: Financial Viability and Asset Management

RISK ASSESSMENT

	Option 1
Financial	<i>Low</i> <i>24-25 Budget Adopted by Council.</i>
Health	Low
Reputation	Low
Operations	Low
Natural Environment	Low

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

The December 2024 Monthly Financial Statements reflects the adopted 2024/2025 Budget.

The current aged creditors balance as of 31 December 2024 is \$16,524.74. This is made up of mostly current invoices.

The current aged debtors balance as of 31 December 2024 is \$75,609.30 with the majority of the balance being current and 30 day invoices.



SHIRE OF QUAIRADING

**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 December 2024**

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

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**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2024**

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire for the 2023/24 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
Significant Projects					
Grants, Subsidies and Contributions					
Grants, Subsidies and Contributions	73%	600,874	533,289	437,779	(95,510)
Capital Grants, Subsidies and Contributions	10%	2,066,381	1,261,404	212,217	(1,049,187)
	24%	2,667,255	1,794,693	649,996	(1,144,697)
Rates Levied	100%	2,799,736	2,799,735	2,786,530	(13,205)

Financial Position		Prior Year 31 December 2023	Current Year 31 December 2024
Adjusted Net Current Assets	86%	\$ 2,727,387	\$ 2,345,557
Cash and Equivalent - Unrestricted	117%	\$ 1,734,186	\$ 2,030,563
Cash and Equivalent - Restricted	101%	\$ 4,181,382	\$ 4,209,195
Receivables - Rates	122%	\$ 519,908	\$ 633,940
Receivables - Other	29%	\$ 454,278	\$ 131,616
Payables	58%	\$ 234,791	\$ 136,212

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

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

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2024**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 December 2024
Prepared by: Tricia Brown (EMCS)
Reviewed by: Natalie Ness (CEO)

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

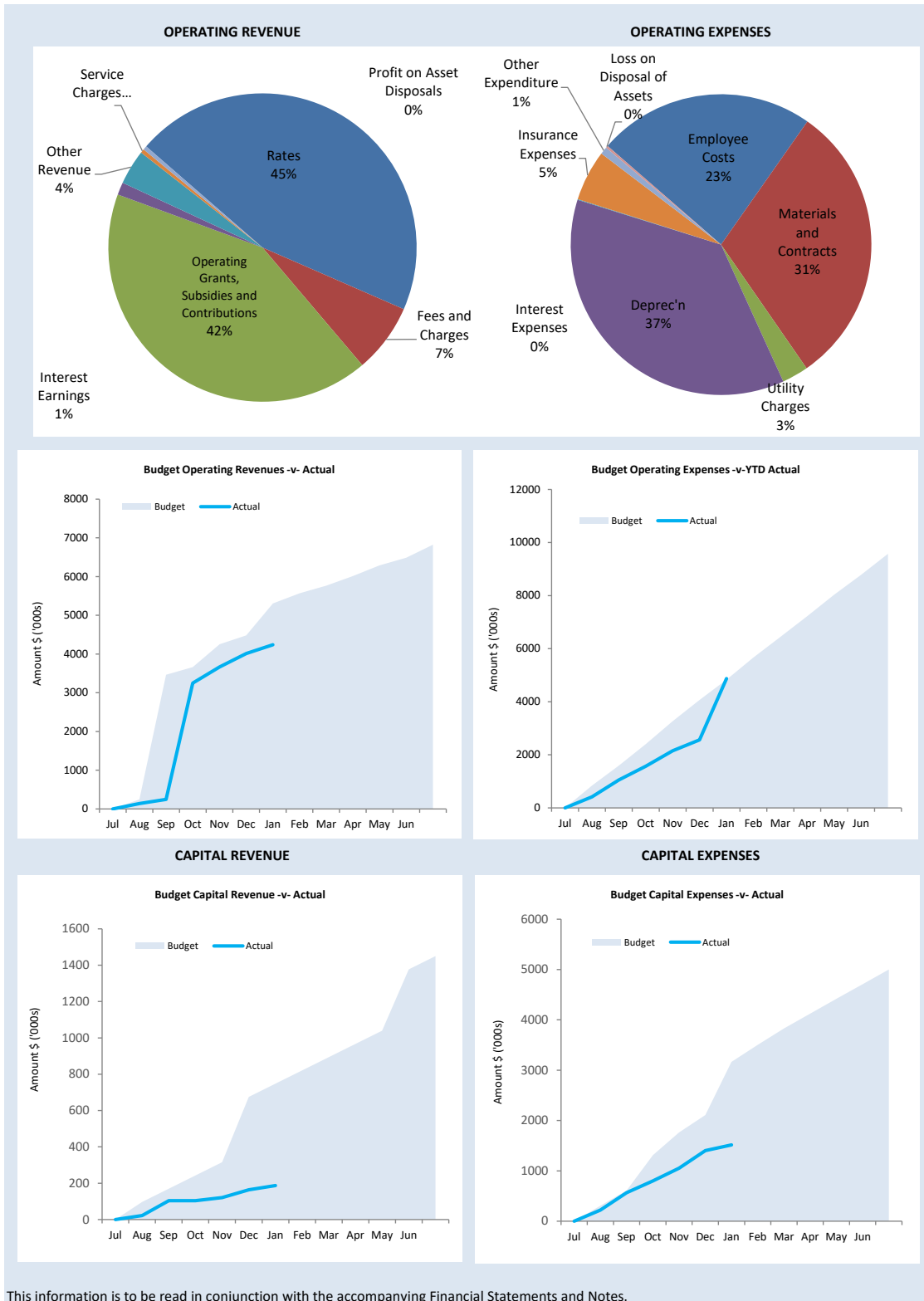
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

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

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2024**

SUMMARY GRAPHS



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

STATUTORY REPORTING PROGRAMS

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

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

SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM
FOR THE PERIOD ENDED 31 DECEMBER 2024

BY PROGRAM

Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	\$	%		
OPERATING ACTIVITIES								
Revenue from operating activities								
Governance	0	0	0	7	7		▲	
General Purpose Funding - Rates	2,799,736	2,799,736	2,799,735	2,786,530	(13,205)	(0%)	▼	
General Purpose Funding - Other	481,956	481,956	392,971	225,523	(167,448)	(43%)	▼	\$
Law, Order and Public Safety	286,992	286,992	137,851	140,711	2,860	2%	▲	
Health	500	500	246	(1)	(247)	(101%)	▼	
Education and Welfare	72,712	72,712	36,282	56,508	20,226	56%	▲	\$
Housing	169,464	169,464	84,606	91,000	6,394	8%	▲	
Community Amenities	234,046	234,046	117,932	172,924	54,992	47%	▲	\$
Recreation and Culture	30,150	30,150	11,784	12,396	612	5%	▲	
Transport	304,769	304,769	242,448	253,689	11,241	5%	▲	
Economic Services	326,600	326,600	195,716	176,087	(19,629)	(10%)	▼	\$
Other Property and Services	50,100	50,100	25,028	89,005	63,977	256%	▲	\$
	4,757,025	4,757,025	4,044,599	4,004,379				
Expenditure from operating activities								
Governance	(688,725)	(688,725)	(374,077)	(409,423)	(35,346)	(9%)	▼	
General Purpose Funding	(120,484)	(120,484)	(57,223)	(54,590)	2,633	5%	▲	
Law, Order and Public Safety	(589,061)	(589,061)	(294,304)	(405,839)	(111,535)	(38%)	▼	\$
Health	(547,158)	(547,158)	(273,414)	(255,819)	17,595	6%	▲	
Education and Welfare	(365,867)	(365,867)	(183,814)	(143,064)	40,749	22%	▲	\$
Housing	(255,064)	(255,064)	(127,028)	(139,389)	(12,361)	(10%)	▼	
Community Amenities	(1,149,300)	(1,149,300)	(574,314)	(372,807)	201,507	35%	▲	\$
Recreation and Culture	(1,316,934)	(1,316,934)	(639,262)	(665,992)	(26,730)	(4%)	▼	
Transport	(3,465,795)	(3,465,795)	(1,732,082)	(1,886,126)	(154,044)	(9%)	▼	
Economic Services	(1,028,479)	(1,028,479)	(491,728)	(443,512)	48,216	10%	▲	
Other Property and Services	(47,502)	(47,502)	(86,077)	(95,987)	(9,910)	(12%)	▼	
	(9,574,369)	(9,574,369)	(4,833,323)	(4,872,549)				
Operating activities excluded from budget								
Add back Depreciation	3,448,062	3,448,062	1,723,296	1,783,761	60,465	4%	▲	
Adjust (Profit)/Loss on Asset Disposal	312,693	312,693	157,562	(13,853)	(171,415)	(109%)	▼	\$
Movement in Leave Reserve (Added Back)	4,739	4,739	4,739	4,203	(536)	(11%)	▼	
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0			
Movement in Employee Benefit Provisions	0	0	0	0	0			
Rounding Adjustments	0	0	0	0	0			
Movement Due to Changes in Accounting Standards	0	0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss	0	0	0	0	0			
Loss on Asset Revaluation	0	0	0	0	0			
Adjustment in Fixed Assets	0	0	0	0	0			
	3,765,494	3,765,494	1,885,597	1,774,112				
Amount attributable to operating activities	(1,051,850)	(1,051,850)	1,096,873	905,941				
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	2,066,381	2,066,381	1,261,404	212,217	(1,049,187)	(83%)	▼	\$
Proceeds from Disposal of Assets	920,000	920,000	482,998	164,091	(318,907)	(66%)	▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	0	0	0	0	0			
	2,986,381	2,986,381	1,744,402	376,308				
Outflows from investing activities								
Land Held for Resale	(50,000)	(50,000)	(25,008)	(14,799)	10,209	41%	▲	\$
Land and Buildings	(751,494)	(751,494)	(415,304)	(190,523)	224,781	54%	▲	\$
Plant and Equipment	(1,373,057)	(1,373,057)	(1,306,980)	(518,760)	788,220	60%	▲	\$
Furniture and Equipment	(15,000)	(15,000)	(7,500)	0	7,500	100%	▲	
Infrastructure Assets - Roads	(1,859,924)	(1,859,924)	(916,582)	(439,415)	477,167	52%	▲	\$
Infrastructure Assets - Drainage	0	0	0	0	0			
Infrastructure Assets - Footpaths	(5,500)	(5,500)	(2,748)	(5,500)	(2,752)	(100%)	▼	
Infrastructure Assets - Other	(553,081)	(553,081)	(294,008)	(171,981)	122,027	42%	▲	\$
Infrastructure Assets - Bridges	(20,000)	(20,000)	(9,996)	(35,100)	(25,104)	(251%)	▼	\$
Payments for financial assets at amortised cost - self supporting loans	0	0	0	0	0			
	(4,628,055)	(4,628,055)	(2,978,126)	(1,376,078)				
Amount attributable to investing activities	(1,641,675)	(1,641,675)	(1,233,724)	(999,770)				
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new borrowings	0	0	0	0	0			
Transfer from Reserves	530,000	530,000	265,000	0	(265,000)	(100%)	▼	\$
Transfer from Restricted Cash - Other	0	0	0	0	0			
	530,000	530,000	265,000	0				
Outflows from financing activities								
Repayment of borrowings	(67,898)	(67,898)	(33,930)	(33,722)	208	1%	▲	
Payments for principal portion of lease liabilities	(29,925)	(29,925)	(14,956)	(8,235)	6,721	45%	▲	
Transfer to Restricted Cash - Other	0	0	0	0	0			
Transfer to Reserves	(275,000)	(275,000)	(137,502)	(97,556)	39,946	29%	▲	\$
	(372,823)	(372,823)	(186,388)	(139,513)				
Amount attributable to financing activities	157,177	157,177	78,612	(139,513)				
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year								
Amount attributable to operating activities	(1,051,850)	(1,051,850)	1,096,873	905,941	(190,932)	(17%)	▼	
Amount attributable to investing activities	(1,641,675)	(1,641,675)	(1,233,724)	(999,770)	233,954	(19%)	▲	
Amount attributable to financing activities	157,177	157,177	78,612	(139,513)	(218,125)	(277%)	▼	
Surplus or deficit at the end of the financial year	46,987	46,987	2,525,096	2,345,557	(179,539)	(7%)	▼	

KEY INFORMATION

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

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

The material variance adopted by Council for the 2024/25 year is \$10,000 and 10%.

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

SHIRE OF QUAIRADING

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 DECEMBER 2024

NATURE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGEES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION

Depreciation expense raised on all classes of assets.

FINANCE COSTS

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

OTHER EXPENDITURE

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

SHIRE OF QUAIRADING

STATEMENT OF FINANCIAL ACTIVITY BY NATURE & TYPE
FOR THE PERIOD ENDED 31 DECEMBER 2024

BY NATURE

Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	\$	%		\$
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates	6	2,799,736	2,799,736	2,799,735	2,786,530	(13,205)	(0%) ▼	
Grants, Subsidies and Contributions	12	600,874	600,874	533,289	437,779	(95,510)	(18%) ▼	\$
Fees and Charges		682,553	682,553	339,369	447,476	108,107	32% ▲	\$
Service Charges		0	0	0	0	0		
Interest Revenue		152,350	152,350	76,128	81,226	5,098	7% ▲	
Other Revenue		422,171	422,171	246,434	226,044	(20,390)	(8%) ▼	
Profit on Disposal of Assets	7	99,341	99,341	49,644	25,325	(24,319)	(49%) ▼	\$
Gain FV Valuation of Assets		0	0	0	0	0		
		4,757,025	4,757,025	4,044,599	4,004,379			
Expenditure from operating activities								
Employee Costs		(2,237,356)	(2,237,356)	(1,104,036)	(1,137,704)	(33,668)	(3%) ▼	
Materials and Contracts		(2,838,670)	(2,838,670)	(1,489,225)	(1,492,520)	(3,295)	(0%) ▼	
Utility Charges		(277,050)	(277,050)	(138,090)	(138,302)	(212)	(0%) ▼	
Depreciation		(3,448,062)	(3,448,062)	(1,723,296)	(1,783,761)	(60,465)	(4%) ▼	
Finance Costs		(7,980)	(7,980)	(3,978)	(3,481)	497	12% ▲	
Insurance Expenses		(205,303)	(205,303)	(102,594)	(266,340)	(163,746)	(160%) ▼	\$
Other Expenditure		(147,914)	(147,914)	(64,898)	(38,969)	25,929	40% ▲	\$
Loss on Disposal of Assets	7	(412,034)	(412,034)	(207,206)	(11,471)	195,734	94% ▲	\$
Loss FV Valuation of Assets		0	0	0	0	0		
		(9,574,369)	(9,574,369)	(4,833,323)	(4,872,549)			
Operating activities excluded from budget								
Add back Depreciation		3,448,062	3,448,062	1,723,296	1,783,761	60,465	4% ▲	
Adjust (Profit)/Loss on Asset Disposal	7	312,693	312,693	157,562	(13,853)	(171,415)	(109%) ▼	\$
Movement in Leave Reserve (Added Back)		4,739	4,739	4,739	4,203	(536)	(11%) ▼	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0		
Movement in Employee Benefit Provisions		0	0	0	0	0		
Rounding Adjustments		0	0	0	0	0		
Movement Due to Changes in Accounting Standards		0	0	0	0	0		
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0		
Loss on Asset Revaluation		0	0	0	0	0		
Adjustment in Fixed Assets		0	0	0	0	0		
		3,765,494	3,765,494	1,885,597	1,774,112			
Amount attributable to operating activities		(1,051,850)	(1,051,849)	1,096,873	905,941			
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	13	2,066,381	2,066,381	1,261,404	212,217	(1,049,187)	(83%) ▼	\$
Proceeds from Disposal of Assets	7	920,000	920,000	482,998	164,091	(318,907)	(66%) ▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	9	0	0	0	0	0		
		2,986,381	2,986,381	1,744,402	376,308			
Outflows from investing activities								
Land Held for Resale	8	(50,000)	(50,000)	(25,008)	(14,799)	10,209	(41%) ▲	
Land and Buildings	8	(751,494)	(751,494)	(415,304)	(190,523)	224,781	54% ▲	\$
Plant and Equipment	8	(1,373,057)	(1,373,057)	(1,306,980)	(518,760)	788,220	60% ▲	\$
Furniture and Equipment	8	(15,000)	(15,000)	(7,500)	0	7,500	100% ▲	
Infrastructure Assets - Roads	8	(1,859,924)	(1,859,924)	(916,582)	(439,415)	477,167	52% ▲	\$
Infrastructure Assets - Drainage	8	0	0	0	0	0		
Infrastructure Assets - Footpaths	8	(5,500)	(5,500)	(2,748)	(5,500)	(2,752)	(100%) ▼	
Infrastructure Assets - Other	8	(553,081)	(553,081)	(294,008)	(171,981)	122,027	42% ▲	\$
Infrastructure Assets - Bridges	8	(20,000)	(20,000)	(9,996)	(35,100)	(25,104)	(251%) ▼	\$
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0		
		(4,628,055)	(4,628,055)	(2,978,126)	(1,376,078)			
Amount attributable to investing activities		(1,641,675)	(1,641,675)	(1,233,724)	(999,770)			
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new borrowings		0	0	0	0	0		
Transfer from Reserves	10	530,000	530,000	265,000	0	(265,000)	(100%) ▼	\$
Transfer from Restricted Cash - Other		0	0	0	0	0		
		530,000	530,000	265,000	0			
Outflows from financing activities								
Repayment of borrowings	9	(67,898)	(67,898)	(33,930)	(33,722)	208	1% ▲	
Payments for principal portion of lease liabilities	9	(29,925)	(29,925)	(14,956)	(8,235)	6,721	45% ▲	
Transfer to Restricted Cash - Other		0	0	0	0	0		
Transfer to Reserves	10	(275,000)	(275,000)	(137,502)	(97,556)	39,946	29% ▲	\$
		(372,823)	(372,823)	(186,388)	(139,513)			
Amount attributable to financing activities		157,177	157,177	78,612	(139,513)			
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1	2,583,335	2,583,335	2,583,335	2,578,899	(4,436)	(0%)	
Amount attributable to operating activities		(1,051,850)	(1,051,849)	1,096,873	905,941	(190,932)	(17%)	
Amount attributable to investing activities		(1,641,675)	(1,641,675)	(1,233,724)	(999,770)	233,954	(19%)	
Amount attributable to financing activities		157,177	157,177	78,612	(139,513)	(218,125)	(277%)	
Surplus or deficit at the end of the financial year	1	46,987	46,988	2,525,096	2,345,557	(179,539)	(7%)	

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

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

The material variance adopted by Council for the 2024/25 year is \$10,000 and 10%.

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

**SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 DECEMBER 2024**

	30-Nov-23	30-Nov-24
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	7,040,340	6,239,758
Trade and other receivables	505,826	765,556
Other financial assets	0	0
Inventories	198,674	207,230
Contract assets	676,569	361,891
Other assets	109,426	530
TOTAL CURRENT ASSETS	8,530,834	7,574,965
NON-CURRENT ASSETS		
Trade and other receivables	35,573	35,573
Other financial assets	83,171	83,171
Inventories	114,000	78,799
Property, plant and equipment	23,438,504	23,651,162
Infrastructure	99,655,219	98,930,156
Right-of-use assets	33,094	22,779
TOTAL NON-CURRENT ASSETS	123,359,561	122,801,640
TOTAL ASSETS	131,890,394	130,376,604
CURRENT LIABILITIES		
Trade and other payables	1,412,713	184,434
Other liabilities	238,647	628,046
Lease liabilities	11,047	2,811
Employee related provisions	176,085	176,085
TOTAL CURRENT LIABILITIES	1,906,389	1,025,552
NON-CURRENT LIABILITIES		
Lease liabilities	20,646	20,646
Borrowings	209,720	209,720
Employee related provisions	35,582	35,582
TOTAL NON-CURRENT LIABILITIES	265,948	265,948
TOTAL LIABILITIES	2,172,338	1,291,501
NET ASSETS	129,718,057	129,085,104
EQUITY		
Retained surplus	41,964,110	41,210,601
Reserve accounts	4,111,639	4,209,195
Revaluation surplus	83,642,307	83,642,307
TOTAL EQUITY	129,718,057	129,062,104

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

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2024

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

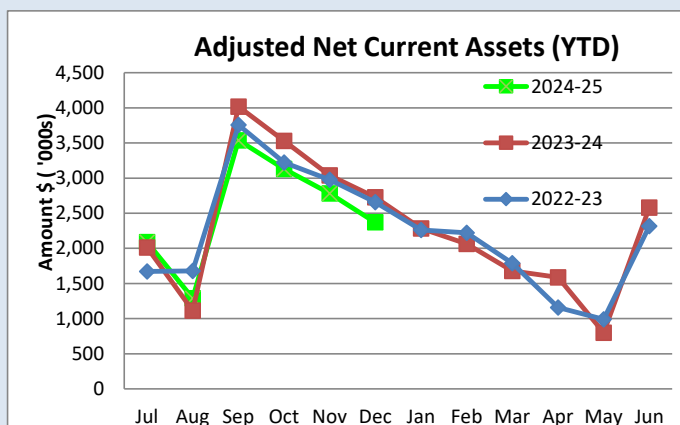
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2024	This Time Last Year 31/12/2023	Year to Date Actual 31/12/2024
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,928,701	1,734,186	2,030,563
Cash Restricted - Reserves	2	4,111,639	4,181,382	4,209,195
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	0	279,317	519,908	633,940
Receivables - Other	3	226,508	454,278	131,616
Other Financial Assets	3	0	0	0
Other Assets Other Than Inventories	4	785,994	837,427	362,421
Inventories	4	8,674	9,307	17,230
		8,340,834	7,736,488	7,384,965
Less: Current Liabilities				
Payables	5	(1,361,321)	(234,791)	(136,212)
Contract Liabilities	11	(238,647)	(561,461)	(628,046)
Bonds & Deposits	14	(51,392)	(21,753)	(48,223)
Loan Liability	9	(67,898)	(33,274)	(34,176)
Lease Liability	9	(11,047)	(7,744)	(2,811)
Provisions	11	(176,085)	(184,697)	(176,085)
		(1,906,389)	(1,043,719)	(1,025,552)
Less: Cash Reserves	10	(4,111,639)	(4,181,382)	(4,209,195)
Add Back: Component of Leave Liability not Required to be funded		177,149	174,983	181,352
Add Back: Loan Liability		67,898	33,274	34,176
Add Back: Lease Liability		11,047	7,744	2,811
Less : Loan Receivable - clubs/institutions		0	0	0
Net Current Funding Position		2,578,899	2,727,387	2,345,557

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)
\$2.35 M
Last Year YTD
Surplus(Deficit)
\$2.73 M

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

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

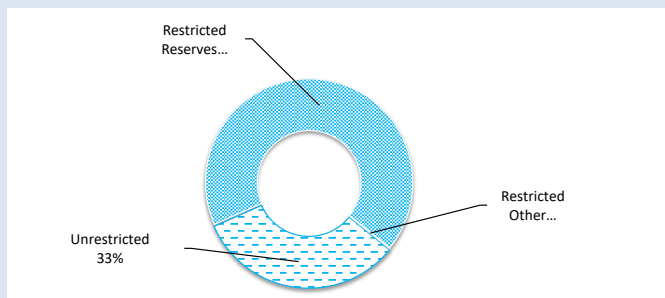
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	499			499	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	360,189			360,189	Westpac		Ongoing
Municipal Investment Cash at Bank	0			0	Westpac	Nil	Ongoing
Medical Practice Cash at Bank	13			13	Westpac		Ongoing
Reserve Cash at Bank		388,579		388,579	Westpac	1.55%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
Term Deposits							
Municipal - Term Deposit Investment 1	332,377			332,377	Westpac	5.16%	12/02/2025
Municipal - Term Deposit Investment 2	336,185			336,185	Westpac	5.16%	12/02/2025
Municipal - Term Deposit Investment 3	1,000,000			1,000,000	Westpac	5.09%	28/02/2025
Reserve - Term Deposit Investment 1		1,039,899		1,039,899	Westpac	5.11%	2/01/2025
Reserve - Term Deposit Investment 2		676,460		676,460	Westpac	5.11%	2/01/2025
Reserve - Term Deposit Investment 3		1,121,528		1,121,528	Westpac	5.11%	2/01/2025
Reserve - Term Deposit Investment 4		982,729		982,729	Westpac	5.11%	2/01/2025
		0		0			
		0		0			
Investments							
Total	2,030,563	4,209,195	0	6,239,758			

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
\$6.24 M	\$4.21 M

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

OPERATING ACTIVITIES
 NOTE 3
 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2024	31 Dec 24
	\$	\$
Opening Arrears Previous Years	282,891	314,891
Levied this year	2,762,616	2,932,120
Less Collections to date	(2,730,617)	(2,577,497)
Equals Current Outstanding	314,891	669,513
	314,891	669,513
% Collected	89.66%	79.38%

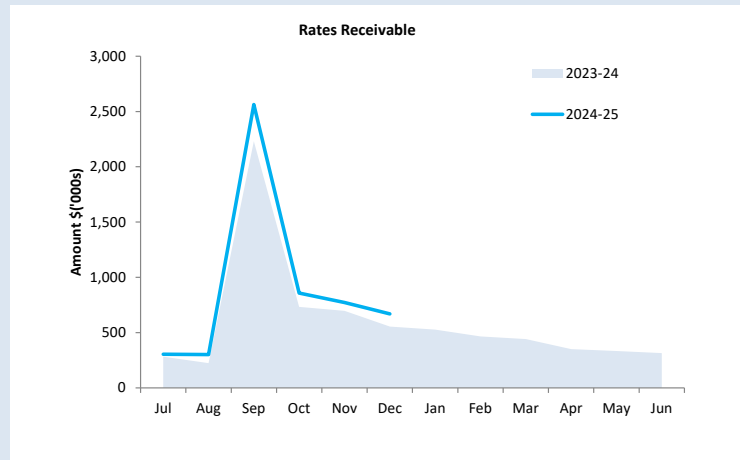
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	44,554	20,214	3,699	7,143	75,609
Percentage	59%	27%	5%	9%	
Balance per Trial Balance					
Sundry Debtors					100,603
Receivables - Other					31,013
Total Receivables General Outstanding					131,616
Amounts shown above include GST (where applicable)					

KEY INFORMATION

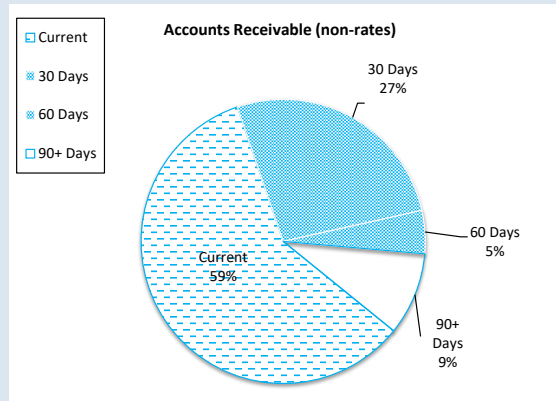
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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
79%	\$669,513



Debtors Due
\$131,616
Over 30 Days
41%
Over 90 Days
9%

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

OPERATING ACTIVITIES
 NOTE 4
 OTHER CURRENT ASSETS

Other Current Assets	Opening Balance 1 Jul 2024	Asset Increase	Asset Reduction	Closing Balance 31 Dec 2024
	\$	\$	\$	\$
Other Financial Assets at Amortised Cost				
Financial assets at amortised cost - self supporting loans	0	0	0	0
Inventory				
Fuel, Visitor and Rec Centres stock on hand	8,674	8,556	0	17,230
Accrued income and prepayments				
Accrued income and prepayments	109,426	0	(108,895)	530
Contract assets				
Contract assets	676,569	0	(314,678)	361,891
Total Other Current assets				569,651
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 31 DECEMBER 2024

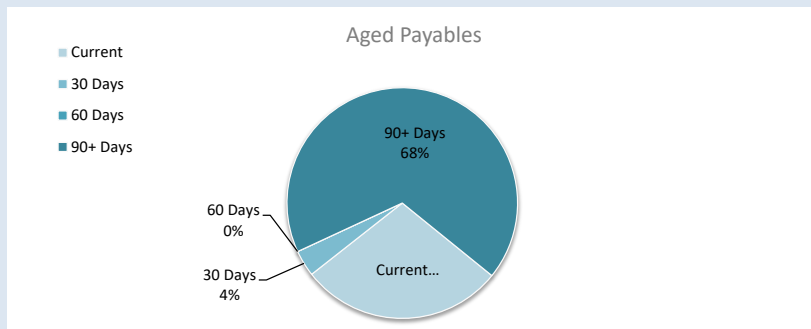
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	4,720	611	0	11,194	16,525
Percentage	28.6%	3.7%	0%	67.7%	
Balance per Trial Balance					
Sundry creditors - General					(6,064)
Other creditors					25,973
Accruals/Income in Advance					390
ATO liabilities					78,865
Other accruals/payables					37,048
Total Payables General Outstanding					136,212

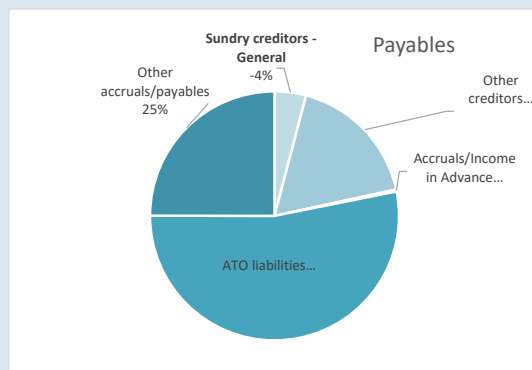
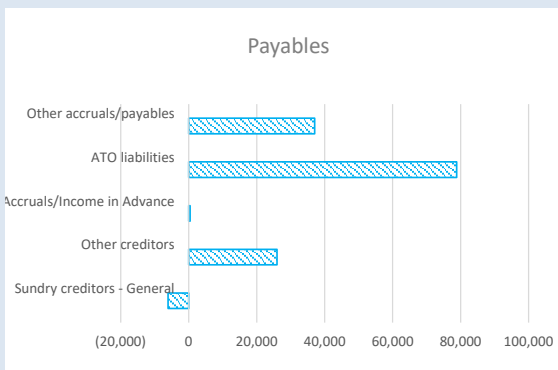
Amounts shown above include GST (where applicable)

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
\$136,212
Over 30 Days
71%
Over 90 Days
67.7%



SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 DECEMBER 2024

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

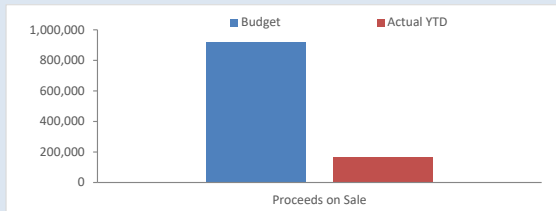
RATE TYPE	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross rental valuations											
GRV - Residential	0.138187	378	3,146,437	434,315	0	0	434,315	434,138	0		434,138
GRV - Industrial	0.138187	29	274,950	37,995	0	0	37,995	37,994	0	0	37,994
GRV - Commercial	0.138187	11	209,776	28,988	0	0	28,988	28,988	0	0	28,988
Unimproved valuations											
UV - Rural	0.006820	412	319,919,412	2,181,848	0	0	2,181,848	2,181,711	5,419	0	2,187,130
Non Rateable		231	60,902,337	0	0	0	0	0	0	0	0
Sub-Totals		1,061	384,452,912	2,683,146	0	0	2,683,146	2,682,831	5,419	0	2,688,250
Minimum Payment											
\$											
Gross rental valuations											
GRV - Residential	756	61	0	46,116	0	0	46,116	46,116	0	0	46,116
GRV - Industrial	756	8	0	6,048	0	0	6,048	6,048	0	0	6,048
GRV - Commercial	756	1	0	756	0	0	756	756	0	0	756
Unimproved valuations											
UV - Rural	756	60	0	45,360	0	0	45,360	45,360	0	0	45,360
Sub-Totals		130	0	98,280	0	0	98,280	98,280	0	0	98,280
		1,191	384,452,912	2,781,426	0	0	2,781,426	2,781,111	5,419	0	2,786,530
Amount from General Rates											
Ex-Gratia Rates	Tonnage	1	0	18,310	0	0	18,310	0	0	0	0
Write off							0				0
Specified Area Rates							0				0
Total Rates							2,799,736				2,786,530

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

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book				Net Book			
		Value	Proceeds	Profit	(Loss)	Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land Held for Resale								
1200	Lhfr - Lot 301 (8) Edwards Way	38,760	10,000		(28,760)	10,000	9,091		(909)
1201	Lhfr - Lot 302 (6) Edwards Way	41,040	10,000		(31,040)	0	0		
1202	Lhfr - Lot 303 (4) Edwards Way	39,900	10,000		(29,900)	0	0		
1203	Lhfr - Lot 304 (2) Edwards Way	39,900	10,000		(29,900)	0	0		
1204	Lhfr - Lot 305 (15) Reid Street	41,040	10,000		(31,040)	0	0		
1205	Lhfr - Lot 328 (11) Edwards Way	39,900	10,000		(29,900)	10,000	9,091		(909)
1206	Lhfr - Lot 321 (9) Edwards Way	39,900	10,000		(29,900)	10,000	9,091		(909)
1207	Lhfr - Lot 323 (5) Edwards Way	39,900	10,000		(29,900)	0	0		
1208	Lhfr - Lot 324 (3) Edwards Way	39,900	10,000		(29,900)	0	0		
1209	Lhfr - Lot 325 (1) Edwards Way	41,040	10,000		(31,040)	10,000	9,091		(909)
1210	Lhfr - Lot 326 (19) Edwards Way	45,600	10,000		(35,600)	10,000	9,091		(909)
1211	Lhfr - Lot 327 (21) Reid Street	42,180	10,000		(32,180)	0	0		
1213	Lhfr - Lot 93 Hinkley Way, Quairading (Amalgam	57,000	35,000		(22,000)	0	0		
1214	Lhfr - Lot 94 Hinkley Way, Quairading (Amalgam	34,200	35,000	800		0	0		
	Plant and Equipment								
1Q3919	Ammann Ars130 Single Drum Roller	84,686	80,000		(4,686)	0	0		
1Q240	2015 Caterpillar 12 M Grader	149,345	150,000	655		0	0		
1Q368	2016 Caperpillar Loader 938K2	153,111	180,000	26,889.35		0	0		
Q5122	2012 Ud Nissan Truck	69,200	110,000	40,800		56,494	81,818	25,325	
2Q661	Mitsubishi Triton Glx Cc Man	11,720	24,000	12,280		0	0		
6Q190	Isuzu Dmax 4X4 Ute	24,907	25,000	93		0	0		
1Q960	2019 Multipac 524H Multi Tyred Roller	78,337	80,000	1,663		0	0		
1Q754	2017 John Deere 5065E Tractor	23,265	10,000		(13,265)	0	0		
Q5191	Model S30 Rider Sweeper	8,840	25,000	16,160		0	0		
	Aged Other								
1Q5335	Toyota Camry 2.5L Ascent	24,390	22,000		(2,390)	17,511	15,000		(2,511)
	Administration								
8Q0	Mazda Cx9 Touring Awd	24,633	24,000		(633)	26,233	21,818		(4,415)
		1,232,693	920,000	99,341	(412,034)	150,238	164,091	25,325	(11,471)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$920,000	\$164,091	18%

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 DECEMBER 2024

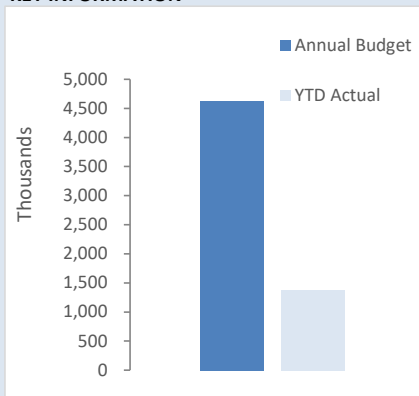
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	50,000	25,008	50,000	14,799	(10,209)
Land and Buildings	751,494	415,304	751,494	190,523	(224,781)
Plant and Equipment	1,373,057	1,306,980	1,373,057	518,760	(788,220)
Furniture and Equipment	15,000	7,500	15,000	0	(7,500)
Infrastructure Assets - Roads	1,859,924	916,582	1,859,924	439,415	(477,167)
Infrastructure Assets - Footpaths	5,500	2,748	5,500	5,500	2,752
Infrastructure Assets - Other	553,081	294,008	553,081	171,981	(122,027)
Infrastructure Assets - Bridges	20,000	9,996	20,000	35,100	25,104
Capital Expenditure Totals	4,628,055	2,978,126	4,628,055	1,376,078	(1,602,048)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,066,381	1,261,404	2,066,381	212,217	(1,049,187)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	920,000	482,998	920,000	164,091	(318,907)
Council contribution - Cash Backed Reserves					
Various Reserves	530,000	265,000	530,000	0	(265,000)
Council contribution - operations	1,111,675	968,724	1,111,675	999,770	31,046
Capital Funding Total	4,628,055	2,978,126	4,628,055	1,376,078	(1,602,048)

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.

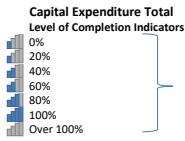
KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.63 M	\$1.38 M	30%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.07 M	\$0.21 M	10%

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

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

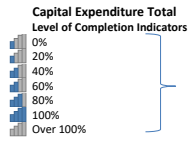


Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Assets	Balance Sheet		Adopted		Amended		Variance (Under)/Over	
			Account Number	Job Category	Job Number	Annual Budget	Annual Budget	YTD Budget		Total YTD
					\$	\$	\$	\$	\$	
		Land Held for Resale								
		Community Amenities								
0.30		Stage 2 Light Industrial Subdivision	4100607	507	TP0000	(50,000)	(50,000)	(25,002)	(14,799)	10,203
		Total - Community Amenities				(50,000)	(50,000)	(25,002)	(14,799)	10,203
0.30		Total - Land Held for Resale				(50,000)	(50,000)	(25,002)	(14,799)	10,203
		Buildings								
		Health								
0.22		Medical Centre - Building (Capital)	4070712	512	BC7702	(12,500)	(12,500)	(12,500)	(2,760)	9,740
		Total - Health				(12,500)	(12,500)	(12,500)	(2,760)	9,740
		Education & Welfare								
1.16		Daycare Centre - Building (Capital)	4080612	512	BC8301	(20,000)	(20,000)	(18,496)	(23,113)	(4,617)
1.00		Arthur Kelly Village - Common Area - Building (Capital)	4080612	512	BC8600	0	0	0	(2,320)	(2,320)
0.76		Frail Aged Lodge (Parker House) - Building (Capital)	4080612	512	BC8610	(30,594)	(30,594)	(15,288)	(23,233)	(7,945)
0.00		Youth Centre - Building (Capital)	4080712	512	BC8701	(10,000)	(10,000)	(4,992)	0	4,992
		Total - Education & Welfare				(60,594)	(60,594)	(38,776)	(48,667)	(9,891)
		Housing								
0.00		14 Reid Street - Building (Capital)	4090114	514	BC9101	(5,000)	(5,000)	(2,496)	0	2,496
0.05		1/19 Gillett Street - Single Persons Unit - Building (Capital)	4090114	514	BC9102	(3,750)	(3,750)	(1,866)	(198)	1,668
0.52		31 Dall Street - Building (Capital)	4090114	514	BC9103	(11,000)	(11,000)	(5,496)	(5,768)	(272)
0.73		8 Dall Street - Building (Capital)	4090114	514	BC9104	(33,490)	(33,490)	(16,740)	(24,558)	(7,818)
0.00		4/19 Gillett Street - Single Persons Unit - Building (Capital)	4090114	514	BC9112	(3,750)	(3,750)	(1,866)	0	1,866
0.05		2/19 Gillett Street - Single Persons Unit - Building (Capital)	4090214	514	BC9202	(3,750)	(3,750)	(1,866)	(198)	1,668
0.03		3/19 Gillett Street - Single Persons Unit - Building (Capital)	4090214	514	BC9203	(6,550)	(6,550)	(3,270)	(198)	3,072
1.00		7 Edwards Way - Police House - Building (Capital)	4090214	514	BC9208	0	0	0	(21,630)	(21,630)
		Total - Housing				(67,290)	(67,290)	(33,600)	(52,550)	(18,950)
		Community Amenities								
0.32		Recycling Centre - Building (Capital)	4100112	512	BC10102	(88,376)	(88,376)	(44,184)	(28,285)	15,899
		Total - Community Amenities				(88,376)	(88,376)	(44,184)	(28,285)	15,899
		Recreation And Culture								
1.11		Swimming Pool - Building (Capital)	4110212	512	BC11201	(28,000)	(28,000)	(13,998)	(31,069)	(17,071)
1.22		Swimming Pool Kiosk - Building (Capital)	4110212	512	BC11202	(5,000)	(5,000)	(2,496)	(6,089)	(3,593)
0.00		Swimming Pool Plant Room - Building (Capital)	4110712	512	BC11205	(50,000)	(50,000)	(50,000)	0	50,000
0.00		Golf Club - Building (Capital)	4110312	512	BC11305	(6,000)	(6,000)	(2,994)	0	2,994
		Total - Recreation And Culture				(89,000)	(89,000)	(69,488)	(37,159)	32,329
		Transport								
0.15		Depot Workshop - Building (Capital)	4120112	512	BC12201	(8,617)	(8,617)	(4,296)	(1,250)	3,046
		Total - Transport				(8,617)	(8,617)	(4,296)	(1,250)	3,046
		Economic Services								
0.00		Cabin 4 - 1 Bedroom Unit (Capital)	4130212	512	BC13248	(205,000)	(205,000)	(102,456)	0	102,456
0.00		Cabin 5 - 1 Bedroom Unit (Capital)	4130212	512	BC13249	(205,000)	(205,000)	(102,456)	0	102,456
1.31		Veterinary Clinic - Building (Capital)	4130812	512	BC13810	(15,117)	(15,117)	(7,548)	(19,852)	(12,304)
		Total - Economic Services				(425,117)	(425,117)	(212,460)	(19,852)	192,608
0.25		Total - Buildings				(751,494)	(751,494)	(415,304)	(190,523)	224,781
		Plant & Equipment								
		Transport								
0.72		Works Supervisors Vehicle	4120330	530	PE12301	(72,000)	(72,000)	(72,000)	(52,101)	19,899
0.83		Tractor FEL (90HP)	4120330	530	PE12304	(90,000)	(90,000)	(45,000)	(75,000)	(30,000)
0.00		Smooth Drum Vibe Roller 12T	4120330	530	PE12311	(300,000)	(300,000)	(300,000)	0	300,000
0.79		Mazda BT50 Ute	4120330	530	PE12313	(65,000)	(65,000)	(65,000)	(51,269)	13,731
0.00		Grader	4120330	530	PE12314	(400,000)	(400,000)	(400,000)	0	400,000
0.91		6 Wheel Tip Truck	4120330	530	PE12317	(292,702)	(292,702)	(292,702)	(266,899)	25,803
0.00		Tenant Sweeper	4120330	530	PE12319	(75,000)	(75,000)	(75,000)	0	75,000
		Total - Transport				(1,294,702)	(1,294,702)	(1,249,702)	(445,269)	804,433
		Economic Services								
0.96		Toyota Camry - Community Car	4120330	530	PE12320	(36,200)	(36,200)	(36,200)	(34,715)	1,485
		Total - Economic Services				(36,200)	(36,200)	(36,200)	(34,715)	1,485
		Other Property & Services								
0.00		Purchase of New CEO Vehicle	4140230	530	PE14201	(42,154)	(42,154)	(21,078)	0	21,078
1.00		Purchase of New CEO Vehicle - Natalie Ness	4140230	530	PE14203	0	0	0	(38,776)	(38,776)
		Total - Other Property & Services				(42,154)	(42,154)	(21,078)	(38,776)	(17,698)

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

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

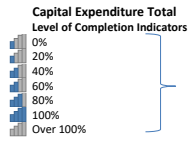


Percentage YTD Actual to Annual Budget Expenditure over budget highlighted in red.

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Balance Sheet		Adopted			Amended		Variance (Under)/Over		
		Account Number	Job Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD			
					\$	\$	\$	\$	\$		
0.38		Total - Plant & Equipment			(1,373,057)	(1,373,057)	(1,306,980)	(518,760)	788,220		
		Furniture & Equipment									
		Other Property & Services									
0.00			Chambers Furniture Upgrade	4140220	520	FE14202	(15,000)	(15,000)	(7,500)	0	7,500
		Total - Other Property & Services					(15,000)	(15,000)	(7,500)	0	7,500
0.00		Total - Furniture & Equipment					(15,000)	(15,000)	(7,500)	0	7,500
		Infrastructure - Roads									
		Transport									
0.00			Dangin Terrace (R2R)	4120144	540	R2R169	(22,000)	(22,000)	(10,998)	0	10,998
0.00			Walker Street (R2R)	4120144	540	R2R138	(60,000)	(60,000)	(30,000)	0	30,000
0.00			Cubbine Road, Cubbine (R2R)	4120145	540	R2R005	(83,562)	(83,562)	(41,778)	0	41,778
0.83			Kellerberrin - Yoting Road (R2R)	4120145	540	R2R164	(90,000)	(90,000)	(45,000)	(74,784)	(29,784)
0.00			Quairading - Corrigin Road (R2R)	4120145	540	R2R166	(140,000)	(140,000)	(69,996)	0	69,996
0.44			Hayes Road (R2R)	4120145	540	R2R015	(70,000)	(70,000)	(34,998)	(30,960)	4,038
0.10			Andrews Road (R2R)	4120145	540	R2R105	(82,041)	(82,041)	(32,776)	(8,050)	24,726
1.00			Old Beverley West Road (R2R)	4120146	540	R2R007	0	0	0	(14,836)	(14,836)
1.19			RRG - Quairading - Corrigin Road (Capital) 23/24 SLK 20.47 - 23.02	4120149	540	RRG166B	(105,245)	(105,245)	(52,596)	(125,719)	(73,123)
0.21			Bulyee - Quairading Road (RRG)	4120148	540	RRG002	(554,765)	(554,765)	(277,374)	(114,474)	162,900
0.09			Old Beverley East Road (RRG)	4120149	540	RRG006	(244,673)	(244,673)	(122,304)	(22,821)	99,483
0.02			Old Beverley East Road (LRCI Funded)	4120162	540	LRC006	(244,649)	(244,649)	(122,310)	(5,289)	117,021
0.18			Dangin - Mears Road - WFSN Development Expenditure	4120162	540	WSF010D	(62,990)	(62,990)	(31,482)	(11,524)	19,958
1.00			Treloar Road (R2R)	4120146	540	R2R092	0	0	0	(10,000)	(10,000)
		Total - Transport					(1,759,924)	(1,759,924)	(871,612)	(418,456)	453,156
0.24		Total - Infrastructure - Roads					(1,759,924)	(1,759,924)	(871,612)	(418,456)	453,156
		Infrastructure - Drainage									
		Transport									
0.00			Punch Road - Drainage Capital	4120166	540	DC143	(20,000)	(20,000)	(8,994)	0	8,994
0.59			Minchin Road - Drainage Capital	4120166	540	DC063	(20,000)	(20,000)	(8,994)	(11,700)	(2,706)
0.00			Squiers Road - Drainage Capital	4120166	540	DC176	(20,000)	(20,000)	(8,994)	0	8,994
0.00			Toapin Road - Drainage Capital	4120166	540	DC055	(20,000)	(20,000)	(8,994)	0	8,994
0.46			Quairading - Corrigin Road - Drainage Capital	4120166	540	DC166	(20,000)	(20,000)	(8,994)	(9,263)	(269)
		Total - Transport					(100,000)	(100,000)	(44,970)	(20,963)	24,007
0.21		Total - Infrastructure - Drainage					(100,000)	(100,000)	(44,970)	(20,963)	24,007
		Infrastructure - Footpaths									
		Transport									
0.00			Harris Street - Footpath Capital	4120170	560	FC130	(5,500)	(5,500)	(2,748)	0	2,748
1.00			Macdonald Street - Footpath Capital		560	FC131	0	0	0	(5,500)	(5,500)
		Total - Transport					(5,500)	(5,500)	(2,748)	(5,500)	(2,752)
1.00		Total - Infrastructure - Footpaths					(5,500)	(5,500)	(2,748)	(5,500)	(2,752)
		Infrastructure - Bridges									
		Transport									
1.00			Badjaling North Road - Bridge (Capital)	4120167	555	BR4145	(20,000)	(20,000)	(9,996)	(20,000)	(10,004)
1.00			Mount Stirling Road - Bridge (Capital)	4120167	555	BR4143	0	0	0	(15,100)	(15,100)
		Total - Transport					(20,000)	(20,000)	(9,996)	(35,100)	(25,104)
1.76		Total - Infrastructure - Bridges					(20,000)	(20,000)	(9,996)	(35,100)	(25,104)
		Infrastructure - Other									
		Law, Order & Public Safety									
0.00			Solar Electronic Fire Danger Signs (Capital) - DRF Funded	4050790	590	EM5702	(30,000)	(30,000)	(22,500)	0	22,500
1.00			Caroling Water Tank - Fire Water	4050790	590	EM5701	0	0	0	(40)	(40)
		Total - Law, Order & Public Safety					(30,000)	(30,000)	(22,500)	(40)	22,460
		Community Amenities									
0.00			Cemetery Upgrade (Capital)	4100790	590	OC10703	(16,792)	(16,792)	(8,388)	0	8,388
		Total - Community Amenities					(16,792)	(16,792)	(8,388)	0	8,388
		Recreation And Culture									
0.72			Cricket Nets (Capital)	4110390	590	OC11344	(44,792)	(44,792)	(22,386)	(32,163)	(9,777)
0.00			Skate Park (Capital)	4110390	590	OC11345	(25,000)	(25,000)	(12,498)	0	12,498

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

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**



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

% of
Completion

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

	Assets	Balance Sheet		Adopted		Amended		Total YTD	Variance (Under)/Over
		Account Number	Job Category	Job Number	Annual Budget	Annual Budget	YTD Budget		
0.29	Bore Field	4110390	590	PC11315	(38,661)	(38,661)	(19,320)	(11,065)	8,255
0.25	Greater Sports Ground (GSC) - Netball/Basketball Courts (LRCI Fur	4110390	590	LRC11335	(377,836)	(377,836)	(188,916)	(96,167)	92,749
1.00	Construction Hall Carpark LRCI Funded Expenditure	4110190	590	OC11101	0	0	0	(1,628)	(1,628)
	Total - Recreation And Culture				(486,289)	(486,289)	(243,120)	(141,023)	102,097
1.55	Economic Services								
	Standpipe Controller 1	4130890	590	OC13801	(20,000)	(20,000)	(20,000)	(30,918)	(10,918)
	Total - Economic Services				(20,000)	(20,000)	(20,000)	(30,918)	(10,918)
0.31	Total - Infrastructure - Other				(553,081)	(553,081)	(294,008)	(171,981)	122,027
0.30	Grand Total				(4,628,055)	(4,628,055)	(2,978,120)	(1,376,082)	1,602,038
Summary by Balance Sheet Category									
	Land Held For Resale (Current)		340		0	0	0	0	0
	Land Held For Resale (Non Current)		507		(50,000)	(50,000)	(25,002)	(14,799)	10,203
	Land - Freehold		508		0	0	0	0	0
	Buildings - Specialised		512		(684,204)	(684,204)	(381,704)	(137,972)	243,732
	Buildings - Non Specialised		514		(67,290)	(67,290)	(33,600)	(52,550)	(18,950)
	Furniture & Equipment		520		(15,000)	(15,000)	(7,500)	0	7,500
	Plant & Equipment		530		(1,373,057)	(1,373,057)	(1,306,980)	(518,760)	788,220
	Infrastructure - Roads		540		(1,859,924)	(1,859,924)	(916,582)	(439,419)	477,163
	Infrastructure - Bridges		555		(20,000)	(20,000)	(9,996)	(35,100)	(25,104)
	Infrastructure - Footpaths & Cycleways		560		(5,500)	(5,500)	(2,748)	(5,500)	(2,752)
	Infrastructure - Other		590		(553,081)	(553,081)	(294,008)	(171,981)	122,027
					0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
					(4,628,055)	(4,628,055)	(2,978,120)	(1,376,082)	1,602,038

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

FINANCING ACTIVITIES
NOTE 9
LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2024	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport													
Loan 118 - Depot Building	192,389	0	0	0	0	52,911	52,911	192,389	139,477	139,477	2,177	5,450	5,450
Loan 119 - Park Cottages	85,229	0	0	0	33,722	14,987	14,987	51,508	70,243	70,243	230	1,206	1,206
	277,618	0	0	0	33,722	67,898	67,898	243,896	209,720	209,720	2,407	6,656	6,656
Total	277,618	0	0	0	33,722	67,898	67,898	243,896	209,720	209,720	2,407.00	6,656	6,656
Current loan borrowings	67,898							34,176					
Non-current loan borrowings	209,720							209,720					
	277,618							243,896					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

Particulars/Purpose	01 Jul 2024	New Financing			Lease Financing Principal Repayments			Lease Financing Principal Outstanding			Lease Financing Interest Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, Order & Public Safety													
Lease 2 - CESM Vehicle	0	0	0	0	0	17,555	17,555	0	(17,555)	-17,555	0	0	0
Economic Services													
Matrix Cardio Equipment	31,692	0	0	0	8,235	12,370	12,370	23,457	19,322	19,322	1,074	1,324	1,324
Other Property & Services													
Lease 3 - Canon Photocopier	0	0	0	0	0	0	0	0	0	0	0	0	0
	31,692	0	0	0	8,235	29,925	29,925	23,457	1,767	1,767	1,074	1,324	1,324
Total	31,692	0	0	0	8,235	29,925	29,925	23,457	1,767	1,767	1,074	1,324	1,324
Current financing borrowings	11,047							2,811					
Non-current financing borrowings	20,646							20,646					
	31,693							23,457					

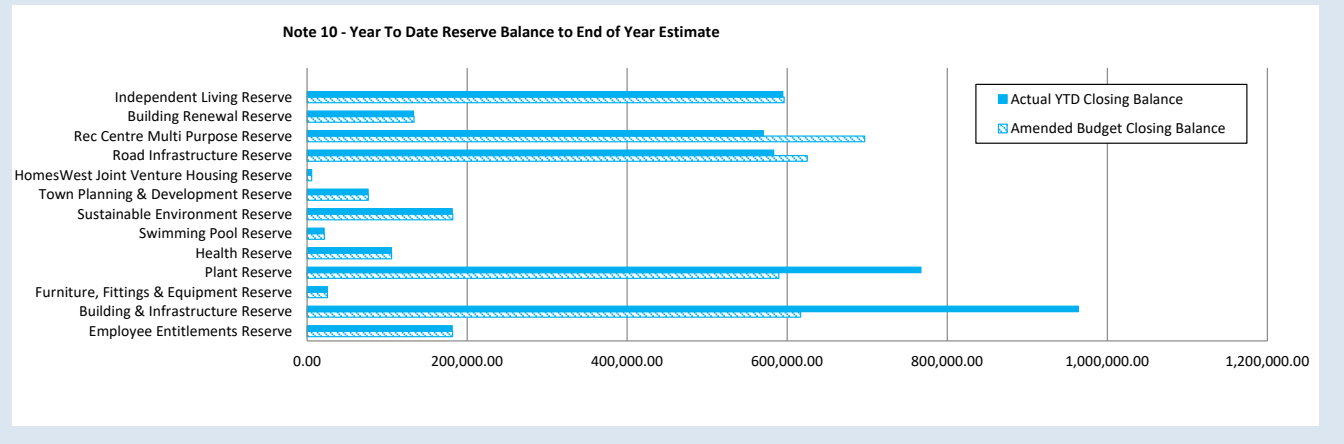
SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 DECEMBER 2024

OPERATING ACTIVITIES
 NOTE 10
 CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlements Reserve	177,148.64	4,739.00	4,203.22	0.00	0.00	0.00	0.00	181,887.64	181,351.86
Building & Infrastructure Reserve	941,595.30	25,191.00	22,341.16	0.00	0.00	(350,000.00)	0.00	616,786.30	963,936.46
Furniture, Fittings & Equipment Reserve	24,719.78	661.00	586.09	0.00	0.00	0.00	0.00	25,380.78	25,305.87
Plant Reserve	749,430.27	20,050.00	17,781.28	0.00	0.00	(180,000.00)	0.00	589,480.27	767,211.55
Health Reserve	102,974.01	2,755.00	2,443.27	0.00	0.00	0.00	0.00	105,729.01	105,417.28
Swimming Pool Reserve	20,970.35	561.00	497.56	0.00	0.00	0.00	0.00	21,531.35	21,467.91
Sustainable Environment Reserve	177,262.39	4,742.00	4,205.91	0.00	0.00	0.00	0.00	182,004.39	181,468.30
Town Planning & Development Reserve	74,508.35	1,993.00	1,767.87	0.00	0.00	0.00	0.00	76,501.35	76,276.22
HomesWest Joint Venture Housing Reserve	5,610.09	150.00	133.11	0.00	0.00	0.00	0.00	5,760.09	5,743.20
Road Infrastructure Reserve	569,730.93	15,242.00	13,518.04	40,000.00	0.00	0.00	0.00	624,972.93	583,248.97
Rec Centre Multi Purpose Reserve	556,992.15	14,901.00	13,215.79	125,000.00	0.00	0.00	0.00	696,893.15	570,207.94
Building Renewal Reserve	130,029.96	3,479.00	3,085.23	0.00	0.00	0.00	0.00	133,508.96	133,115.19
Independent Living Reserve	580,666.81	15,536.00	13,777.51	0.00	0.00	0.00	0.00	596,202.81	594,444.32
	4,111,639.03	110,000.00	97,556.04	165,000.00	0.00	(530,000.00)	0.00	3,856,639.03	4,209,195.07

KEY INFORMATION



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

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2024	Liability Increase	Liability Reduction	Closing Balance 31 Dec 2024
		\$	\$	\$	\$
Other Liabilities					
- Contract Liabilities	12	68,952	12,000	(63,780)	17,172
- Capital Grant/Contribution Liabilities	13	169,695	311,786	(240,824)	240,657
Total Other liabilities		238,647	323,786	(304,604)	257,829
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
Total current unspent grants, contributions and reimbursements		238,647	323,786	(304,604)	257,829
Employee Related Provisions					
Annual leave		120,960	0	0	120,960
Long service leave		33,441	0	0	33,441
Annual leave oncosts		17,260	0	0	17,260
Long service leave oncosts		4,424	0	0	4,424
Total Provisions		176,085	0	0	176,085
Total Other Current Liabilities					433,913
Amounts shown above include GST (where applicable)					

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

CONTRACT LIABILITIES

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

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

**NOTE 12
GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Grant, Subsidies and Contributions Liability					Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Dec 2024	Current Liability 31 Dec 2024	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
General purpose funding									
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	202,474	202,474	202,473	103,874
Grants Commission - Roads (WALGGC)	0	0	0	0	0	101,618	101,618	101,617	34,147
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade Mitigation Activity Fund Grant Program - Round 2	0	0	0	0	0	44,725	44,725	14,759	22,095
	67,500	0	(63,780)	3,720	3,720	67,500	67,500	33,732	63,780
Education and welfare									
Youth Week Grant	1,257	0	0	1,257	1,257	0	0	0	0
Recreation and culture									
Grant - Toddler Learn to Swim	0	0	0	0	0	2,500	2,500	0	0
NAIDOC Week Grant	0	0	0	0	0	1,350	1,350	0	0
Volunteering WA Grant	195	0	0	195	195	0	0	0	0
Transport									
Direct Grant (MRWA)	0	0	0	0	0	180,708	180,708	180,708	213,884
	68,952	12,000	(63,780)	17,172	18,172	600,874	600,874	533,289	437,779
Contributions									
TOTALS	68,952	12,000	(63,780)	17,172	18,172	600,874	600,874	533,289	437,779

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

NOTE 13

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital Grants, Subsidies and Contributions Liability					Capital Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Dec 2024	Current Liability 31 Dec 2024	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety									
South Caroling Water Tank	0	0	0	0	0	4,219	4,219	4,219	0
Solar Electronic Fire Danger Signs (Capital) - DRF Funded	0	0	0	0	0	15,000	15,000	15,000	0
Community amenities									
Electric Car Charging Station (Capital)	0	6,600	0	6,600	6,600	6,926	6,926	3,456	0
Recreation and culture									
LRCI Grant Phase 3 - Construction Hall Carpark	0	0	0	0	0	0	0	0	(13,171)
LRCI Grant Phase 4 - Greater Sports Ground - Multi Use Courts	0	0	0	0	236,009	393,347	393,347	196,680	0
LRCIP Grant Phase 3 - Community Park	0	0	0	0	0	0	0	0	(11,562)
CBH grant - Multi Use Courts Resurfacing	7,500	0	0	7,500	7,500	0	0	0	0
Greater Sports Ground (Gsc) - Netball/Basketball Courts (Csrff Funded) - Income	0	0	0	0	0	125,000	125,000	0	0
Transport									
R2R Grant - Dangin Terrace (R2R)	0	0	0	0	0	96,875	96,875	48,432	0
R2R Grant - Walker Street (R2R)	0	0	0	0	0	60,000	60,000	30,000	0
R2R Grant - Subbine Rd, Cubbine (R2R)	0	0	0	0	0	81,138	81,138	40,578	0
R2R Grant - Kellerberrin-Yoting Rd (R2R)	0	0	0	0	0	90,000	90,000	45,000	0
R2R Grant - Quairading Corrigin Road (R2R)	0	0	0	0	0	138,912	138,912	69,456	0
R2R Grant - Hayes Road (R2R)	0	0	0	0	0	80,000	80,000	39,996	0
R2R Grant - Andrews Road (R2R)	0	0	0	0	0	80,554	80,554	0	0
RRG Grant - Quairading - Corrigin Road 21/22	74,639	0	0	74,639	74,639	0	0	0	0
RRG Grant - Quairading - Corrigin Road 22/23	58,159	0	0	58,159	58,159	0	0	0	0
RRG Grant - Quairading - Corrigin Road 23/24	0	92,006	(92,006)	0	0	92,006	92,006	92,006	92,006
RRG Grant - Bulyee - Quairading Road 24/25	0	147,955	(114,474)	33,481	33,481	369,888	369,888	369,888	114,474
RRG Grant - Old Beverley East Road 24/25	0	65,225	(22,821)	42,404	42,404	163,063	163,063	163,063	22,821
LRCIP Grant Phase 3 - Mt Stirling Rd Resheet	0	0	0	0	0	0	0	0	(3,875)
LRCIP Grant Phase 4 - Old Beverley East Road	0	0	0	0	123,758	226,889	226,889	113,442	0
WSFN Grant - Dangin - Mears Development Funds	29,398	0	(11,524)	17,874	17,874	24,752	24,752	12,376	11,524
	169,695	311,786	(240,824)	240,657	600,424	2,048,569	2,048,569	1,243,592	212,217
Capital Contributions									
Contribution towards Community Car Replacement	0	0	0	0	0	17,812	17,812	17,812	0
	0	0	0	0	0	17,812	17,812	17,812	0
Total capital grants, subsidies and contributions	169,695	311,786	(240,824)	240,657	600,424	2,066,381	2,066,381	1,261,404	212,217

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

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

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

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

Description	Opening Balance 01 Jul 2024	Amount Received	Amount Paid	Closing Balance 31 Dec 2024
		\$	\$	\$
Restricted Cash - Bonds and Deposits				
Building Services Levy (BSL)	2,581.57	434.31	(2,849.98)	165.90
Construction Training Fund (CTF)	588.53	252.99	0.00	841.52
Councillor Nomination Fee	0.00	0.00	0.00	0.00
Key, Hall & Equipment Bonds	4,458.55	7,305.00	(5,595.00)	6,168.55
Unclaimed Monies	1,152.50	0.00	0.00	1,152.50
Department of Transport Licensing	(4,784.19)	273,958.75	(261,435.85)	7,738.71
TransWA	0.00	0.00	0.00	0.00
Other Bonds & Deposits/Cuneata Rise	39,887.30	19,201.00	(31,400.00)	27,688.30
Caravan Park Cabin Bonds	0.00	0.00	0.00	0.00
Community Bus Bonds	541.30	0.00	0.00	541.30
Rental Bonds	6,966.00	1,696.00	(4,736.00)	3,926.00
Animal Trap Bonds	0.00	0.00	0.00	0.00
Sub-Total	51,391.56	302,848.05	(306,016.83)	48,222.78
Trust Funds				
Nil	0.00	0.00	0.00	0.00
Sub-Total	0.00	0.00	0.00	0.00
	51,391.56	302,848.05	(306,016.83)	48,222.78

KEY INFORMATION

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2024

NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2024/25 year is \$10,000 and 10%.

Favourable Variance. ▲
Unfavourable Variance. ▼

Community Amenities	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
General Purpose Funding - Other	(167,448)	(43%)	▼	S	Timing	Quarter 1 and Quarter received - Qtr 3 and 4 to be received
Education and Welfare	20,226	56%	▲	S	Timing	
Community Amenities	54,992	47%	▲	S		Timing of budget allocation for Domestic Refuse Collection Charges.
Economic Services	(19,629)	(10%)	▼	S	Timing	
Other Property and Services	63,977	256%	▲	S	Permanent	
Expenditure from operating activities						
Law, Order and Public Safety	(111,535)	(38%)	▼	S	Timing	Significant spend on Fire Truck Servicing
Education and Welfare	40,749	22%	▲	S	Timing	
Community Amenities	201,507	35%	▲	S	Timing	
INVESTING ACTIVITIES						
Capital Grants, Subsidies and Contributions	(1,049,187)	(83%)	▼	S	Timing	Grant funding still to be received
Proceeds from Disposal of Assets	(318,907)	(66%)	▼	S	Timing	Not all purchases have been made, further disposals expected
Land Held for Resale	10,209	41%	▲	S	Timing	
Land and Buildings	224,781	54%	▲	S	Timing	Work not yet completed
Plant and Equipment	788,220		▲	S	Timing	Items not yet purchased
Infrastructure Assets - Roads	477,167	52%	▲	S	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Other	122,027	42%	▲	S	Timing	Projects not yet completed, see capital Works Note 8.

SHIRE OF QUAIRADING - ANNUAL BUDGET REVIEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 DECEMBER 2024

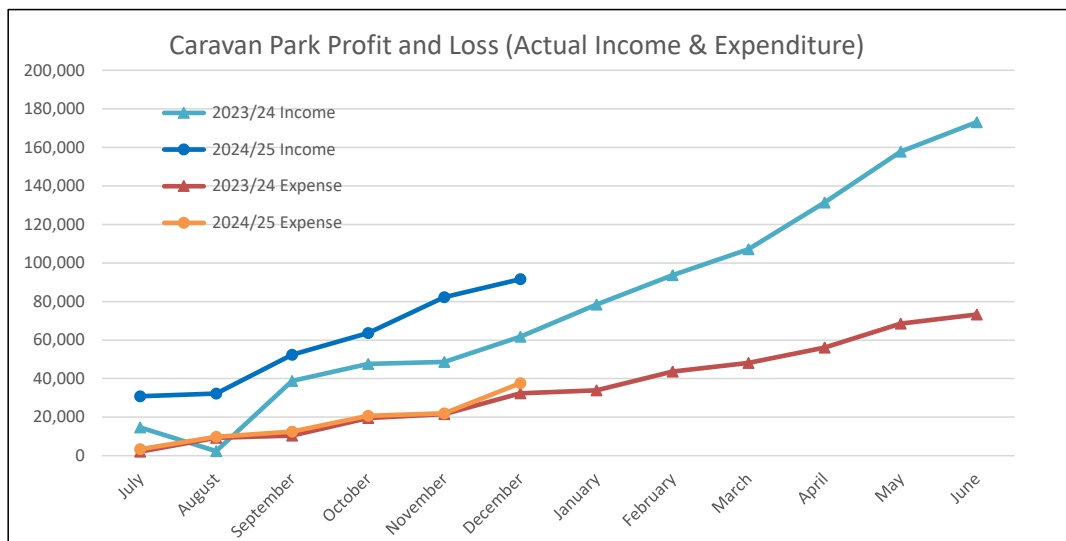
NOTE 16
BUDGET AMENDMENTS

GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			Budget Adoption		Closing Surplus/(Deficit)	\$	\$ 24,534	\$	\$ 24,534
			Following EOY Adjustments		Opening Surplus(Deficit)		22,453		
						0	46,987	0	46,987
KEY INFORMATION									

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

**NOTE 17
CARAVAN PARK**


Caravan Park Profit and Loss	YTD Bookings	YTD Actual	YTD Budget (Amended)	Annual Budget (Original)	Annual Budget (Amended)	Annual (Amd) Var %
INCOME						
Caravan Park Charges	269	\$ 23,268.35	\$ 29,988.00	\$ 60,000.00	\$ 60,000.00	39%
Cabin and Unit Charges	341	\$ 68,159.10	\$ 64,974.00	\$ 130,000.00	\$ 130,000.00	52%
Fees, Charges & Reimbursements		\$ 159.11	\$ -	\$ -	\$ -	0%
TOTAL INCOME	610	\$ 91,586.56	\$ 94,962.00	\$ 190,000.00	\$ 190,000.00	48%
EXPENDITURE						
Caravan Park						
Salaries & Wages		\$ 3,275.42	\$ 7,986.00	\$ 15,990.00	\$ 15,990.00	20%
Materials & Contracts		\$ 5,424.56	\$ 5,808.00	\$ 11,640.00	\$ 11,640.00	47%
Utilities & Insurance		\$ 6,036.53	\$ 6,834.00	\$ 13,700.00	\$ 13,700.00	44%
Caravan Park Total		\$ 14,736.51	\$ 20,628.00	\$ 41,330.00	\$ 41,330.00	36%
Cabins (3x 2 bedroom Cabins)						
Salaries & Wages		\$ 818.59	\$ 11,484.00	\$ 23,025.00	\$ 23,025.00	4%
Materials & Contracts		\$ -	\$ 1,260.00	\$ 2,532.00	\$ 2,532.00	0%
Utilities & Insurance		\$ 8,501.51	\$ 5,344.00	\$ 10,757.00	\$ 10,757.00	79%
Cabins Total		\$ 9,320.10	\$ 18,088.00	\$ 36,314.00	\$ 36,314.00	26%
Caretaker Reception						
Salaries & Wages		\$ 7,493.55	\$ 4,794.00	\$ 9,594.00	\$ 9,594.00	78%
Materials & Contracts		\$ 386.28	\$ 444.00	\$ 892.00	\$ 892.00	43%
Utilities & Insurance		\$ 3,065.74	\$ 3,320.00	\$ 6,667.00	\$ 6,667.00	46%
Caretaker Reception Total		\$ 10,945.57	\$ 8,558.00	\$ 17,153.00	\$ 17,153.00	64%
Units (4x 1 bedroom units)						
Salaries & Wages		\$ 541.03	\$ 4,146.00	\$ 8,315.00	\$ 8,315.00	7%
Materials & Contracts		\$ -	\$ 420.00	\$ 844.00	\$ 844.00	0%
Utilities & Insurance		\$ 2,057.20	\$ 550.00	\$ 1,109.00	\$ 1,109.00	186%
Units Total		\$ 2,598.23	\$ 5,116.00	\$ 10,268.00	\$ 10,268.00	25%
TOTAL EXPENDITURE		\$ 37,600.41	\$ 52,390.00	\$ 105,065.00	\$ 105,065.00	36%
Closing Funding Surplus(Deficit)		\$ 53,986.15	\$ 42,572.00		\$ 84,935.00	64%



11.3 Request from Quairading District High School to waive Community Gym Membership Fees

Responsible Officer Jen Green, Executive Manager, Economic Development

Reporting Officer Chloe Nella, Special Projects Officer

Attachments 1. QDHS Physical Education Program - Request for gym access [↓](#) 

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council add a line in the Schedule of Fees & Charges, allowing Quairading District High School to use the Quairading Community Gym free of charge for organised high school excursions as part of their physical education program.

IN BRIEF

The recommendation proposes an update to the Shire's Schedule of Fees & Charges to permit Quairading District High School to use the community gym without incurring fees for organised physical education excursions during school hours. The school would be required to adhere to the gym's existing membership policies, including age restrictions for participants.

MATTER FOR CONSIDERATION

Quairading District High School requests that Council waives the membership fees for use of the Community Gym for students in year 9 and 10 as part of their Physical Education Program.

BACKGROUND

Quairading District High School (QDHS) has expressed interest in utilising the community gym as part of their physical education program during school hours. The gym provides a safe and controlled environment for students to participate in physical education and offering access free of charge would provide students with additional opportunities for physical activity and fitness.

All participating students would be required to meet the gym's existing age guidelines, ensuring that those under 14 are not included in these activities. Council has the discretion to approve the free use of the facility for educational purposes, which could further foster positive relationships between the Shire and QDHS.

QDHS has proposed the following:

- Scheduled student gym sessions during school hours. Maximum 2 x 40-minute sessions for 4-10 students at a time.
- Participating students will be above the age of 14 years – students will be in Year 9 and 10.
- Classes will be supervised by a secondary teacher and the teacher will ensure safe and appropriate use of equipment.

- If students enjoy the gym, they will be encouraged by the school to apply for a personal gym membership at their own cost.

The school aims to incorporate gym sessions into its physical education curriculum, providing students with opportunities to engage in structured physical activity. A waiver of fees would enhance accessibility and encourage student participation.

Currently, community members pay a standard membership or casual use fee to access the gym. The school is seeking a waiver of the gym membership fees to make regular use more financially viable.

To ensure minimal disruption to community members and the effective management of the facility, Officers propose the following restrictions to apply to Quairading District High School gym use:

- Students and teachers will enter the gym via the front reception area and will not be provided with gym access cards, to ensure no use is available outside of the scheduled school times.
- QDHS is required to advise the CRC / Shire one week prior to using the facility for its classes. If the gym is unavailable, the school will not be able to use the facility that day.
- The gym will only be accessed by QDHS during school hours, which is considered off-peak, minimising disruption to existing gym members.
- Each student and teacher will complete a Gym Membership Form and Gym Exercise Readiness Questionnaire as per normal member induction.
- School staff must always supervise students to ensure safe and responsible use of equipment.
- Students and staff must adhere to all gym rules, including returning equipment to its proper place and maintaining cleanliness of the facility.
- The gym will remain accessible to other community members during the school's scheduled sessions.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Australian Accounting Standards

POLICY IMPLICATIONS

Asset Management Policy

Schedule of Fees & Charges

FINANCIAL IMPLICATIONS

The current fees for the Quairading Community Gym are as follows:

Community Gym			
Annual Membership	\$159.09	\$15.91	\$175.00
Concession (Valid Pensioners and Seniors Card Holder)	\$119.32	\$11.93	\$131.25
Discounted Annual Membership (Volunteer Group Member at 25% off Annual Charge)*	\$119.32	\$11.93	\$131.25
Discounted Annual Membership (Shire of Quairading Employee at 25% off Annual Charge)	\$119.32	\$11.93	\$131.25
Six (6) Months Membership	\$81.82	\$8.18	\$90.00
One (1) Months Membership	\$16.82	\$1.68	\$18.50
Casual Rate per visit	\$12.05	\$1.20	\$13.25
Replacement of Lost or Damaged Swipe Card	\$21.82	\$2.18	\$24.00
*Quairading Volunteer Fire and Rescue Service Brigade and the St John Ambulance Quairading Sub Centre.			

Based on these charges, there are several ways to calculate the overall potential cost of the program.

At maximum use, 10 students will be using the gym twice a week for a 40-minute session. The most cost-effective way to calculate this would be to consider the use of the gym as 10 annual memberships for a total of \$1,590.90 (ex GST).

While offering a waiver technically represents a loss in revenue, Council is providing a waiver to school students who potentially wouldn't have joined the facility otherwise. The Community Gym is Shire owned and operated.

Financial risk will be minimal given the loss of revenue is immaterial and will not impact the Shire's financial position. Once the Schedule of Fees & Charges is updated, public notice will be provided in accordance with the *Local Government Act 1995*.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.2 **Community:** Provide social and cultural activities for all members of the community
- 5.2 **Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 **Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 **Governance & Leadership:** Implement systems and processes that meet legislative and audit obligations

CONSULTATION

No formal public consultation has been undertaken on this proposal.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

- 3.1 **Governance, Financial and Compliance Risks:** Financial Viability and Asset Management
- 4.2 **Strategic, Social and Economic Risks:** Social Challenges and Community Expectations

RISK ASSESSMENT

	Option 1
Financial	Low <i>Financial risk will be minimal given the loss of revenue is immaterial and will not impact the Shire’s financial position. Notice of the waiver will be provided in accordance with the Local Government Act 1995.</i>
Health	Low <i>The program encourages an increase in physical activity and associated health benefits.</i>
Reputation	Low <i>The Shire is seen to be supporting and partnering with the local school.</i>
Operations	Low <i>Maintenance and management of the gym is already in place. No additional equipment will be required.</i>
Natural Environment	N/A

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

COMMENT

Nil.

Dear Natalie,

It would vary depending on student attendance and other sporting events and programs running at the time, but as the current Physical Education teacher, I would look to do a month block program in Term One before I go on maternity leave. However, I believe this opportunity would be invaluable for our students and hope it would remain in place for the whole year, and how it would run would depend on the teacher and the arrangement with the Shire.

Sessions would be maximum twice a week and be 40 minutes in length

Monthly block program

Monthly membership at \$18.50, for 4-10 students = \$74 - \$185

Monthly block program every term

Monthly membership at \$18.50, four times a year, for 4 - 10 students = \$296 - \$740

12-month membership

12-month membership at \$175, for 4 - 10 students = \$700 - \$1750

Our preference would be to consider it as 4-10 annual memberships as this would eliminate additional administrative burden for all and provide more flexibility to us.

Thank you,

Maddelin Lee

From: JOHNSTON Maddelin [Quairading District High Sch]
<maddelin.johnston@education.wa.edu.au>

Sent: Friday, February 14, 2025 7:47 AM

To: Natalie Ness <natalie.ness@quairading.wa.gov.au>

Subject: QDHS Physical Education Program - Quairading Community Gym

Dear Natalie,

I am writing on behalf of Quairading District High School to explore the possibility of having membership fees of the Quairading Community Gym waived to allow utilisation of the gym by high school students, under supervision of qualified teachers, as part of planned Physical Education Programs, on an ongoing basis.

We have a very limited school budget for physical education, with the greatest allocation going toward upkeep of sports equipment and our annual Athletics Carnival and Swimming Carnival. Preparation for the events dominate a majority of our year for all year levels, however we're always looking for new ways to diversify the physical activities we can expose our students to – particularly for our high school students. Evidence shows that interest in group sports declines significantly after age 13. This coupled with generally small class sizes makes individual activity, such as gym-based activities, highly desirable.

We understand gym membership is available for individuals aged 14 and over, with those aged 14 – 16 requiring adult supervision. This requirement will suit us fine for students in Year 9 and Year 10, under the supervision of a Secondary Teacher.

Ideally, we'd like to be able to use the gym both in planned blocks of a certain amount of weeks, and on an ad hoc basis for 6 – 10 students at a time. We're happy to notify both the Shire of Quairading and the Quairading CRC ahead of each use in case the venue isn't available.

We'll also encourage any interested students to become financial members themselves to access the gym outside of school hours – this taster could be a great way for them to test it out before committing.

We understand this request may need to go to Council, please let me know if you require any further information to help councillors, or your team, make the most informed decision possible.

Kind Regards,

Maddelin Lee
Secondary Teacher

Quairading District High School

On Noongar Ballardong Country
McLennan St., Quairading, 6383
Ph: 08 9645 3500

"Pursue Knowledge"

~ Quality - Grace - Respect - Pride ~

I respectfully acknowledge the traditional custodians of the land on which I work, the Ballardong people of the Noongar nation, and pay my respects to Elders both past and present and the emerging leaders of the future. I also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of all children and people in this country that we all live in and share together - Australia.

11.4 Monthly Financial Statements - January 2025

- Responsible Officer** Natalie Ness, Chief Executive Officer
- Reporting Officer** Tricia Brown, Executive Manager, Corporate Services
- Attachments** 1. Attachment (i) Monthly Financial Statements - January 2025 [↓](#) 
- Voting Requirements** Simple Majority
- Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Statement of Financial Activity, Statement of Financial Position, explanation of material variances and associated documentation for the period ending 31 January 2025, as included in Attachment (i)

IN BRIEF

- Monthly financial statements for the period ending 31 January 2025 attached
- Depreciation has been calculated for the months up to 31 January 2025.
- Admin Allocations have been run for the months of July 2024 to 31 January 2025.

MATTER FOR CONSIDERATION

To receive the monthly financial report and statements.

BACKGROUND

The Local Government (Financial Management) Regulations 1996 requires Shire Officers to prepare, within a prescribed timeframe, financial reports covering prescribed information and present these to Council.

Shire Officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislated requirements.

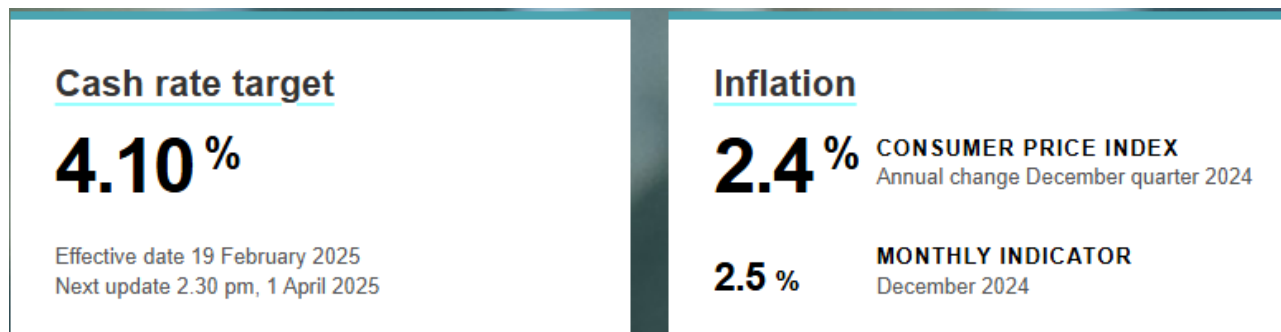
The Consumer Price Index (CPI) rose 0.2% for the quarter to December 2024 to 2.4%. There are no changes for the month of January

Weighted average of eight capital cities	Sep Qtr 2024 to Dec Qtr 2024	Dec Qtr 2023 to Dec Qtr 2024
	(% change)	(% change)
All groups CPI	0.2	2.4

Statement by the Reserve Bank Board: Monetary Policy Decision announced 18th February 2025. *‘Inflation has fallen substantially since the peak in 2022, as higher interest rates have been working to bring aggregate demand and supply closer towards balance. In the December quarter underlying inflation was 3.2 per cent, which suggests inflationary pressures are easing a little more quickly than expected. There has also been continued subdued growth in private demand and wage pressures*

have eased. These factors gave the Board of the Reserve Bank confidence that inflation is moving towards the midpoint of the 2-3 percent target range.

The Board of the Reserve Bank decided to lower the cash rate target from 4.35 per cent to 4.1 per cent’.



In framing the 2024/2025 Budget, the Shire has taken into consideration the economic environment and sustainability of its services into the future.

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 requires each local government to present a Statement of Financial Activity that reports on income and expenditure as set out in the Annual Budget. In addition, regulation 34(5) stipulates for a local government to adopt a percentage or value to report on material variances between budgeted and actual results. The 2024/25 Budget determines the variance analysis for significant amounts of \$10,000 and 10% for the financial year.

STATUTORY ENVIRONMENT

Australian Accounting Standards

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

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

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

POLICY IMPLICATIONS

Significant Accounting Policies

FINANCIAL IMPLICATIONS

Council adopted the 2024/25 Budget at the OCM 29th August 2024.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

3.1 Governance, Financial and Compliance Risks: Financial Viability and Asset Management

RISK ASSESSMENT

	Option 1
Financial	<i>Low</i> <i>24-25 Budget Adopted by Council.</i>
Health	Low
Reputation	Low
Operations	Low
Natural Environment	Low

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

The January 2025 Monthly Financial Statements reflects the adopted 2024/2025 Budget.

The current aged creditors balance as of 31 January 2025 is \$317,528.86. This is made up of mostly current invoices.

The current aged debtors balance as of 31 January 2025 is \$60,996.79 with the majority of the balance being current and 30-day invoices.



SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 January 2025

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

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**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2025**

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire for the 2023/24 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
Significant Projects					
Grants, Subsidies and Contributions					
Grants, Subsidies and Contributions	75%	600,874	553,670	449,779	(103,891)
Capital Grants, Subsidies and Contributions	12%	2,066,381	1,365,432	248,973	(1,116,459)
	26%	2,667,255	1,919,102	698,752	(1,220,350)
Rates Levied	100%	2,799,736	2,799,735	2,787,648	(12,087)

Financial Position		Current Year	
		Prior Year 31 January 2024	31 January 2025
Adjusted Net Current Assets	72%	\$ 2,282,290	\$ 1,635,310
Cash and Equivalent - Unrestricted	124%	\$ 1,464,871	\$ 1,822,583
Cash and Equivalent - Restricted	102%	\$ 4,181,382	\$ 4,259,169
Receivables - Rates	117%	\$ 492,036	\$ 574,756
Receivables - Other	46%	\$ 281,561	\$ 129,420
Payables	453%	\$ 147,740	\$ 669,404

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

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

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2025**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 January 2025
Prepared by: Tricia Brown (EMCS)
Reviewed by: Natalie Ness (CEO)

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

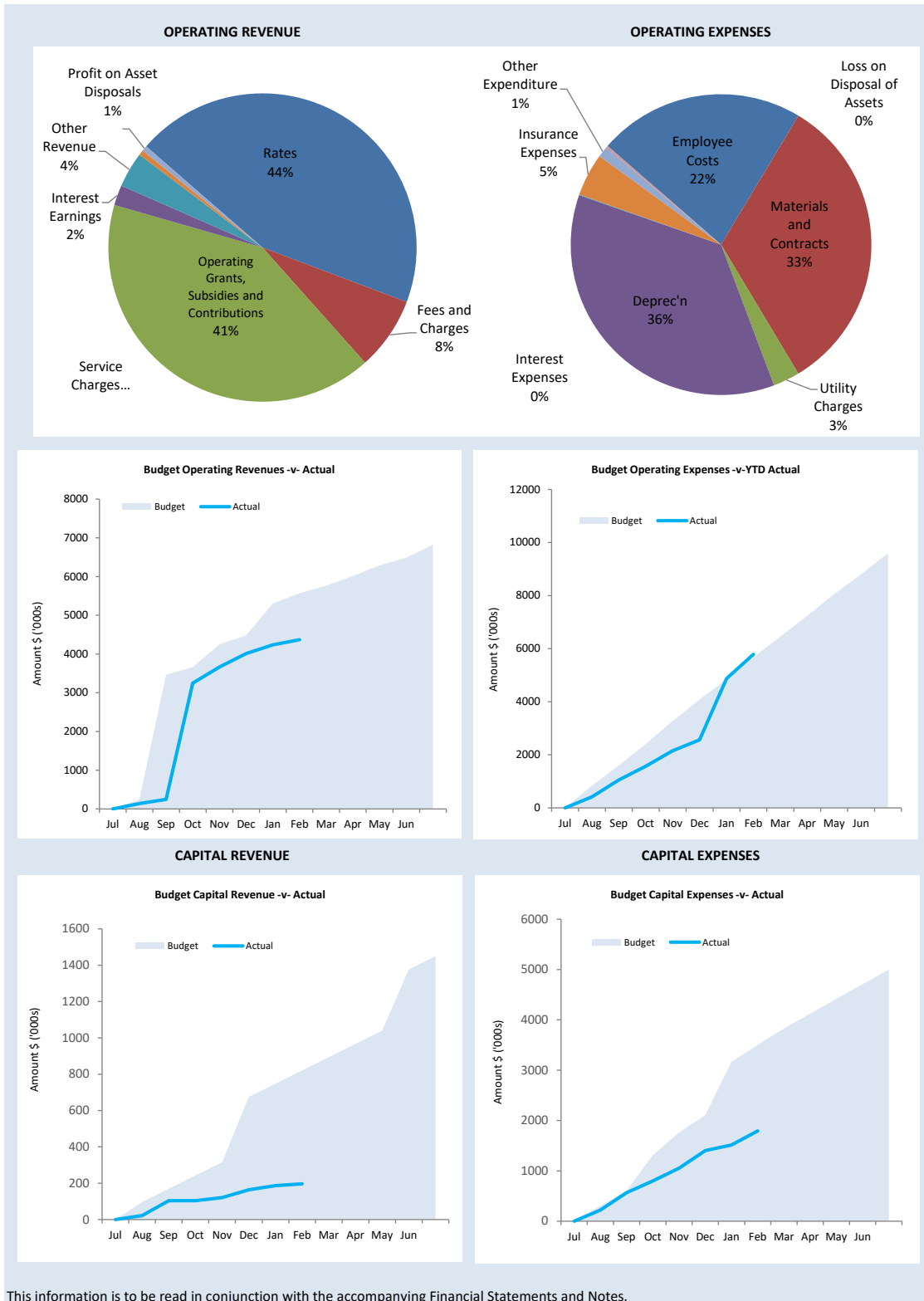
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

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

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2025**

SUMMARY GRAPHS



**SHIRE OF QUAIRADING
KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JANUARY 2025**

STATUTORY REPORTING PROGRAMS

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

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

SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM
FOR THE PERIOD ENDED 31 JANUARY 2025

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		0	0	0	8	8		▲	
General Purpose Funding - Rates	6	2,799,736	2,799,736	2,799,735	2,787,648	(12,087)	(0%)	▼	
General Purpose Funding - Other		481,956	481,956	407,782	278,401	(129,381)	(32%)	▼	\$
Law, Order and Public Safety		286,992	286,992	200,286	141,330	(58,956)	(29%)	▼	\$
Health		500	500	287	(1)	(288)	(101%)	▼	
Education and Welfare		72,712	72,712	42,329	60,576	18,247	43%	▲	\$
Housing		169,464	169,464	98,707	103,092	4,385	4%	▲	
Community Amenities		234,046	234,046	137,254	176,985	39,731	29%	▲	\$
Recreation and Culture		30,150	30,150	15,548	27,009	11,461	74%	▲	\$
Transport		304,769	304,769	252,738	264,785	12,047	5%	▲	
Economic Services		326,600	326,600	217,502	191,906	(25,596)	(12%)	▼	\$
Other Property and Services		50,100	50,100	31,366	89,550	58,184	185%	▲	\$
		4,757,025	4,757,025	4,203,534	4,121,288				
Expenditure from operating activities									
Governance		(688,725)	(688,725)	(443,006)	(461,464)	(18,458)	(4%)	▼	
General Purpose Funding		(120,484)	(120,484)	(65,859)	(64,984)	875	1%	▲	
Law, Order and Public Safety		(611,515)	(611,515)	(358,891)	(445,489)	(86,598)	(24%)	▼	\$
Health		(547,158)	(547,158)	(318,983)	(464,159)	(145,176)	(46%)	▼	\$
Education and Welfare		(365,867)	(365,867)	(214,898)	(166,919)	47,978	22%	▲	\$
Housing		(255,064)	(255,064)	(151,230)	(159,253)	(8,023)	(5%)	▼	
Community Amenities		(1,149,300)	(1,149,300)	(670,325)	(418,567)	251,758	38%	▲	\$
Recreation and Culture		(1,316,934)	(1,316,934)	(761,323)	(790,906)	(29,583)	(4%)	▼	
Transport		(3,465,795)	(3,465,795)	(2,024,839)	(2,141,446)	(116,607)	(6%)	▼	
Economic Services		(1,028,479)	(1,028,479)	(576,827)	(543,258)	33,569	6%	▲	
Other Property and Services		(47,502)	(47,502)	(90,239)	(131,054)	(40,815)	(45%)	▼	\$
		(9,596,823)	(9,596,823)	(5,676,420)	(5,787,498)				
Operating activities excluded from budget									
Add back Depreciation		3,448,062	3,448,062	2,010,512	2,087,097	76,585	4%	▲	
Adjust (Profit)/Loss on Asset Disposal	7	312,693	312,693	183,424	(23,216)	(206,640)	(113%)	▼	\$
Movement in Leave Reserve (Added Back)		4,739	4,739	4,739	6,295	1,556	33%	▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
		3,765,494	3,765,494	2,198,675	2,070,176				
Amount attributable to operating activities		(1,074,304)	(1,074,304)	725,789	403,966				
INVESTING ACTIVITIES									
Inflows from investing activities									
Capital Grants, Subsidies and Contributions	13	2,066,381	2,066,381	1,365,432	248,973	(1,116,459)	(82%)	▼	\$
Proceeds from Disposal of Assets	7	920,000	920,000	555,831	196,454	(359,377)	(65%)	▼	\$
Proceeds from financial assets at amortised cost - self supporting loans		0	0	0	0	0			
		2,986,381	2,986,381	1,921,263	445,427				
Outflows from investing activities									
Land Held for Resale	8	(50,000)	(50,000)	(29,176)	(49,412)	(20,236)	(69%)	▼	\$
Land and Buildings	8	(751,494)	(751,494)	(471,272)	(216,781)	254,491	54%	▲	\$
Plant and Equipment	8	(1,373,057)	(1,373,057)	(1,317,993)	(618,093)	699,900	53%	▲	\$
Furniture and Equipment	8	(15,000)	(15,000)	(8,750)	0	8,750	100%	▲	
Infrastructure Assets - Roads	8	(1,859,924)	(1,859,924)	(1,104,652)	(506,628)	598,024	54%	▲	\$
Infrastructure Assets - Drainage	8	0	0	0	0	0			
Infrastructure Assets - Footpaths	8	(5,500)	(5,500)	(3,206)	(5,500)	(2,294)	(72%)	▼	
Infrastructure Assets - Other	8	(553,081)	(553,081)	(337,176)	(171,981)	165,195	49%	▲	\$
Infrastructure Assets - Bridges	8	(20,000)	(20,000)	(11,662)	(35,100)	(23,438)	(201%)	▼	\$
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0			
		(4,628,055)	(4,628,055)	(3,283,887)	(1,603,495)				
Amount attributable to investing activities		(1,641,675)	(1,641,675)	(1,362,624)	(1,158,067)				
FINANCING ACTIVITIES									
Inflows from financing activities									
Proceeds from new borrowings	9	0	0	0	0	0			
Transfer from Reserves	10	530,000	530,000	265,000	0	(265,000)	(100%)	▼	\$
Transfer from Restricted Cash - Other		0	0	0	0	0			
		530,000	530,000	265,000	0				
Outflows from financing activities									
Repayment of borrowings	9	(67,898)	(67,898)	(39,585)	(33,722)	5,863	15%	▲	
Payments for principal portion of lease liabilities	9	(29,925)	(29,925)	(20,374)	(8,235)	12,139	60%	▲	\$
Transfer to Restricted Cash - Other		0	0	0	0	0			
Transfer to Reserves	10	(275,000)	(275,000)	(160,419)	(147,530)	12,889	8%	▲	
		(372,823)	(372,823)	(220,378)	(189,487)				
Amount attributable to financing activities		157,177	157,177	44,622	(189,487)				
MOVEMENT IN SURPLUS OR DEFICIT									
Surplus or deficit at the start of the financial year									
Amount attributable to operating activities	1	2,583,335	2,583,335	2,583,335	2,578,899	(4,436)	(0%)	▼	
Amount attributable to investing activities		(1,074,304)	(1,074,304)	725,789	403,966	(321,823)	(44%)	▼	
Amount attributable to financing activities		(1,641,675)	(1,641,675)	(1,362,624)	(1,158,067)	204,557	(15%)	▲	
Amount attributable to financing activities		157,177	157,177	44,622	(189,487)	(234,109)	(525%)	▼	
Surplus or deficit at the end of the financial year	1	24,534	24,534	1,991,122	1,635,310	(355,812)	(18%)	▼	

KEY INFORMATION

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

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

The material variance adopted by Council for the 2024/25 year is \$10,000 and 10%.

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

SHIRE OF QUAIRADING

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JANUARY 2025

NATURE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGEES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION

Depreciation expense raised on all classes of assets.

FINANCE COSTS

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

OTHER EXPENDITURE

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

SHIRE OF QUAIRADING

STATEMENT OF FINANCIAL ACTIVITY BY NATURE & TYPE
FOR THE PERIOD ENDED 31 JANUARY 2025

BY NATURE

Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	\$	%		\$
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates	6	2,799,736	2,799,736	2,799,735	2,787,648	(12,087)	(0%) ▼	
Grants, Subsidies and Contributions	12	600,874	600,874	553,670	449,779	(103,891)	(19%) ▼	\$
Fees and Charges		682,553	682,553	397,728	482,190	84,462	21% ▲	\$
Service Charges		0	0	0	0	0		
Interest Revenue		152,350	152,350	88,816	133,087	44,271	50% ▲	\$
Other Revenue		422,171	422,171	305,667	233,537	(72,130)	(24%) ▼	\$
Profit on Disposal of Assets	7	99,341	99,341	57,918	34,688	(23,230)	(40%) ▼	\$
Gain FV Valuation of Assets		0	0	0	0	0		
		4,757,025	4,757,025	4,203,534	4,120,929			
Expenditure from operating activities								
Employee Costs		(2,237,356)	(2,237,356)	(1,288,042)	(1,285,943)	2,099	0% ▲	
Materials and Contracts		(2,861,124)	(2,861,124)	(1,740,169)	(1,898,259)	(158,090)	(9%) ▼	
Utility Charges		(277,050)	(277,050)	(161,105)	(165,335)	(4,230)	(3%) ▼	
Depreciation		(3,448,062)	(3,448,062)	(2,010,512)	(2,087,097)	(76,585)	(4%) ▼	
Finance Costs		(7,980)	(7,980)	(4,641)	(4,421)	220	5% ▲	
Insurance Expenses		(205,303)	(205,303)	(152,833)	(266,340)	(113,507)	(74%) ▼	\$
Other Expenditure		(147,914)	(147,914)	(77,776)	(68,272)	9,504	12% ▲	
Loss on Disposal of Assets	7	(412,034)	(412,034)	(241,342)	(11,471)	229,870	95% ▲	\$
Loss FV Valuation of Assets		0	0	0	0	0		
		(9,596,823)	(9,596,823)	(5,676,420)	(5,787,138)			
Operating activities excluded from budget								
Add back Depreciation		3,448,062	3,448,062	2,010,512	2,087,097	76,585	4% ▲	
Adjust (Profit)/Loss on Asset Disposal	7	312,693	312,693	183,424	(23,216)	(206,640)	(113%) ▼	\$
Movement in Leave Reserve (Added Back)		4,739	4,739	4,739	6,295	1,556	33% ▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0		
Movement in Employee Benefit Provisions		0	0	0	0	0		
Rounding Adjustments		0	0	0	0	0		
Movement Due to Changes in Accounting Standards		0	0	0	0	0		
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0		
Loss on Asset Revaluation		0	0	0	0	0		
Adjustment in Fixed Assets		0	0	0	0	0		
		3,765,494	3,765,494	2,198,675	2,070,176			
Amount attributable to operating activities		(1,074,304)	(1,074,303)	725,789	403,966			
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	13	2,066,381	2,066,381	1,365,432	248,973	(1,116,459)	(82%) ▼	\$
Proceeds from Disposal of Assets	7	920,000	920,000	555,831	196,454	(359,377)	(65%) ▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	9	0	0	0	0	0		
		2,986,381	2,986,381	1,921,263	445,427			
Outflows from investing activities								
Land Held for Resale	8	(50,000)	(50,000)	(29,176)	(49,412)	(20,236)	69% ▼	
Land and Buildings	8	(751,494)	(751,494)	(471,272)	(216,781)	254,491	54% ▲	\$
Plant and Equipment	8	(1,373,057)	(1,373,057)	(1,317,993)	(618,093)	699,900	53% ▲	\$
Furniture and Equipment	8	(15,000)	(15,000)	(8,750)	0	8,750	100% ▲	
Infrastructure Assets - Roads	8	(1,859,924)	(1,859,924)	(1,104,652)	(506,628)	598,024	54% ▲	\$
Infrastructure Assets - Drainage	8	0	0	0	0	0		
Infrastructure Assets - Footpaths	8	(5,500)	(5,500)	(3,206)	(5,500)	(2,294)	(72%) ▼	
Infrastructure Assets - Other	8	(553,081)	(553,081)	(337,176)	(171,981)	165,195	49% ▲	\$
Infrastructure Assets - Bridges	8	(20,000)	(20,000)	(11,662)	(35,100)	(23,438)	(201%) ▼	\$
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0		
		(4,628,055)	(4,628,055)	(3,283,887)	(1,603,495)			
Amount attributable to investing activities		(1,641,675)	(1,641,675)	(1,362,624)	(1,158,067)			
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new borrowings		0	0	0	0	0		
Transfer from Reserves	10	530,000	530,000	265,000	0	(265,000)	(100%) ▼	\$
Transfer from Restricted Cash - Other		0	0	0	0	0		
		530,000	530,000	265,000	0			
Outflows from financing activities								
Repayment of borrowings	9	(67,898)	(67,898)	(39,585)	(33,722)	5,863	15% ▲	
Payments for principal portion of lease liabilities	9	(29,925)	(29,925)	(20,374)	(8,235)	12,139	60% ▲	\$
Transfer to Restricted Cash - Other		0	0	0	0	0		
Transfer to Reserves	10	(275,000)	(275,000)	(160,419)	(147,530)	12,889	8% ▲	
		(372,823)	(372,823)	(220,378)	(189,487)			
Amount attributable to financing activities		157,177	157,177	44,622	(189,487)			
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1	2,583,335	2,583,335	2,583,335	2,578,899	(4,436)	(0%)	
Amount attributable to operating activities		(1,074,304)	(1,074,303)	725,789	403,966	(321,823)	(44%)	
Amount attributable to investing activities		(1,641,675)	(1,641,675)	(1,362,624)	(1,158,067)	204,557	(15%)	
Amount attributable to financing activities		157,177	157,177	44,622	(189,487)	(234,109)	(525%)	
Surplus or deficit at the end of the financial year	1	24,534	24,534	1,991,122	1,635,310	(355,812)	(18%)	

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

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

The material variance adopted by Council for the 2024/25 year is \$10,000 and 10%.

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

**SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JANUARY 2025**

	31-Jan-24	31-Jan-25
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	7,040,340	6,081,752
Trade and other receivables	505,826	704,176
Other financial assets	0	0
Inventories	198,674	215,578
Contract assets	676,569	361,891
Other assets	109,426	530
TOTAL CURRENT ASSETS	8,530,834	7,363,927
NON-CURRENT ASSETS		
Trade and other receivables	35,573	35,573
Other financial assets	83,171	83,171
Inventories	114,000	113,412
Property, plant and equipment	23,438,504	23,684,158
Infrastructure	99,655,219	98,765,365
Right-of-use assets	33,094	21,041
TOTAL NON-CURRENT ASSETS	123,359,561	122,702,720
TOTAL ASSETS	131,890,394	130,066,647
CURRENT LIABILITIES		
Trade and other payables	1,412,713	707,516
Other liabilities	238,647	579,290
Lease liabilities	11,047	2,811
Employee related provisions	176,085	176,085
TOTAL CURRENT LIABILITIES	1,906,389	1,499,878
NON-CURRENT LIABILITIES		
Lease liabilities	20,646	20,646
Borrowings	209,720	209,720
Employee related provisions	35,582	35,582
TOTAL NON-CURRENT LIABILITIES	265,948	265,948
TOTAL LIABILITIES	2,172,338	1,765,827
NET ASSETS	129,718,057	128,300,821
EQUITY		
Retained surplus	41,964,110	40,399,344
Reserve accounts	4,111,639	4,259,169
Revaluation surplus	83,642,307	83,642,307
TOTAL EQUITY	129,718,057	128,300,821

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

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

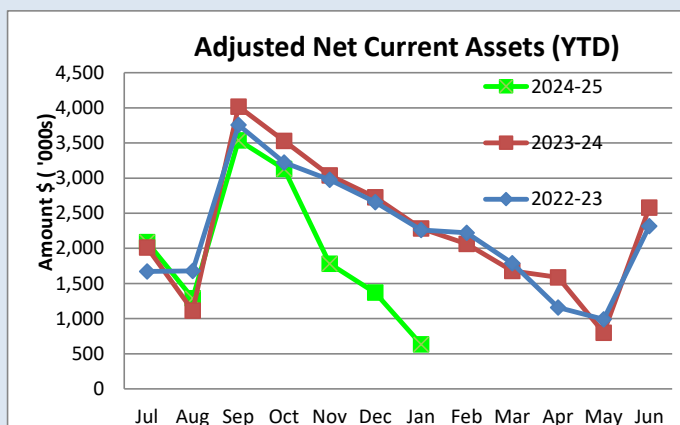
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2024	This Time Last Year 31/01/2024	Year to Date Actual 31/01/2025
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,928,701	1,464,871	1,822,583
Cash Restricted - Reserves	2	4,111,639	4,181,382	4,259,169
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	0	279,317	492,036	574,756
Receivables - Other	3	226,508	281,561	129,420
Other Financial Assets	3	0	0	0
Other Assets Other Than Inventories	4	785,994	837,427	362,421
Inventories	4	8,674	8,931	25,578
		8,340,834	7,266,209	7,173,927
Less: Current Liabilities				
Payables	5	(1,361,321)	(147,740)	(669,404)
Contract Liabilities	11	(238,647)	(622,528)	(579,290)
Bonds & Deposits	14	(51,392)	(22,553)	(38,112)
Loan Liability	9	(67,898)	(33,274)	(34,176)
Lease Liability	9	(11,047)	(5,545)	(2,811)
Provisions	11	(176,085)	(184,697)	(176,085)
		(1,906,389)	(1,016,337)	(1,499,878)
Less: Cash Reserves	10	(4,111,639)	(4,181,382)	(4,259,169)
Add Back: Component of Leave Liability not Required to be funded		177,149	174,983	183,443
Add Back: Loan Liability		67,898	33,274	34,176
Add Back: Lease Liability		11,047	5,545	2,811
Less : Loan Receivable - clubs/institutions		0	0	0
Net Current Funding Position		2,578,899	2,282,290	1,635,310

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)
\$1.64 M
Last Year YTD
Surplus(Deficit)
\$2.28 M

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 JANUARY 2025

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

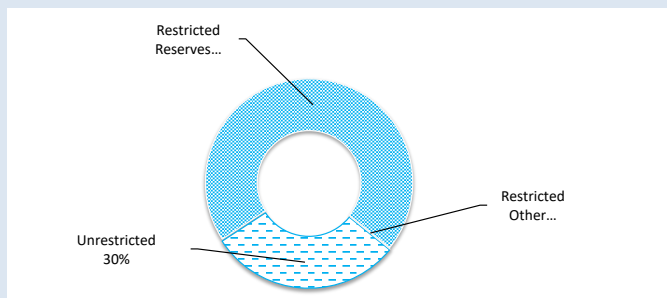
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	499			499	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	152,210			152,210	Westpac		Ongoing
Municipal Investment Cash at Bank	0			0	Westpac	Nil	Ongoing
Medical Practice Cash at Bank	13			13	Westpac		Ongoing
Reserve Cash at Bank		389,343		389,343	Westpac	1.55%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
Term Deposits							
Municipal - Term Deposit Investment 1	332,377			332,377	Westpac	5.16%	12/02/2025
Municipal - Term Deposit Investment 2	336,185			336,185	Westpac	5.16%	12/02/2025
Municipal - Term Deposit Investment 3	1,000,000			1,000,000	Westpac	5.09%	28/02/2025
Reserve - Term Deposit Investment 1		1,053,293		1,053,293	Westpac	5.11%	2/04/2025
Reserve - Term Deposit Investment 2		685,173		685,173	Westpac	5.11%	2/04/2025
Reserve - Term Deposit Investment 3		1,135,973		1,135,973	Westpac	5.11%	2/04/2025
Reserve - Term Deposit Investment 4		995,387		995,387	Westpac	5.11%	2/04/2025
		0		0			
		0		0			
Investments							
Total	1,822,583	4,259,169	0	6,081,752			

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
\$6.08 M	\$4.26 M

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 JANUARY 2025

OPERATING ACTIVITIES
 NOTE 3
 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2024	31 Jan 25
	\$	\$
Opening Arrears Previous Years	282,891	314,891
Levied this year	2,762,616	2,933,238
Less Collections to date	(2,730,617)	(2,637,799)
Equals Current Outstanding	314,891	610,329
	314,891	610,329
% Collected	89.66%	81.21%

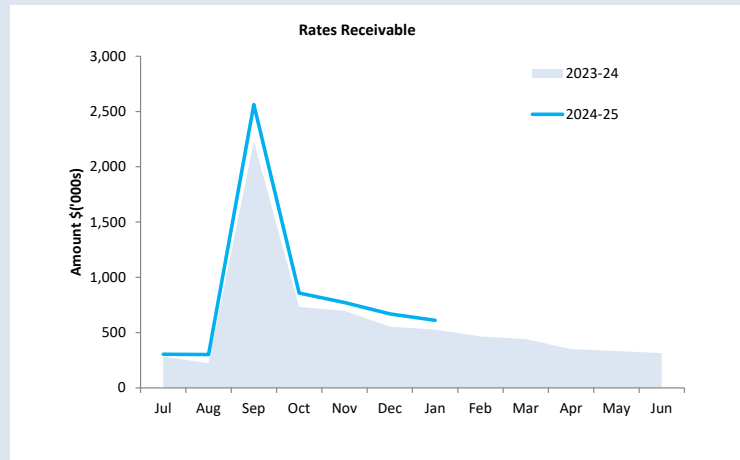
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	31,076	7,832	16,417	5,672	60,997
Percentage	51%	13%	27%	9%	
Balance per Trial Balance					
Sundry Debtors					56,959
Receivables - Other					72,461
Total Receivables General Outstanding					129,420
Amounts shown above include GST (where applicable)					

KEY INFORMATION

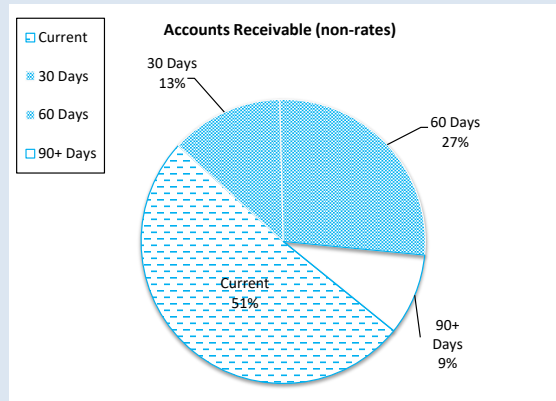
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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
81%	\$610,329



Debtors Due
\$129,420
Over 30 Days
49%
Over 90 Days
9%

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 JANUARY 2025

OPERATING ACTIVITIES
 NOTE 4
 OTHER CURRENT ASSETS

Other Current Assets	Opening Balance 1 Jul 2024	Asset Increase	Asset Reduction	Closing Balance 31 Jan 2025
	\$	\$	\$	\$
Other Financial Assets at Amortised Cost				
Financial assets at amortised cost - self supporting loans	0	0	0	0
Inventory				
Fuel, Visitor and Rec Centres stock on hand	8,674	16,904	0	25,578
Accrued income and prepayments				
Accrued income and prepayments	109,426	0	(108,895)	530
Contract assets				
Contract assets	676,569	0	(314,678)	361,891
Total Other Current assets				577,999

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 31 JANUARY 2025

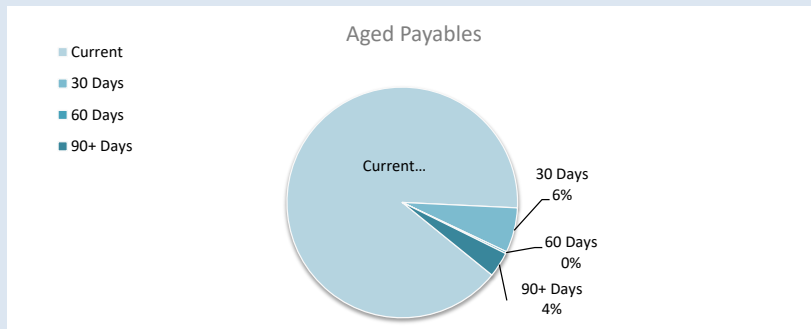
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	285,526	19,922	887	11,194	317,529
Percentage	89.9%	6.3%	0.3%	3.5%	
Balance per Trial Balance					
Sundry creditors - General					485,386
Other creditors					25,973
Accruals/Income in Advance					390
ATO liabilities					105,171
Other accruals/payables					52,484
Total Payables General Outstanding					669,404

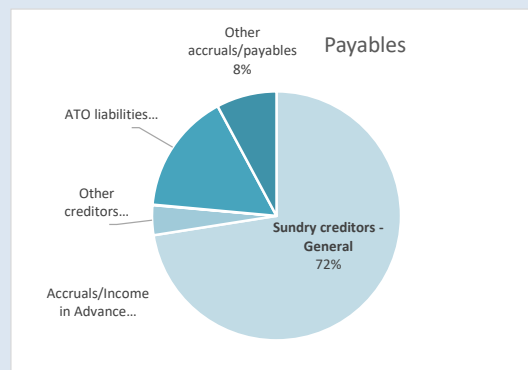
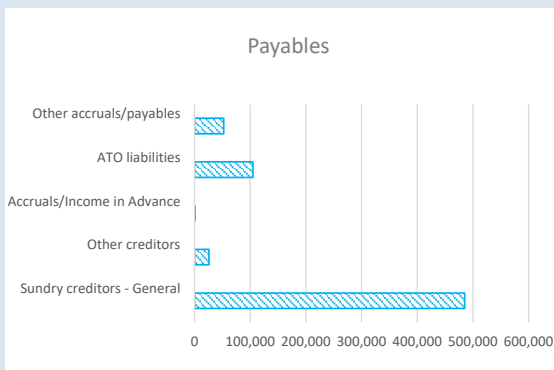
Amounts shown above include GST (where applicable)

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
\$669,404
Over 30 Days
10%
Over 90 Days
3.5%



SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JANUARY 2025

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

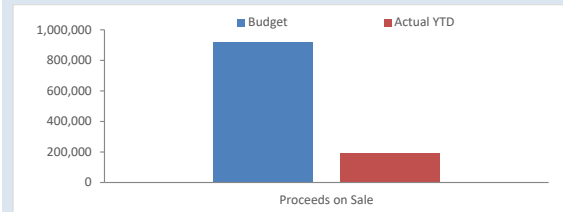
RATE TYPE	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross rental valuations											
GRV - Residential	0.138187	378	3,146,437	434,315	0	0	434,315	434,138	1,591		435,729
GRV - Industrial	0.138187	29	274,950	37,995	0	0	37,995	37,994	0	0	37,994
GRV - Commercial	0.138187	11	209,776	28,988	0	0	28,988	28,988	0	0	28,988
Unimproved valuations											
UV - Rural	0.006820	412	319,919,412	2,181,848	0	0	2,181,848	2,181,711	4,947	0	2,186,658
Non Rateable		231	60,902,337	0	0	0	0	0	0	0	0
Sub-Totals		1,061	384,452,912	2,683,146	0	0	2,683,146	2,682,831	6,537	0	2,689,368
Minimum Payment											
\$											
Gross rental valuations											
GRV - Residential	756	61	0	46,116	0	0	46,116	46,116	0	0	46,116
GRV - Industrial	756	8	0	6,048	0	0	6,048	6,048	0	0	6,048
GRV - Commercial	756	1	0	756	0	0	756	756	0	0	756
Unimproved valuations											
UV - Rural	756	60	0	45,360	0	0	45,360	45,360	0	0	45,360
Sub-Totals		130	0	98,280	0	0	98,280	98,280	0	0	98,280
		1,191	384,452,912	2,781,426	0	0	2,781,426	2,781,111	6,537	0	2,787,648
Amount from General Rates											
Ex-Gratia Rates	Tonnage	1	0	18,310	0	0	18,310	0	0	0	0
Write off							0				0
Specified Area Rates							0				0
Total Rates							2,799,736				2,787,648

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book				Net Book			
		Value	Proceeds	Profit	(Loss)	Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land Held for Resale								
1200	Lhfr - Lot 301 (8) Edwards Way	38,760	10,000		(28,760)	10,000	9,091		(909)
1201	Lhfr - Lot 302 (6) Edwards Way	41,040	10,000		(31,040)	0	0		
1202	Lhfr - Lot 303 (4) Edwards Way	39,900	10,000		(29,900)	0	0		
1203	Lhfr - Lot 304 (2) Edwards Way	39,900	10,000		(29,900)	0	0		
1204	Lhfr - Lot 305 (15) Reid Street	41,040	10,000		(31,040)	0	0		
1205	Lhfr - Lot 328 (11) Edwards Way	39,900	10,000		(29,900)	10,000	9,091		(909)
1206	Lhfr - Lot 321 (9) Edwards Way	39,900	10,000		(29,900)	10,000	9,091		(909)
1207	Lhfr - Lot 323 (5) Edwards Way	39,900	10,000		(29,900)	0	0		
1208	Lhfr - Lot 324 (3) Edwards Way	39,900	10,000		(29,900)	0	0		
1209	Lhfr - Lot 325 (1) Edwards Way	41,040	10,000		(31,040)	10,000	9,091		(909)
1210	Lhfr - Lot 326 (19) Edwards Way	45,600	10,000		(35,600)	10,000	9,091		(909)
1211	Lhfr - Lot 327 (21) Reid Street	42,180	10,000		(32,180)	0	0		
1213	Lhfr - Lot 93 Hinkley Way, Quairading (Amalgam	57,000	35,000		(22,000)	0	0		
1214	Lhfr - Lot 94 Hinkley Way, Quairading (Amalgam	34,200	35,000	800		0	0		
	Plant and Equipment								
1Q3919	Ammann Ars130 Single Drum Roller	84,686	80,000		(4,686)	0	0		
1Q240	2015 Caterpillar 12 M Grader	149,345	150,000	655		0	0		
1Q368	2016 Caperpillar Loader 938K2	153,111	180,000	26,889.35		0	0		
Q5122	2012 Ud Nissan Truck	69,200	110,000	40,800		56,494	81,818	25,325	
2Q661	Mitsubishi Triton Glx Cc Man	11,720	24,000	12,280		13,000	16,364	3,364	
6Q190	Isuzu Dmax 4X4 Ute	24,907	25,000	93		0	0		
1Q960	2019 Multipac 524H Multi Tyred Roller	78,337	80,000	1,663		0	0		
1Q754	2017 John Deere 5065E Tractor	23,265	10,000		(13,265)	0	0		
Q5191	Model S30 Rider Sweeper	8,840	25,000	16,160		10,000	16,000	6,000	
	Aged Other								
1Q5335	Toyota Camry 2.5L Ascent	24,390	22,000		(2,390)	17,511	15,000		(2,511)
	Administration								
8Q0	Mazda Cx9 Touring Awd	24,633	24,000		(633)	26,233	21,818		(4,415)
		1,232,693	920,000	99,341	(412,034)	173,238	196,454	34,688	(11,471)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$920,000	\$196,454	21%

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JANUARY 2025

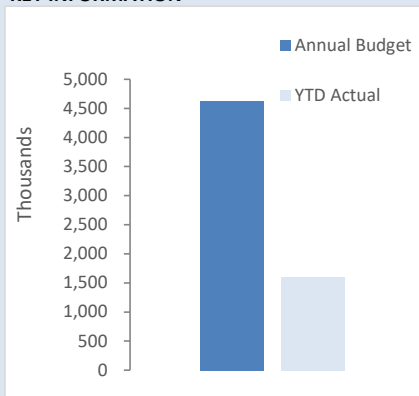
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	50,000	29,176	50,000	49,412	20,236
Land and Buildings	751,494	471,272	751,494	216,781	(254,491)
Plant and Equipment	1,373,057	1,317,993	1,373,057	618,093	(699,900)
Furniture and Equipment	15,000	8,750	15,000	0	(8,750)
Infrastructure Assets - Roads	1,859,924	1,104,652	1,859,924	506,628	(598,024)
Infrastructure Assets - Footpaths	5,500	3,206	5,500	5,500	2,294
Infrastructure Assets - Other	553,081	337,176	553,081	171,981	(165,195)
Infrastructure Assets - Bridges	20,000	11,662	20,000	35,100	23,438
Capital Expenditure Totals	4,628,055	3,283,887	4,628,055	1,603,495	(1,680,392)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,066,381	1,365,432	2,066,381	248,973	(1,116,459)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	920,000	555,831	920,000	196,454	(359,377)
Council contribution - Cash Backed Reserves					
Various Reserves	530,000	265,000	530,000	0	(265,000)
Council contribution - operations	1,111,675	1,097,624	1,111,675	1,158,067	60,443
Capital Funding Total	4,628,055	3,283,887	4,628,055	1,603,495	(1,680,392)

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.

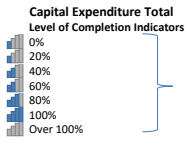
KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.63 M	\$1.6 M	35%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.07 M	\$0.25 M	12%

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

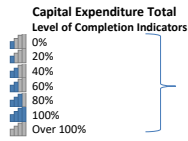


Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% 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	Total YTD	Variance (Under)/Over
						Annual Budget	Annual Budget		
		Land Held for Resale							
		Community Amenities							
0.99		Stage 2 Light Industrial Subdivision	4100607	507	TP0000	(50,000)	(50,000)	(29,169)	(49,412) (20,243)
		Total - Community Amenities				(50,000)	(50,000)	(29,169)	(49,412) (20,243)
0.99		Total - Land Held for Resale				(50,000)	(50,000)	(29,169)	(49,412) (20,243)
		Buildings							
		Health							
0.22		Medical Centre - Building (Capital)	4070712	512	BC7702	(12,500)	(12,500)	(12,500)	(2,760) 9,740
		Total - Health				(12,500)	(12,500)	(12,500)	(2,760) 9,740
		Education & Welfare							
1.16		Daycare Centre - Building (Capital)	4080612	512	BC8301	(20,000)	(20,000)	(18,746)	(23,113) (4,367)
1.00		Arthur Kelly Village - Common Area - Building (Capital)	4080612	512	BC8600	0	0	0	(2,320) (2,320)
0.76		Frail Aged Lodge (Parker House) - Building (Capital)	4080612	512	BC8610	(30,594)	(30,594)	(17,836)	(23,233) (5,397)
0.00		Youth Centre - Building (Capital)	4080712	512	BC8701	(10,000)	(10,000)	(5,824)	0 5,824
		Total - Education & Welfare				(60,594)	(60,594)	(42,406)	(48,667) (6,261)
		Housing							
0.00		14 Reid Street - Building (Capital)	4090114	514	BC9101	(5,000)	(5,000)	(2,912)	0 2,912
0.05		1/19 Gillett Street - Single Persons Unit - Building (Capital)	4090114	514	BC9102	(3,750)	(3,750)	(2,177)	(198) 1,979
0.66		31 Dall Street - Building (Capital)	4090114	514	BC9103	(11,000)	(11,000)	(6,412)	(7,285) (873)
0.73		8 Dall Street - Building (Capital)	4090114	514	BC9104	(33,490)	(33,490)	(19,530)	(24,558) (5,028)
0.00		4/19 Gillett Street - Single Persons Unit - Building (Capital)	4090114	514	BC9112	(3,750)	(3,750)	(2,177)	0 2,177
0.05		2/19 Gillett Street - Single Persons Unit - Building (Capital)	4090214	514	BC9202	(3,750)	(3,750)	(2,177)	(198) 1,979
0.03		3/19 Gillett Street - Single Persons Unit - Building (Capital)	4090214	514	BC9203	(6,550)	(6,550)	(3,815)	(198) 3,617
1.00		7 Edwards Way - Police House - Building (Capital)	4090214	514	BC9208	0	0	0	(21,630) (21,630)
		Total - Housing				(67,290)	(67,290)	(39,200)	(54,067) (14,867)
		Community Amenities							
0.38		Recycling Centre - Building (Capital)	4100112	512	BC10102	(88,376)	(88,376)	(51,548)	(33,145) 18,403
		Total - Community Amenities				(88,376)	(88,376)	(51,548)	(33,145) 18,403
		Recreation And Culture							
1.29		Swimming Pool - Building (Capital)	4110212	512	BC11201	(28,000)	(28,000)	(16,331)	(36,200) (19,869)
1.22		Swimming Pool Kiosk - Building (Capital)	4110212	512	BC11202	(5,000)	(5,000)	(2,912)	(6,089) (3,177)
0.26		Swimming Pool Plant Room - Building (Capital)	4110712	512	BC11205	(50,000)	(50,000)	(50,000)	(12,864) 37,136
0.00		Golf Club - Building (Capital)	4110312	512	BC11305	(6,000)	(6,000)	(3,493)	0 3,493
		Total - Recreation And Culture				(89,000)	(89,000)	(72,736)	(55,153) 17,583
		Transport							
0.15		Depot Workshop - Building (Capital)	4120112	512	BC12201	(8,617)	(8,617)	(5,012)	(1,250) 3,762
		Total - Transport				(8,617)	(8,617)	(5,012)	(1,250) 3,762
		Economic Services							
0.00		Cabin 4 - 1 Bedroom Unit (Capital)	4130212	512	BC13248	(205,000)	(205,000)	(119,532)	0 119,532
0.00		Cabin 5 - 1 Bedroom Unit (Capital)	4130212	512	BC13249	(205,000)	(205,000)	(119,532)	0 119,532
1.44		Veterinary Clinic - Building (Capital)	4130812	512	BC13810	(15,117)	(15,117)	(8,806)	(21,738) (12,932)
		Total - Economic Services				(425,117)	(425,117)	(247,870)	(21,738) 226,132
0.29		Total - Buildings				(751,494)	(751,494)	(471,272)	(216,781) 254,491
		Plant & Equipment							
		Transport							
0.72		Works Supervisors Vehicle	4120330	530	PE12301	(72,000)	(72,000)	(72,000)	(52,101) 19,899
0.83		Tractor FEL (90HP)	4120330	530	PE12304	(90,000)	(90,000)	(52,500)	(75,000) (22,500)
0.00		Smooth Drum Vibe Roller 12T	4120330	530	PE12311	(300,000)	(300,000)	(300,000)	0 300,000
0.79		Mazda BT50 Ute	4120330	530	PE12313	(65,000)	(65,000)	(65,000)	(51,269) 13,731
0.00		Grader	4120330	530	PE12314	(400,000)	(400,000)	(400,000)	0 400,000
0.91		6 Wheel Tip Truck	4120330	530	PE12317	(292,702)	(292,702)	(292,702)	(266,899) 25,803
1.32		Tenant Sweeper	4120330	530	PE12319	(75,000)	(75,000)	(75,000)	(99,333) (24,333)
		Total - Transport				(1,294,702)	(1,294,702)	(1,257,202)	(544,601) 712,601
		Economic Services							
0.96		Toyota Camry - Community Car	4120330	530	PE12320	(36,200)	(36,200)	(36,200)	(34,715) 1,485
		Total - Economic Services				(36,200)	(36,200)	(36,200)	(34,715) 1,485
		Other Property & Services							
0.00		Purchase of New CEO Vehicle	4140230	530	PE14201	(42,154)	(42,154)	(24,591)	0 24,591
1.00		Purchase of New CEO Vehicle - Natalie Ness	4140230	530	PE14203	0	0	0	(38,776) (38,776)
		Total - Other Property & Services				(42,154)	(42,154)	(24,591)	(38,776) (14,185)

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

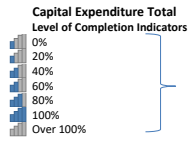


Percentage YTD Actual to Annual Budget Expenditure over budget highlighted in red.

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Balance Sheet		Adopted			Amended		Variance (Under)/Over		
		Account Number	Job Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD			
					\$	\$	\$	\$	\$		
0.45		Total - Plant & Equipment			(1,373,057)	(1,373,057)	(1,317,993)	(618,093)	699,900		
		Furniture & Equipment									
		Other Property & Services									
0.00			Chambers Furniture Upgrade	4140220	520	FE14202	(15,000)	(15,000)	(8,750)	0	8,750
		Total - Other Property & Services					(15,000)	(15,000)	(8,750)	0	8,750
0.00		Total - Furniture & Equipment					(15,000)	(15,000)	(8,750)	0	8,750
		Infrastructure - Roads									
		Transport									
0.00			Dangin Terrace (R2R)	4120144	540	R2R169	(22,000)	(22,000)	(12,831)	0	12,831
0.00			Walker Street (R2R)	4120144	540	R2R138	(60,000)	(60,000)	(35,000)	0	35,000
0.00			Cubbine Road, Cubbine (R2R)	4120145	540	R2R005	(83,562)	(83,562)	(48,741)	0	48,741
0.83			Kellerberrin - Yoting Road (R2R)	4120145	540	R2R164	(90,000)	(90,000)	(52,500)	(74,784)	(22,284)
0.00			Quairading - Corrigin Road (R2R)	4120145	540	R2R166	(140,000)	(140,000)	(81,662)	0	81,662
0.44			Hayes Road (R2R)	4120145	540	R2R015	(70,000)	(70,000)	(40,831)	(30,960)	9,871
0.10			Andrews Road (R2R)	4120145	540	R2R105	(82,041)	(82,041)	(60,175)	(8,050)	52,125
1.00			Old Beverley West Road (R2R)	4120146	540	R2R007	0	0	0	(14,836)	(14,836)
1.19			RRG - Quairading - Corrigin Road (Capital) 23/24 SLK 20.47 - 23.02	4120149	540	RRG166B	(105,245)	(105,245)	(61,362)	(125,719)	(64,357)
0.24			Bulyee - Quairading Road (RRG)	4120148	540	RRG002	(554,765)	(554,765)	(323,603)	(132,268)	191,335
0.17			Old Beverley East Road (RRG)	4120149	540	RRG006	(244,673)	(244,673)	(142,688)	(41,342)	101,346
0.15			Old Beverley East Road (LRCI Funded)	4120162	540	LRC006	(244,649)	(244,649)	(142,695)	(35,746)	106,949
0.19			Dangin - Mears Road - WSFN Development Expenditure	4120162	540	WSF010D	(62,990)	(62,990)	(36,729)	(11,964)	24,765
1.00			Treloar Road (R2R)	4120146	540	R2R092	0	0	0	(10,000)	(10,000)
		Total - Transport					(1,759,924)	(1,759,924)	(1,038,817)	(485,669)	553,148
0.28		Total - Infrastructure - Roads					(1,759,924)	(1,759,924)	(1,038,817)	(485,669)	553,148
		Infrastructure - Drainage									
		Transport									
0.00			Punch Road - Drainage Capital	4120166	540	DC143	(20,000)	(20,000)	(13,167)	0	13,167
0.59			Minchin Road - Drainage Capital	4120166	540	DC063	(20,000)	(20,000)	(13,167)	(11,700)	1,467
0.00			Squiers Road - Drainage Capital	4120166	540	DC176	(20,000)	(20,000)	(13,167)	0	13,167
0.00			Toapin Road - Drainage Capital	4120166	540	DC055	(20,000)	(20,000)	(13,167)	0	13,167
0.46			Quairading - Corrigin Road - Drainage Capital	4120166	540	DC166	(20,000)	(20,000)	(13,167)	(9,263)	3,904
		Total - Transport					(100,000)	(100,000)	(65,835)	(20,963)	44,872
0.21		Total - Infrastructure - Drainage					(100,000)	(100,000)	(65,835)	(20,963)	44,872
		Infrastructure - Footpaths									
		Transport									
0.00			Harris Street - Footpath Capital	4120170	560	FC130	(5,500)	(5,500)	(3,206)	0	3,206
1.00			Macdonald Street - Footpath Capital		560	FC131	0	0	0	(5,500)	(5,500)
		Total - Transport					(5,500)	(5,500)	(3,206)	(5,500)	(2,294)
1.00		Total - Infrastructure - Footpaths					(5,500)	(5,500)	(3,206)	(5,500)	(2,294)
		Infrastructure - Bridges									
		Transport									
1.00			Badjaling North Road - Bridge (Capital)	4120167	555	BR4145	(20,000)	(20,000)	(11,662)	(20,000)	(8,338)
1.00			Mount Stirling Road - Bridge (Capital)	4120167	555	BR4143	0	0	0	(15,100)	(15,100)
		Total - Transport					(20,000)	(20,000)	(11,662)	(35,100)	(23,438)
1.76		Total - Infrastructure - Bridges					(20,000)	(20,000)	(11,662)	(35,100)	(23,438)
		Infrastructure - Other									
		Law, Order & Public Safety									
0.00			Solar Electronic Fire Danger Signs (Capital) - DRF Funded	4050790	590	EM5702	(30,000)	(30,000)	(23,750)	0	23,750
1.00			Caroling Water Tank - Fire Water	4050790	590	EM5701	0	0	0	(40)	(40)
		Total - Law, Order & Public Safety					(30,000)	(30,000)	(23,750)	(40)	23,710
		Community Amenities									
0.00			Cemetery Upgrade (Capital)	4100790	590	OC10703	(16,792)	(16,792)	(9,786)	0	9,786
		Total - Community Amenities					(16,792)	(16,792)	(9,786)	0	9,786
		Recreation And Culture									
0.72			Cricket Nets (Capital)	4110390	590	OC11344	(44,792)	(44,792)	(26,117)	(32,163)	(6,046)
0.00			Skate Park (Capital)	4110390	590	OC11345	(25,000)	(25,000)	(14,581)	0	14,581

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**



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

% of
Completion

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

	Account Number	Balance Sheet		Adopted		Amended		Variance (Under)/Over
		Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	
Assets				\$	\$	\$	\$	\$
0.29 Bore Field	4110390	590	PC11315	(38,661)	(38,661)	(22,540)	(11,065)	11,475
0.25 Greater Sports Ground (GSC) - Netball/Basketball Courts (LRCl Fur	4110390	590	LRC11335	(377,836)	(377,836)	(220,402)	(96,167)	124,235
1.00 Construction Hall Carpark LRCl Funded Expenditure	4110190	590	OC11101	0	0	0	(1,628)	(1,628)
Total - Recreation And Culture				(486,289)	(486,289)	(283,640)	(141,023)	142,617
Economic Services								
1.55 Standpipe Controller 1	4130890	590	OC13801	(20,000)	(20,000)	(20,000)	(30,918)	(10,918)
Total - Economic Services				(20,000)	(20,000)	(20,000)	(30,918)	(10,918)
0.31 Total - Infrastructure - Other				(553,081)	(553,081)	(337,176)	(171,981)	165,195
0.35 Grand Total				(4,628,055)	(4,628,055)	(3,283,880)	(1,603,498)	1,680,382
Summary by Balance Sheet Category								
Land Held For Resale (Current)		340		0	0	0	0	0
Land Held For Resale (Non Current)		507		(50,000)	(50,000)	(29,169)	(49,412)	(20,243)
Land - Freehold		508		0	0	0	0	0
Buildings - Specialised		512		(684,204)	(684,204)	(432,072)	(162,714)	269,358
Buildings - Non Specialised		514		(67,290)	(67,290)	(39,200)	(54,067)	(14,867)
Furniture & Equipment		520		(15,000)	(15,000)	(8,750)	0	8,750
Plant & Equipment		530		(1,373,057)	(1,373,057)	(1,317,993)	(618,093)	699,900
Infrastructure - Roads		540		(1,859,924)	(1,859,924)	(1,104,652)	(506,632)	598,020
Infrastructure - Bridges		555		(20,000)	(20,000)	(11,662)	(35,100)	(23,438)
Infrastructure - Footpaths & Cycleways		560		(5,500)	(5,500)	(3,206)	(5,500)	(2,294)
Infrastructure - Other		590		(553,081)	(553,081)	(337,176)	(171,981)	165,195
				0	0	0	0	0
				0	0	0	0	0
				0	0	0	0	0
				(4,628,055)	(4,628,055)	(3,283,880)	(1,603,498)	1,680,382

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

FINANCING ACTIVITIES
NOTE 9
LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2024	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport													
Loan 118 - Depot Building	192,389	0	0	0	0	52,911	52,911	192,389	139,477	139,477	2,833	5,450	5,450
Loan 119 - Park Cottages	85,229	0	0	0	33,722	14,987	14,987	51,508	70,243	70,243	514	1,206	1,206
	277,618	0	0	0	33,722	67,898	67,898	243,896	209,720	209,720	3,346	6,656	6,656
Total	277,618	0	0	0	33,722	67,898	67,898	243,896	209,720	209,720	3,346.23	6,656	6,656
Current loan borrowings	67,898							34,176					
Non-current loan borrowings	209,720							209,720					
	277,618							243,896					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

Particulars/Purpose	01 Jul 2024	New Financing			Lease Financing Principal Repayments			Lease Financing Principal Outstanding			Lease Financing Interest Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, Order & Public Safety													
Lease 2 - CESM Vehicle	0	0	0	0	0	17,555	17,555	0	(17,555)	-17,555	0	0	0
Economic Services													
Matrix Cardio Equipment	31,692	0	0	0	8,235	12,370	12,370	23,457	19,322	19,322	1,074	1,324	1,324
Other Property & Services													
Lease 3 - Canon Photocopier	0	0	0	0	0	0	0	0	0	0	0	0	0
	31,692	0	0	0	8,235	29,925	29,925	23,457	1,767	1,767	1,074	1,324	1,324
Total	31,692	0	0	0	8,235	29,925	29,925	23,457	1,767	1,767	1,074	1,324	1,324
Current financing borrowings	11,047							2,811					
Non-current financing borrowings	20,646							20,646					
	31,693							23,457					

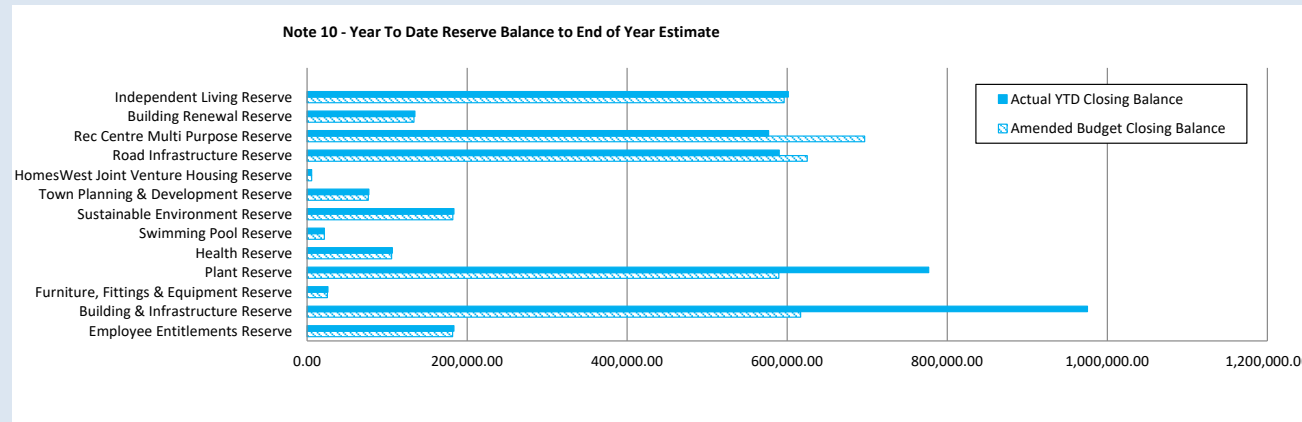
SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 JANUARY 2025

OPERATING ACTIVITIES
 NOTE 10
 CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlements Reserve	177,148.64	4,739.00	6,294.52	0.00	0.00	0.00	0.00	181,887.64	183,443.16
Building & Infrastructure Reserve	941,595.30	25,191.00	33,634.11	0.00	0.00	(350,000.00)	0.00	616,786.30	975,229.41
Furniture, Fittings & Equipment Reserve	24,719.78	661.00	1,468.18	0.00	0.00	0.00	0.00	25,380.78	26,187.96
Plant Reserve	749,430.27	20,050.00	27,295.58	0.00	0.00	(180,000.00)	0.00	589,480.27	776,725.85
Health Reserve	102,974.01	2,755.00	3,658.92	0.00	0.00	0.00	0.00	105,729.01	106,632.93
Swimming Pool Reserve	20,970.35	561.00	745.12	0.00	0.00	0.00	0.00	21,531.35	21,715.47
Sustainable Environment Reserve	177,262.39	4,742.00	6,298.56	0.00	0.00	0.00	0.00	182,004.39	183,560.95
Town Planning & Development Reserve	74,508.35	1,993.00	2,647.47	0.00	0.00	0.00	0.00	76,501.35	77,155.82
HomesWest Joint Venture Housing Reserve	5,610.09	150.00	199.34	0.00	0.00	0.00	0.00	5,760.09	5,809.43
Road Infrastructure Reserve	569,730.93	15,242.00	20,243.92	40,000.00	0.00	0.00	0.00	624,972.93	589,974.85
Rec Centre Multi Purpose Reserve	556,992.15	14,901.00	19,791.28	125,000.00	0.00	0.00	0.00	696,893.15	576,783.43
Building Renewal Reserve	130,029.96	3,479.00	4,620.29	0.00	0.00	0.00	0.00	133,508.96	134,650.25
Independent Living Reserve	580,666.81	15,536.00	20,632.49	0.00	0.00	0.00	0.00	596,202.81	601,299.30
	4,111,639.03	110,000.00	147,529.78	165,000.00	0.00	(530,000.00)	0.00	3,856,639.03	4,259,168.81

KEY INFORMATION



SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2024	Liability Increase	Liability Reduction	Closing Balance 31 Jan 2025
		\$	\$	\$	\$
Other Liabilities					
- Contract Liabilities	12	68,952	12,000	(75,780)	5,172
- Capital Grant/Contribution Liabilities	13	169,695	311,786	(277,580)	203,901
Total Other liabilities		238,647	323,786	(353,360)	209,073
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
Total current unspent grants, contributions and reimbursements		238,647	323,786	(353,360)	209,073
Employee Related Provisions					
Annual leave		120,960	0	0	120,960
Long service leave		33,441	0	0	33,441
Annual leave oncosts		17,260	0	0	17,260
Long service leave oncosts		4,424	0	0	4,424
Total Provisions		176,085	0	0	176,085
Total Other Current Liabilities					385,158

Amounts shown above include GST (where applicable)

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

CONTRACT LIABILITIES

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

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**NOTE 12
GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Grant, Subsidies and Contributions Liability					Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jan 2025	Current Liability 31 Jan 2025	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance									
DLGSC Chart of Accounts (COA) Implementation Grant	0	0	0	0	0	0	0	0	0
General purpose funding									
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	202,474	202,474	202,473	103,874
Grants Commission - Roads (WALGGC)	0	0	0	0	0	101,618	101,618	101,617	34,147
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade Mitigation Activity Fund Grant Program - Round 2	67,500	0	(63,780)	3,720	3,720	67,500	67,500	39,354	63,780
Education and welfare									
Youth Week Grant	1,257	0	0	1,257	1,257	0	0	0	0
Children's Week Grant	0	0	0	0	1,000	0	0	0	0
Recreation and culture									
Grant - Toddler Learn to Swim	0	0	0	0	0	2,500	2,500	0	0
NADC National Australia Day Grant	0	12,000	(12,000)	0	0	0	0	0	12,000
NAIDOC Week Grant	0	0	0	0	0	1,350	1,350	0	0
Volunteering WA Grant	195	0	0	195	195	0	0	0	0
Transport									
Direct Grant (MRWA)	0	0	0	0	0	180,708	180,708	180,708	213,884
	68,952	12,000	(75,780)	5,172	6,172	600,874	600,874	553,670	449,779
Contributions									
TOTALS	68,952	12,000	(75,780)	5,172	6,172	600,874	600,874	553,670	449,779

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

NOTE 13

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital Grants, Subsidies and Contributions Liability					Capital Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jan 2025	Current Liability 31 Jan 2025	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety									
South Caroling Water Tank	0	0	0	0	0	4,219	4,219	4,219	0
Solar Electronic Fire Danger Signs (Capital) - DRF Funded	0	0	0	0	0	15,000	15,000	15,000	0
Community amenities									
Electric Car Charging Station (Capital)	0	6,600	0	6,600	6,600	6,926	6,926	4,032	0
Recreation and culture									
LRCI Grant Phase 3 - Construction Hall Carpark	0	0	0	0	0	0	0	0	(13,171)
LRCI Grant Phase 4 - Greater Sports Ground - Multi Use Courts	0	0	0	0	236,009	393,347	393,347	229,460	0
LRCIP Grant Phase 3 - Community Park	0	0	0	0	0	0	0	0	(11,562)
CBH grant - Multi Use Courts Resurfacing	7,500	0	0	7,500	7,500	0	0	0	0
Greater Sports Ground (Gsc) - Netball/Basketball Courts (Csrff Funded) - Income	0	0	0	0	0	125,000	125,000	0	0
Transport									
R2R Grant - Dangin Terrace (R2R)	0	0	0	0	0	96,875	96,875	56,504	0
R2R Grant - Walker Street (R2R)	0	0	0	0	0	60,000	60,000	35,000	0
R2R Grant - Subbine Rd, Cubbine (R2R)	0	0	0	0	0	81,138	81,138	47,341	0
R2R Grant - Kellerberrin-Yoting Rd (R2R)	0	0	0	0	0	90,000	90,000	52,500	0
R2R Grant - Quairading Corrigin Road (R2R)	0	0	0	0	0	138,912	138,912	81,032	0
R2R Grant - Hayes Road (R2R)	0	0	0	0	0	80,000	80,000	46,662	0
R2R Grant - Andrews Road (R2R)	0	0	0	0	0	80,554	80,554	0	0
RRG Grant - Quairading - Corrigin Road 21/22	74,639	0	0	74,639	74,639	0	0	0	0
RRG Grant - Quairading - Corrigin Road 22/23	58,159	0	0	58,159	58,159	0	0	0	0
RRG Grant - Quairading - Corrigin Road 23/24	0	92,006	(92,006)	0	0	92,006	92,006	92,006	92,006
RRG Grant - Bulyee - Quairading Road 24/25	0	147,955	(132,268)	15,687	15,687	369,888	369,888	369,888	132,268
RRG Grant - Old Beverley East Road 24/25	0	65,225	(41,342)	23,883	23,883	163,063	163,063	163,063	41,342
LRCIP Grant Phase 3 - Mt Stirling Rd Resheet	0	0	0	0	0	0	0	0	(3,875)
LRCIP Grant Phase 4 - Old Beverley East Road	0	0	0	0	123,758	226,889	226,889	132,349	0
WSFN Grant - Dangin - Mears Development Funds	29,398	0	(11,964)	17,434	17,434	24,752	24,752	18,564	11,964
	169,695	311,786	(277,580)	203,901	563,668	2,048,569	2,048,569	1,347,620	248,973
Capital Contributions									
Contribution towards Community Car Replacement	0	0	0	0	0	17,812	17,812	17,812	0
	0	0	0	0	0	17,812	17,812	17,812	0
Total capital grants, subsidies and contributions	169,695	311,786	(277,580)	203,901	563,668	2,066,381	2,066,381	1,365,432	248,973

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

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

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

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

Description	Opening Balance 01 Jul 2024	Amount Received	Amount Paid	Closing Balance 31 Jan 2025
		\$	\$	\$
Restricted Cash - Bonds and Deposits				
Building Services Levy (BSL)	2,581.57	434.31	(3,081.23)	(65.35)
Construction Training Fund (CTF)	588.53	252.99	0.00	841.52
Councillor Nomination Fee	0.00	0.00	0.00	0.00
Key, Hall & Equipment Bonds	4,458.55	9,420.25	(5,595.00)	8,283.80
Unclaimed Monies	1,152.50	0.00	0.00	1,152.50
Department of Transport Licensing	(4,784.19)	297,014.20	(297,014.20)	(4,784.19)
TransWA	0.00	0.00	0.00	0.00
Other Bonds & Deposits/Cuneata Rise	39,887.30	19,201.00	(31,400.00)	27,688.30
Caravan Park Cabin Bonds	0.00	0.00	0.00	0.00
Community Bus Bonds	541.30	0.00	0.00	541.30
Rental Bonds	6,966.00	2,224.00	(4,736.00)	4,454.00
Animal Trap Bonds	0.00	0.00	0.00	0.00
Sub-Total	51,391.56	328,546.75	(341,826.43)	38,111.88
Trust Funds				
Nil	0.00	0.00	0.00	0.00
Sub-Total	0.00	0.00	0.00	0.00
	51,391.56	328,546.75	(341,826.43)	38,111.88

KEY INFORMATION

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

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

The material variance adopted by Council for the 2024/25 year is \$10,000 and 10%.

Favourable Variance. ▲
Unfavourable Variance. ▼

Community Amenities	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
General Purpose Funding - Other	(129,381)	(32%)	▼	S	Timing	Quarter 1 and Quarter received - Qtr 3 and 4 to be received
Law, Order and Public Safety	(58,956)	(29%)	▼	S	Timing	Negative variance a combination of CESM/BRMP reimbursement not being received and positive Mitigation Activity Fund Grant being received earlier than budgeted.
Education and Welfare	18,247	43%	▲	S	Timing	
Community Amenities	39,731	29%	▲	S		Timing of budget allocation for Domestic Refuse Collection Charges.
Recreation and Culture	11,461	74%	▲	S	Timing	
Economic Services	(25,596)	(12%)	▼	S	Timing	
Other Property and Services	58,184	185%	▲	S	Permanent	
Expenditure from operating activities						
Law, Order and Public Safety	(86,598)	(24%)	▼	S	Timing	Vacancy in CESM Appointment
Health	(145,176)	(46%)	▼	S	Timing	
Education and Welfare	47,978	22%	▲	S	Timing	
Community Amenities	251,758	38%	▲	S	Timing	
Other Property and Services	(40,815)	(45%)	▼	S	Timing	
INVESTING ACTIVITIES						
Capital Grants, Subsidies and Contributions	(1,116,459)	(82%)	▼	S	Timing	Grant funding still to be received
Proceeds from Disposal of Assets	(359,377)	(65%)	▼	S	Timing	Not all purchases have been made, further disposals expected
Land Held for Resale	(20,236)	(69%)	▼	S	Timing	Settlements still to be conducted on land sales
Land and Buildings	254,491	54%	▲	S	Timing	Work not yet completed
Plant and Equipment	699,900	53%	▲	S	Timing	Items not yet purchased
Infrastructure Assets - Roads	598,024	54%	▲	S	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Other	165,195	49%	▲	S	Timing	Projects not yet completed, see capital Works Note 8.

SHIRE OF QUAIRADING - ANNUAL BUDGET REVIEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 JANUARY 2025

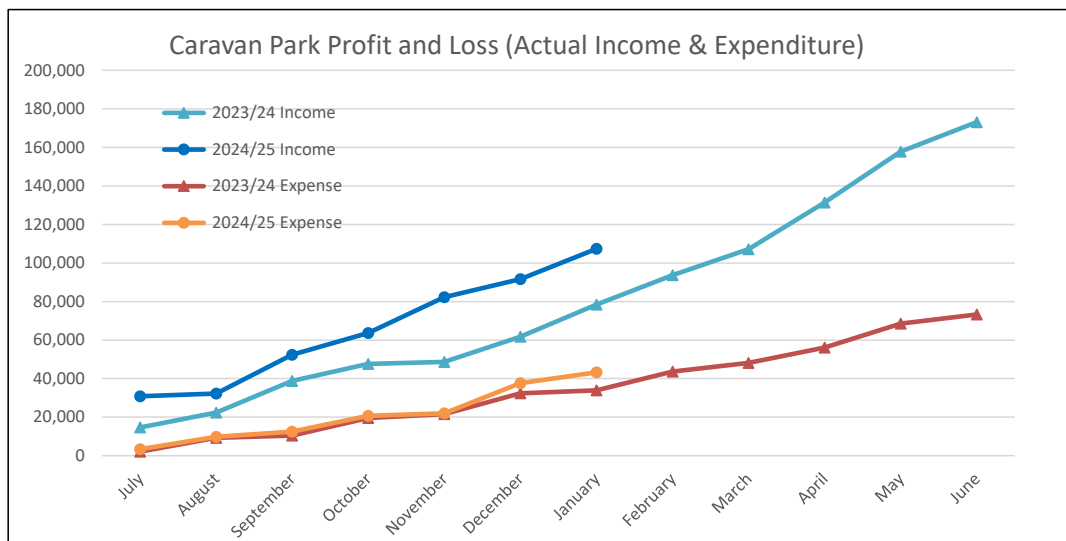
NOTE 16
BUDGET AMENDMENTS

GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			Budget Adoption		Closing Surplus/(Deficit)	\$	\$ 24,534	\$	\$ 24,534
			Following EOY Adjustments		Opening Surplus/(Deficit)		22,453		
						0	46,987	0	46,987
KEY INFORMATION									







**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**NOTE 17
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	YTD Budget (Amended)	Annual Budget (Original)	Annual Budget (Amended)	Annual (Amd) Var %
INCOME						
Caravan Park Charges	326	\$ 27,562.94	\$ 34,986.00	\$ 60,000.00	\$ 60,000.00	46%
Cabin and Unit Charges	390	\$ 79,601.32	\$ 75,803.00	\$ 130,000.00	\$ 130,000.00	61%
Fees, Charges & Reimbursements		\$ 159.11	\$ -	\$ -	\$ -	0%
TOTAL INCOME	716	\$ 107,323.37	\$ 110,789.00	\$ 190,000.00	\$ 190,000.00	56%
EXPENDITURE						
Caravan Park						
Salaries & Wages		\$ 4,983.44	\$ 9,317.00	\$ 15,990.00	\$ 15,990.00	31%
Materials & Contracts		\$ 5,949.23	\$ 6,776.00	\$ 11,640.00	\$ 11,640.00	51%
Utilities & Insurance		\$ 6,036.53	\$ 7,973.00	\$ 13,700.00	\$ 13,700.00	44%
Caravan Park Total		\$ 16,969.20	\$ 24,066.00	\$ 41,330.00	\$ 41,330.00	41%
Cabins (3x 2 bedroom Cabins)						
Salaries & Wages		\$ 1,241.90	\$ 13,398.00	\$ 23,025.00	\$ 23,025.00	5%
Materials & Contracts		\$ -	\$ 1,470.00	\$ 2,532.00	\$ 2,532.00	0%
Utilities & Insurance		\$ 9,095.51	\$ 6,426.00	\$ 10,757.00	\$ 10,757.00	85%
Cabins Total		\$ 10,337.41	\$ 21,294.00	\$ 36,314.00	\$ 36,314.00	28%
Caretaker Reception						
Salaries & Wages		\$ 8,691.87	\$ 5,593.00	\$ 9,594.00	\$ 9,594.00	91%
Materials & Contracts		\$ 848.28	\$ 518.00	\$ 892.00	\$ 892.00	95%
Utilities & Insurance		\$ 3,290.49	\$ 3,984.00	\$ 6,667.00	\$ 6,667.00	49%
Caretaker Reception Total		\$ 12,830.64	\$ 10,095.00	\$ 17,153.00	\$ 17,153.00	75%
Units (4x 1 bedroom units)						
Salaries & Wages		\$ 810.28	\$ 4,837.00	\$ 8,315.00	\$ 8,315.00	10%
Materials & Contracts		\$ -	\$ 490.00	\$ 844.00	\$ 844.00	0%
Utilities & Insurance		\$ 2,304.70	\$ 693.00	\$ 1,109.00	\$ 1,109.00	208%
Units Total		\$ 3,114.98	\$ 6,020.00	\$ 10,268.00	\$ 10,268.00	30%
TOTAL EXPENDITURE		\$ 43,252.23	\$ 61,475.00	\$ 105,065.00	\$ 105,065.00	41%
Closing Funding Surplus(Deficit)		\$ 64,071.14	\$ 49,314.00		\$ 84,935.00	75%



11.5 Accounts for Payment - December 2024 & January 2025**Responsible Officer** Cynthia Lowe, Senior Finance Officer**Reporting Officer** Lauryn McLean, Finance & Customer Service Officer

- Attachments**
1. 11.1 (i) List of Accounts December 2024 [↓](#) 
 2. 11.1 (ii) Department of Transport Takings December 2024 [↓](#) 
 3. 11.1 (iii) Credit Card Reconciliation December 2024 [↓](#) 
 4. 11.1 (i) List of Accounts January 2025 [↓](#) 
 5. 11.1 (ii) Department of Transport Takings January 2025 [↓](#) 
 6. 11.1 (iii) Credit Card Reconciliation January 2025 [↓](#) 

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

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council note the following:

1. That schedule of accounts for December 2024 covering EFT 14748 to EFT 14872 and DD17288.1 to DD17377.1 totalling \$636,439.84 be received (Attachment i);
2. That police licensing payments for the month of December 2024 totalling \$54,046.75 be received (Attachment ii); and
3. That fund transfers to the corporate credit card for December 2024 totalling \$10,056.68 be received (Attachment iii); and
4. That net payroll payments for the month of December 2024 totalled \$227,062.19; and
5. That schedule of accounts for January 2025 covering EFT 14873 to EFT 14939 and DD17396.1 to 17398.1 totalling \$313,681.41 be received (Attachment i);
6. That police licensing payments for the month of January 2025 totalling \$29,380.20 be received (Attachment ii); and
7. That fund transfers to the corporate credit card for January 2025 totalling \$3,009.04 be received (Attachment iii); and
8. That net payroll payments for the month of January 2025 totalled \$129,495.78; and
9. That the lease payments for the month of December 2024 and January 2025 totalled \$2759.15 for the CESM vehicle lease.

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the accounts paid during December 2024 and January 2025.

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

POLICY IMPLICATIONS

Corporate Credit Card Policy

Purchasing Policy

Delegation 1.1.13: Payments from the municipal or trust funds

FINANCIAL IMPLICATIONS

Payment from Council’s municipal fund. Expenditure as per delegated authority and included in the 2024/2025 budget.

Payments made for the 2024/25 year in the payments List have been included in Council’s budget in accordance with section 6.8 of the Local Government Act 1995.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

- 3.1 Governance, Financial and Compliance Risks:** Financial Viability and Asset Management
- 3.3 Governance, Financial and Compliance Risks:** Organisational Misconduct

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

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

The payment listing for December 2024 and January 2025 are included in **Attachment (i)**

11.1 (I) List Of Accounts - December 2024					
EFT14748	03/12/2024	SPECIALISED TREE SERVICE - EFTSURE VERIFIED	VERGE MULCHING (R2R) - KELLERBERRIN/YOTTING RD SLK0.00 - 16.10. AS PER ESTIMATE 1254.	\$ 82,262.88	FULLY
EFT14749	06/12/2024	VEECO LAUNDRY SYSTEMS	REPAIRS TO DRAIN PUMP - CARETAKER / CABIN WASHING MACHINE INCLUDING TRAVEL	\$ 1,333.75	
EFT14750	06/12/2024	TET'S TURF SERVICES - EFTSURE VERIFIED	SPRAYING OF BROADLEAFS - CARAVAN PARK	\$ 150.00	
EFT14751	06/12/2024	TELSTRA	TELSTRA ACCOUNT #941548000 (LANDLINES) SUPPLY AND USAGE FOR THE PERIOD 19/11/24 - 19/12/24 - SHIRE ADMIN, MEDICAL PRACTICE, LANDCARE.P/LICENSING, POOL, DEPOT, QCRC	\$ 611.59	
EFT14752	06/12/2024	SHIRE OF MERREDIN	CENTRAL WHEATBELT VISITOR CENTRE 2024/25 MEMBERSHIP	\$ 215.00	
EFT14753	06/12/2024	EASTERN HILLS CHAINSAWS & MOWERS	SPINDLE CHANGE FOR MOWER SERVICE & REPAIRS ON WHIPPERSNIPPER SERVICE & REPAIRS ON CHAINSAW	\$ 1,550.70	
EFT14754	06/12/2024	COMMUNITY RESOURCE CENTRE - QUAIRADING	BANKSIA BULLETIN AND STAFF PHOTOCOPYING SERVICES	\$ 97.24	
EFT14755	06/12/2024	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	COMMUNITY CAR - FUEL - MAY 2024 COMMUNITY CAR FUEL- NOV 2024	\$ 580.44	FULLY
EFT14756	06/12/2024	BOB WADDELL & ASSOCIATES PTY LTD	2024/2025 RATES MANAGEMENT: 3.75HRS SERVICE PROVIDED BY TARA (W/E: 30/11/24) CHANGE OF OWNERSHIP, CREDIT TRANSFER, REQUEST AMALGAMATE, CHECK WATERCORP FOR PENSIONER APP, TRANSFER CREDIT, APPLY FOR PENSIONER REBATE ASSISTANCE WITH GST ON LHFR DISPOSAL QUERY	\$ 748.00	
EFT14757	06/12/2024	SYNERGY	SYNERGY ACCOUNT #149617730 LOT333 CUBBINE ROAD POWER USAGE AND SUPPLY FOR THE PERIOD 06/09/2024 - 05/11/2024 - 1229 UNITS USED SYNERGY ACCOUNT #438321960 74 MCLENNAN STREET POWER USAGE AND SUPPLY FOR THE PERIOD 11/09/2024 - 11/11/2024 - 784 UNITS USED - ONCHARGE	\$ 827.68	PARTIALLY
EFT14758	06/12/2024	SULLIVAN LOGISTICS PTY LTD T/A KALEXPRESS AND QUALITY TRANSPORT	FREIGHT - SIGNS	\$ 130.75	
EFT14759	06/12/2024	BENTNAIL BUILDING & MAINTENANCE	GRAVE DIGGING- EXCAVATOR HIRE	\$ 759.00	
EFT14760	06/12/2024	COMMERCIAL LOCKSMITHS	MASTER KEYS FOR FIRE APPLIANCES (5.1) & 2 x PADLOCKS	\$ 524.15	FULLY
EFT14761	06/12/2024	G J JONES PLUMBING	ANNUAL BACK FLOW TESTING - 9 x STANDPIPES INSTALL WATER SERVICE TO FIRE TANK - CNR DANGIN-MEARS & OLD BEVERLEY REPAIR HWS, UNIT 5 AKV SCHEME PIPE- REPAIRS TO OVAL IRRIGATION	\$ 2,955.09	
EFT14762	06/12/2024	APTELLA	CALIBRATION OF LAZER LEVEL	\$ 176.00	
EFT14763	06/12/2024	MALCOLM THOMPSON PUMPS - EFTSURE VERIFIED	SUPPLY & REPLACE BORE PUMPS 3 & 4 - QDG BORE FIELD	\$ 8,114.45	PARTIALLY
EFT14764	06/12/2024	IMPRINT PLASTIC	3 x NAME BADGES FOR WASTE SITE STAFF	\$ 57.75	

EFT14765	06/12/2024	FARMARAMA PTY LTD	ASST MATERIAL FOR FIRE TANKS DEPOT WORKSHOP - 3 x TORK T2 MINI JUMBO T/ROLLS, BINLINERS 240LT, 2 X KLEENEX INTERLEAF HAND TOWELS, SWIMMING POOL - URINAL BLOCKS ASST MATERIALS FOR WATER TANK ON SHIRE TIPPER TRUCKS ASST MATERIALS FOR FIRE TANKS, TORK T2 MINI JUMBO T/ROLL 400MM 1 PLY 12CTN - PUBLIC CONVENIENCES CEMENT BAGS GREY x 2 - PARKS AND GARDENS, BIN LINERS 240lt - STREET BIN COLLECTION DAVEY HONDA FIRE PUMP 6.5HP (FIRE TANK TRAILER) ASST MATERIAL FOR FIRE WATER TANK	\$ 4,088.06	
EFT14766	06/12/2024	HELEN JUDITH ROGERS	REFUND OF CAT TRAP BOND, HELEN ROGERS, 29/11/2024 - 12/12/2024	\$ 20.00	FULLY
EFT14767	06/12/2024	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	FUEL - Q0, Q0, POTH, Q685 - NOVEMBER 2024	\$ 845.14	
EFT14768	06/12/2024	WESTWIDE AUTO ELECT & AIR CON	CESM VEHICLE- AUTO ELECTRICAL REPAIRS	\$ 1,712.56	PARTIALLY
EFT14769	06/12/2024	Crisp Wireless	MONTHLY INTERNET CONNECTION - NOVEMBER 2024 - SHIRE BUILDING, DEPOT, 8 DALL ST, 28 REID ST, MEDICAL CLINIC, YOUTH CENTRE, DR HOUSE, SWIMMING POOL, COMMUNITY VET CLINIC	\$ 1,011.90	
EFT14770	06/12/2024	The Maker's Keep	CATERING FOR LG PROFESSIONALS WORKSHOP 27.11.2024, 22 X \$28PP, INCL. GST	\$ 616.00	PARTIALLY
EFT14771	06/12/2024	FULLY PROMOTED MIDLAND	UNIFORMS - EMED	\$ 399.30	
EFT14772	06/12/2024	MJB INDUSTRIES PTY LTD	REPLACEMENT CULVERTS FOR MINCHIN RD HEADWALLS FOR QUAIRADING - CORRIGIN RD (R2R), REPLACE TIMBER CULVERTS	\$ 19,649.70	FULLY
EFT14773	06/12/2024	FIREFLY LIGHTING	JOINING PINS FOR LED ROPE, GIANT XMAS BAUBLE	\$ 308.99	
EFT14774	06/12/2024	MITCHELL MOSS	REIMBURSEMENT FOR REFRESHMENTS - SPECIAL PROJECTS OFFICER	\$ 53.00	
EFT14775	06/12/2024	W.A SAFETY TAPE AND MESH	SAFETY STEP, EARPLUGS- WORKS DEPOT	\$ 484.00	
EFT14776	06/12/2024	ROCK SOLID SERVICES	TOPIN WEIR-REPLACEMENT POWER POLES - PRIVATE POLES DRS RESIDENCE-REPLACEMENT POWER POLES - PRIVATE POLES	\$ 4,620.00	
EFT14777	06/12/2024	CIVIL PRODUCTS WA - EFTSURE VERIFIED	SIGNS FOR RAMP AT POOL	\$ 226.60	
EFT14778	06/12/2024	DY-MARK (AUST) PTY LTD - EFTSURE VERIFIED	LINE MARKING PAINT-ROAD CONSTRUCTION - RRG (PARTIAL)	\$ 1,455.84	PARTIALLY
EFT14779	06/12/2024	GRAEME ELLIS	REIMBURSEMENT FOR SELLEYS FILLER, MORTAR,BUMPER GUARD - VET CLINIC	\$ 147.38	
EFT14780	06/12/2024	XAV GROUP PTY LTD T/A CONTRACT AQUATIC	ANNUAL 2024-2025 SWIMMING POOL OPERATION CONTRACT - NOVEMBER 2024 ANNUAL 2024-2025 SWIMMING POOL OPERATION CONTRACT - DECEMBER 2024	\$ 39,600.00	
EFT14781	06/12/2024	MARY MICHAEL	REFUND OF TOWN HALL BUILDING & KEY BOND - MARY MICHAEL 28.11.24	\$ 875.00	FULLY
EFT14782	06/12/2024	SHIRE OF QUAIRADING	PARTIAL REFUND FOR CLEANING OF TOWN HALL - PLAYGROUP	\$ 143.00	FULLY
EFT14783	06/12/2024	PLUMBERJ'S MOBILE PLUMBING	190 McLENNAN ST - REPLACEMENT HOT WATER SYSTEM RENEW HOSE TAP AT SHIRE OFFICE REPAIR LEAKING RETIC, PARKER HOUSE RENEW SHOWER TAPS IN LAYBY ABLUTIONS	\$ 1,958.00	

EFT14784	06/12/2024	SHERIDAN'S FOR BADGES	NAME BADGES FOR CSO, CR GOM & ADMIN TRAINEE	\$ 145.76	
EFT14785	12/12/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC DEBT RECOVERY COSTS FOR OCTOBER 2024 AMPAC DEBT RECOVERY COSTS FOR SEPTEMBER 2024	\$ 191.50	FULLY
EFT14786	12/12/2024	QUAIRADING TYRE & BATTERY SUPPLIES	REPAIR TYRE-IMP/ 20X8/10-10 TR13 - 2023 FUSO TRUCK 2 x 3 1/2 EXHAUST CLAMP ROLLER - ROLLER	\$ 101.45	
EFT14787	12/12/2024	AVON WASTE	DOM RUBBISH X4, RECYCLING AND WASTE SERVICES FOR NOVEMBER 2024	\$ 11,753.06	PARTIALLY
EFT14788	12/12/2024	QUAIRADING FARMERS CO-OP	QUAIRADING FARMERS CO-OP PURCHASES NOVEMBER - ADMIN, DEPOT, CARAVAN PARK, COUNCILLORS	\$ 309.62	
EFT14789	12/12/2024	TELSTRA	TELSTRA ACCOUNT #3147560738 USAGE FOR THE PERIOD 02/12/24 - 01/01/25 WAP INTERNET,GST TELSTRA ACCOUNT #3147560795 USAGE FOR THE PERIOD 04/12/24 - 03/01/25 CESM SAT PHONE	\$ 414.96	PARTIALLY
EFT14790	12/12/2024	COUNTRY COPIERS NORTHAM	SHIRE ADMIN COPIER READING FOR THE PERIOD 11/11/24 - 09/12/24	\$ 195.17	
EFT14791	12/12/2024	SHIRE OF KULIN	TRAINING - CHAIN SAW SKILL SET (4 X WORKS DEPOT GENERAL HAND EMPLOYEES)	\$ 449.20	
EFT14792	12/12/2024	QUAIRADING CLUB INC.	COUNCIL REFRESHMENTS	\$ 56.00	
EFT14793	12/12/2024	WATER CORPORATION	WATER CORP ACCOUNT #9010981253 14 REID STREET WATER USAGE AND SUPPLY FOR THE PERIOD 15/10/24 - 06/12/24 84KL USED - ONCHARGE WATER CORP ACCOUNT #9016338939 7 EDWARDS WAY WATER AND SEWERAGE SUPPLY FOR THE PERIOD 01/11/24 - 31/12/24 WATER CORP ACCOUNT #9010981392 28 REID STREET WATER USAGE AND SUPPLY FOR THE PERIOD 15/10/24 - 06/12/24 50KL USED - ONCHARGE	\$ 1,092.01	PARTIALLY
EFT14794	12/12/2024	BOB WADDELL & ASSOCIATES PTY LTD	2024/225 RATES MANAGEMENT: 3HRS SERVICE PROVIDED BY TARA (W/E: 08/12/24) PENSIONER CLAIMS, APPLICATIONS & LETTERS	\$ 528.00	
EFT14795	12/12/2024	SYNERGY	SYNERGY ACCOUNT #857387870 STREET LIGHTS POWER USUAGE AND SUPPLY FOR THE PERIOD 25/10/24 - 24/11/24 SYNERGY ACCOUNT #343155630 TOAPIN WEIR POWER USUAGE AND SUPPLY FOR THE PERIOD 26/09/24 - 22/11/24 31UNITS USED SYNERGY ACCOUNT #417050770 KWIRRADING KOORT POWER USUAGE AND SUPPLY FOR THE PERIOD 03/10/24 - 29/11/24 421.543UNITS USED	\$ 3,092.94	
EFT14796	12/12/2024	COMMERCIAL LOCKSMITHS	MASTER SYSTEM KEYS AND PADLOCKS - PARKS AND GARDENS REPLACEMENT ACCESS PIN PAD - FIRE SHED	\$ 2,760.73	FULLY
EFT14797	12/12/2024	WESTRAC PTY LTD	DIAGNOSE AND REPAIR CATERPILLAR TRUCK ENGINE FAULT LOADER BUCKET- CUTTING EDGES - 2016 CATERPILLAR LOADER	\$ 3,712.97	
EFT14798	12/12/2024	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OF DECEMBER 2024 - DATES SERVICED 21/11/2024 & 26/11/24	\$ 693.00	
EFT14799	12/12/2024	MM ELECTRICAL MERCHANDISING NORTHAM	GLOBES FOR AIRSTRIP LANDING LIGHTS (20 x 30W and 20 x 40W)	\$ 1,677.50	
EFT14800	12/12/2024	LOCAL GOVERNMENT PROFESSIONALS	INHOUSE FINANCE FOR NON FINANCIAL PEOPLE WORKSHOP - COURSE DATE 27/11/24	\$ 5,029.20	PARTIALLY
EFT14801	12/12/2024	OFFICEWORKS	STATIONARY PURCHASE - DECEMBER 2024 - ADMIN AND CARAVAN PARK AND MINOR ASSETS	\$ 1,336.34	
EFT14802	12/12/2024	QUAIRADING BOOK POST (2020)	MONTHLY PROVISION OF LIBRARY SERVICES - DECEMBER 2024 ADMIN POSTAGE & STATIONERY - DECEMBER 2024, RATES REMINDERS - DECEMBER 2024	\$ 2,594.08	
EFT14803	12/12/2024	BRIAN KIMBER	REIMBURSMENT - SKELETON WEED - BRIAN KIMBER - DECEMBER 2024	\$ 493.20	FULLY
EFT14804	12/12/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC DEBT RECOVERY COSTS FOR NOVEMBER	\$ 364.20	FULLY

EFT14805	12/12/2024	COMPLETE OFFICE SUPPLIES PTY LIMITED	STATIONARY PURCHASE ORDER - ADMIN, DEPOT, CEMETARY ADMIN STATIONARY PURCHASE DECEMBER 2024 - CLOCK, AA BATTERIES, THERMAL LABELS, KEYBOARD & STAPLE REMOVERS	\$ 1,004.11	
EFT14806	12/12/2024	REWARD HOSPITALITY	CHARCOAL TOWELS - CARAVAN PARK	\$ 182.50	
EFT14807	12/12/2024	TAYLOR SMART LAWYERS & NOTARIES	LEGAL PROFESSIONALS FEE'S FOR LEASE AGREEMENT INC LANGATE SEARCH - 11 JENNABERRING ROAD QUAIRADING (VET CLINIC)	\$ 2,374.80	
EFT14808	12/12/2024	PARAMOUNT PROJECTS	SHIRE OF QUAIRADING RISK MANAGEMENT WORKSHOP FACILITATION AND CONSULTATION - 2 DAYS @ \$1520EA	\$ 3,664.00	
EFT14809	12/12/2024	SECUREX PTY LTD.	DEPOT STAFF MEMBER (CLEANER) ADDED TO ADMIN ALARM SYSTEM DEPOT STAFF MEMBER (CLEANER) ADDED PIN TO DEPOT ALARM SYSTEM	\$ 154.00	
EFT14810	12/12/2024	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	2 X NEW DYNABOOK TECRA LAPTOPNS AND DELL DOCKING STATIONS - INCLUDES SETUP AND INSTALLATION - GRANTS/PROJECT OFFICERS	\$ 8,886.06	
EFT14811	12/12/2024	ALTUS PLANNING - EFTSURE VERIFIED	TOWN PLANNING SERVICES NOVEMBER 2024	\$ 2,895.75	
EFT14812	12/12/2024	ZONE 50 ENGINEERING SURVEYS PTY LTD	OLD BEVERLEY EAST RD- ROAD SURVEY & DESIGN - RRG (PARTIAL)	\$ 13,421.38	PARTIALLY
EFT14813	12/12/2024	MJB INDUSTRIES PTY LTD	RCP & HEADWALLS FOR BULYEE-QDG RD, RRG002 - RRG (PARTIAL)	\$ 51,658.75	PARTIALLY
EFT14814	12/12/2024	BOBCAT PLUS PTY LTD	TRELOAR RD- DRAINAGE MAINTENACE	\$ 6,600.00	
EFT14815	12/12/2024	RPM HIRE - EFTSURE VERIFIED	TRAILER MOUNTED TRAFFIC LIGHTS - HIRE FOR ROAD CONSTRUCTION - NOVEMBER - OLD BEVERLEY EAST ROAD & BULYEE ROAD - RRG (PARTIAL)	\$ 2,227.50	PARTIALLY
EFT14816	12/12/2024	CHG-MERIDIAN AUDTRALIA PTY LIMITED	QUAIRADING CRC GYM EQUIPMENT RENTAL FOR 01/01/2025 TO 31/03/25	\$ 3,401.99	
EFT14817	12/12/2024	Bond Investments WA Pty Ltd - EFTSURE Verified	TEMPORARY HIRE OF 2 x SPEED RADAR BOARDS FOR MAIN ST PRECINCT - YORK-MERREDIN RD	\$ 1,815.00	
EFT14818	12/12/2024	BOC LIMITED	CONTAINER SERVICE - DAILY TRACKING FOR PERIOD 29/10/24 - 27/11/24	\$ 50.90	
EFT14819	12/12/2024	BOOEASY AUSTRALIA PTY LTD - EFTSURE VERIFIED	ROOM MANAGER (CARAVAN BOOKINGS) MONTHLY FEE FOR NOVEMBER 2024	\$ 242.00	
EFT14820	20/12/2024	TELSTRA	TELSTRA ACCOUNT #3147560712 SUPPLY AND USAGE FOR PERIOD 16/12/24 - 15/01/25 - ADMIN,DEPOT, CPARK, CESM, WASTE	\$ 436.52	PARTIALLY
EFT14821	20/12/2024	TEAM GLOBAL EXPRESS (PREVIOUSLY T/A TOLL TRANSPORT PTY LTD)	FREIGHT - CARAVAN PARK ORDER FROM REWARD TO QUAIRADING	\$ 43.15	
EFT14822	20/12/2024	LANDGATE	LANDGATE ANNUAL SLIP" SUBSCRIPTION 23/12/24-22/12/25"	\$ 2,609.00	
EFT14823	20/12/2024	EASTERN HILLS CHAINSAWS & MOWERS	SERVICE AND REPAIRS ON WHIPPER SNIPPER	\$ 237.00	
EFT14824	20/12/2024	BURGESS RAWSON	WATER CORP ACCOUNT #9007855416 1 QUAIRADING-YORK WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 338 KL USED WATER CORP ACCOUNT #9018402607 QCRC 1QUAIRADING-YORK WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 191 KL USED WATER CORP ACCOUNT #9010881981 HEAL STREETWESTRAIL PLAN 1422 WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 36 KL USED WATER CORP ACCOUNT #9007855432 HEAL STREET RLY RES WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 152 KL USED	\$ 2,582.76	

EFT14825	20/12/2024	JASON SIGNMAKERS	ROE TOURISM SIGNS - PATHWAYS TO WAVE ROCK	\$ 6,846.70	
EFT14826	20/12/2024	CDA AIR CONDITIONING & REFRIGERATION	VET CLINIC - HIGH WALL SPLIT AIR CONDITIONER	\$ 6,050.00	
EFT14827	20/12/2024	WATER CORPORATION	WATER CORP ACCOUNT #9007856072 POOL, OVAL, COTTAGE WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 102KL USED - ONCHARGE WATER CORP ACCOUNT #9007854093 TOURIST BAY WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 06/12/24 73 KL USED WATERCORP ACCOUNT #9016338939 7 EDWARDS WAY SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 06/12/2024 - 91 UNITS USED WATER CORP ACCOUNT #9007856136 SHIRE ADMIN WATER SUPPLY AND USAGE FOR THE PERIOD 16/10/24 - 11/12/24 46KL USED WATER CORP ACCOUNT #9007856101 1891 MCLENNAN WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 120KL USED	\$ 22,397.94	PARTIALLY
			WATER CORP ACCOUNT #9007856128 28 JUNCTION ROAD WATER SUPPLY AND USAGE FOR THE PERIOD 16/10/24 - 11/12/24 88KL USED WATER CORP ACCOUNT #9007856099 BOWLING CLUB WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 826KL USED WATER CORP ACCOUNT #9007856179 31 FORREST STREET WATER SUPPLY AND USAGE FOR THE PERIOD 16/10/24 - 11/12/24 23KL USED WATER CORP ACCOUNT #9007856080 MCLENNAN ST WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 895KL USED WATER CORP ACCOUNT #9007856021 TENNIS CLUB WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 102KL USED - ONCHARGE		PARTIALLY
			WATER CORP ACCOUNT #9007856507 VET CLINIC WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 0KL USED WATER CORP ACCOUNT #9007855379 MCDONALD STREET WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 2KL USED WATER CORP ACCOUNT #9007858908 2641 CUBBINE ROAD WATER SUPPLY AND USAGE FOR THE PERIOD 16/10/24 - 11/12/24 1KL USED WATER CORP ACCOUNT #9007859257 19 POWELL CRESCENT WATER USAGE AND SUPPLY FOR THE PERIOD 15/11/24 - 11/12/24 18KL USED - ONCHARGE		PARTIALLY
			WATER CORP ACCOUNT #9007859417 31 DALL WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 169 KL USED - ONCHARGE WATER CORP ACCOUNT #9007856013 74 MCLENNAN WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 23 KL USED - ONCHARGE WATER CORP ACCOUNT #9007854421 8 DALL WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 120 KL USED - ONCHARGE WATER CORP ACCOUNT #9007858393 50A SUBURBAN ROAD WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 32KL USED - ONCHARGE WATER CORP ACCOUNT #9007858393 50A SUBURBAN ROAD WATER SUPPLY AND USAGE FOR THE PERIOD 15/10/24 - 11/12/24 32KL USED - ONCHARGE		PARTIALLY
			WATER CORP ACCOUNT #9007858182 3 MURPHY STREET WATER SUPPLY AND USAGE FOR THE PERIOD 16/10/24 - 12/12/24 2KL USED - ONCHARGE WATER CORP ACCOUNT #9007856224 PARKERHOUSE AND AKV POWER SUPPLY AND USAGE FOR THE PERIOD 16/10/24 - 12/12/24 941 KL USED - ONCHARGE WATER CORP ACCOUNT #9007858158 3081 MURPHY STREET WATER SUPPLY AND USAGE FOR THE PERIOD 16/10/24 - 12/12/24 38KL USED WATER CORP ACCOUNT #9007858457 64 CORALING WATER SUPPLY AND USAGE FOR THE PERIOD 16/10/24 - 12/12/24 15 KL USED - ONCHARGE		PARTIALLY

EFT14828	20/12/2024	A W DUNCAN CARPENTRY SERVICES	SUPPLY AND INSTALL NEW DISABLED RAMP WITH HANDRAILS - SWIMMING POOL ENTRY FITTING OF NEW LOCK PIN PAD TO DOODENANNING BFB SHED	\$ 5,188.48	
EFT14829	20/12/2024	SYNERGY	SYNERGY ACCOUNT #765171390 CARAVAN PARK CARETAKER COTTAGE, CABINS 1-3, SINGLE ROOMS 4-7, C/PARK GENERAL, PARKS & GARDENS & Q SWIMMING POOL - POWER USAGE AND SUPPLY FOR THE PERIOD 14/11/24 - 11/12/24 SYNERGY ACCOUNT #765171390 RESIDENCE POWER SUPPLY AND USAGE FOR THE PERIOD 10/10/24 - 13/11/24, SYNERGY ACCOUNT #765171390 CABIN 1 POWER SUPPLY AND USAGE FOR THE PERIOD 10/10/24 - 13/11/24, SYNERGY ACCOUNT #765171390 CABIN 2 POWER SUPPLY AND USAGE FOR THE PERIOD 10/10/24 - 13/11/24 SYNERGY ACCOUNT #765171390 CABIN 3 POWER SUPPLY AND USAGE FOR THE PERIOD 10/10/24 - 13/11/24, SYNERGY ACCOUNT #765171390 CABIN 4-7 POWER SUPPLY AND USAGE FOR THE PERIOD 10/10/24 - 13/11/24, SYNERGY ACCOUNT #765171390 CARAVAN PARK POWER SUPPLY AND USAGE FOR THE PERIOD 10/10/24 - 13/11/24, SYNERGY ACCOUNT #765171390 PARKS AND GARDENS POWER SUPPLY AND USAGE FOR THE PERIOD 10/10/24 - 13/11/24, SYNERGY ACCOUNT #765171390 SWIMMING POOL POWER SUPPLY AND USAGE FOR THE PERIOD 10/10/24 - 13/11/24 SYNERGY ACCOUNT #137839080 QCRC POWER USAGE AND SUPPLY FOR THE PERIOD 13/11/24 - 10/12/24 1719 UNITS USED	\$ 6,438.20	PARTIALLY
EFT14830	20/12/2024	COMFORTSTYLE NORTHAM	PURCHASE OF TV UNIT, DINING TABLE AND CHAIRS, 2 BEDS AND 2 MATTRESSES, 2 SOFAS, CHEST OF DRAWERS - 31 DALL STREET	\$ 6,345.00	
EFT14831	20/12/2024	G J JONES PLUMBING	REPAIRS TO BALANCE TANK FLOAT VALVES - QUAIRADING SWIMMING POOL PLANT ROOM REPAIRS TO VARIOUS STANDPIPES FOLLOWING ANNUAL BACKFLOW TESTING INC TRAVEL	\$ 5,399.02	
EFT14832	20/12/2024	STATE WIDE TURF SERVICES	TOP DRESSING OF QUAIRADING OVAL	\$ 4,161.82	
EFT14833	20/12/2024	TRUCK CENTRE (WA) PTY LTD	MATERIALS FOR 1 MONTH SERVICE (LABOUR IS ONLY COMPLIMENTRY COMPONENT)	\$ 144.23	
EFT14834	20/12/2024	DIGGING DOCKER	REPAIR TO CEMENT SURROUND HEADSTONE, PLOT 345 ANGLICAN, (DAMAGED DURING DIGGING GRAVE)	\$ 330.00	
EFT14835	20/12/2024	GREAT SOUTHERN FUEL SUPPLIES	DIESEL, 7000L - DEPOT YARD	\$ 11,870.71	
EFT14836	20/12/2024	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OF DECEMBER 2024 - DATES SERVICED 05/12/24 & 12/12/24	\$ 693.00	
EFT14837	20/12/2024	MM ELECTRICAL MERCHANDISING NORTHAM	REPLACEMENT GLOBES - AIRSTIP LIGHTING	\$ 277.46	
EFT14838	20/12/2024	DIGGA WEST & EARTHPARTS WA - EFTSURE VERIFIED	REPLACEMENT CUTTING EDGES FOR BOBCATN P430	\$ 599.50	
EFT14839	20/12/2024	FLAVOUR TOWN CATERING	STAFF CHRISTMAS PARTY CATERING - 40 X \$35PP	\$ 1,400.00	
EFT14840	20/12/2024	MALCOLM THOMPSON PUMPS - EFTSURE VERIFIED	REPLACEMENT PUMP AT TOP YARD BORE TANK/STANDPIPE WATER - OTH BORES	\$ 4,486.97	
EFT14841	20/12/2024	DORMAKABA AUSTRALIA PTY LTD	AUTO ENTRY DOOR, DIAGNOSE & REPAIR FAULT - Q CRC	\$ 2,241.57	
EFT14842	20/12/2024	LGIS	LGIS REGIONAL RISK COORDINATOR PROGRAM 2024/2025 INSTALLMENT 1 OF 2	\$ 6,101.70	
EFT14843	20/12/2024	Nutrien Ag Solutions	3 x BOOTS FOR STAFF - DEPOT AND CPARK	\$ 825.00	
EFT14844	20/12/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC DEBT RECOVERY COSTS FOR DECEMBER	\$ 66.00	FULLY
EFT14845	20/12/2024	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	SHIRE FUEL ACCOUNT MAY 2023 - Q0, 0Q & POTH	\$ 903.93	
EFT14846	20/12/2024	BUNNINGS GROUP LIMITED	PAINT FOR AUSTRALIA DAY MURAL DRAIN CLEANER- DEPOT ABLUTION GAZEBO - DEPOT, GLOBES - 31 DALL ST	\$ 783.14	PARTIALLY

EFT14847	20/12/2024	SEEK LIMITED	BASIC JOB ADVERTISEMENT - COMMUNITY EMERGENCY SERVICES MANAGER	\$ 269.50	
EFT14848	20/12/2024	Office of the Auditor General	ATTEST AUDIT FOR THE YEAR ENDED 30/06/2024 INC ADDITIONAL FEE FOR ADDITIONAL SERVICES PROVIDED IN RELATION TO LAND HELD FOR SALE ASSESSMENT	\$ 47,300.00	
EFT14849	20/12/2024	M.A.L. AUTOMOTIVE PTY LTD.	REPAIRS AND UPGRADE Q3446 (P3446 MAZDA BT50) SUSPENSION, SUPPLY AND INSTALL FULL SET OF SPRINGS FRONT & REAR INCL WHEEL ALIGNMENT AND DOT MOD PERMIT	\$ 2,461.00	
EFT14850	20/12/2024	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	HEAVY DUTY TABLET FOR WORKS DEPOT - PRESTART CHECKLISTS, PROPERTY INSECTIONS, CONFIGURED TO SHIRE NETWORK CONNECTIONS PRIOR TO DELIVERY URGENT NEW USER SETUP - CR GOM	\$ 3,007.40	
EFT14851	20/12/2024	HUTTON & NORTHEY SALES	PURCHASE OF HYDRAULIC OIL FOR 2013 FUSO TRUCK P272B PURCHASE OF HYDRAULIC OIL FOR 2024 NEW HOLLAND TRACTOR 1 x 20l HV46 HYDRAULIC OIL - 2019 BOBCAT TRACK LOADER REPLACEMENT PIN FOR SLASHER ATTACHMENT 8 x BOLTS FOR MISC EQUIPMENT POTH	\$ 821.92	
EFT14852	20/12/2024	BH GRAPHIC DESIGN	ANNUAL 2023/24 REPORT GRAPHIC DESIGN	\$ 2,557.50	
EFT14853	20/12/2024	SCAVENGER SUPPLIES PTY LTD	RUGGED EXTREME STOWED BAGS 500X400X300, PELICAN HEAD TORCH, PELICAN HEAD TORCH MOUNT, SCAVENGER ELITE GLOVES 10 x MEDIUM/LARGE - BFB STOWAGE BAG, PANTS 132S, OLIVER BOOTS, BUSH FIRE KITS - BFB BUSH FIRE KITS C/W WITH GOGGLES AND GLOVES - BFB T-SHIRT WITH LOGO PRINT ON FRONT AND BACK - BFB VOLUNTEERS PPE	\$ 4,763.06	FULLY
EFT14854	20/12/2024	SPECIALE SMASH REPAIRS	EXCESS FOR THE DAMAGE WHEN HITTING THE KANGAROO MAZDA 2024 P190B	\$ 1,000.00	
EFT14855	20/12/2024	ELDERS QUAIRADING	MOP WITH HANDLE, SOIL SOAKER, DOOR STOP, MOUNTING TAPE, KETTLE, PESTMASTER - CARAVAN PARK ABLUTIONS	\$ 203.50	
EFT14856	20/12/2024	CARABINER ARCHITECTS PTY LTD	SCHEMATIC DESIGN - QUAIRADING SPORTS PRECINCT	\$ 23,925.83	FULLY
EFT14857	20/12/2024	HALL BROS CONTRACTING (STEPHEN SMITH HALL)	HYDRAULIC REPAIRS ON PIG TRAILER Q15087	\$ 340.00	
EFT14858	20/12/2024	ZONE 50 ENGINEERING SURVEYS PTY LTD	SURVEY OF QUAIRADING SOUTH GRAVEL PIT, MEASURE OF STOCKPILE FOR ANDREWS RD R2R PROJECT	\$ 2,238.24	FULLY
EFT14859	20/12/2024	CERRY'S CATERING	AUSTRALIA DAY LUNCH DEPOSIT	\$ 500.00	FULLY
EFT14860	20/12/2024	VANGUARD PUBLISHING - EFTSURE VERIFIED	AUSTRALIA'S GOLDEN OUTBACK HOLIDAY PLANNER PAGE ADVERTISEMENT	\$ 2,024.00	
EFT14861	20/12/2024	SOURCE BUSINESS PARTNERS PTY LTD - EFTSURE VERIFIED	CONDUCT FINANCIAL MANAGEMENT REVIEW AS PER REGULATION 5 (2)(a)&(c) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996	\$ 18,133.61	
EFT14862	20/12/2024	VERIZON CONNECT	VEHICLE TRACKERS - WORKS FLEET - DEC	\$ 496.10	
EFT14863	20/12/2024	GLOBAL WORKWEAR INVESTMENTS PTY LTD (TWW)	WIDE BRIM HATS FOR WORKS STAFF, INCL LOGO - DEPOT STAFF	\$ 627.34	
EFT14864	20/12/2024	NATASHA MASTERS	REIMBURSEMENT FOR GIANT 4 IN A ROW AND GIANT BRICK TOWER - REBEL SPORT - GPO - AUSTRALIA DAY 2025	\$ 159.98	FULLY
EFT14865	20/12/2024	HILL AND CANNING CONSULTING ENGINEERS PTY. LTD.	GREATER SPORTS GROUND (GSC) - DESIGN DEVELOPMENT AND CONTRACT DOCUMENTATION NETBALL/BASKETBALL COURTS FINAL INVOICE (LRCI FUNDED)	\$ 10,960.95	FULLY
EFT14866	20/12/2024	JAYBRO GROUP PTY LTD	10 X CONCRETE BARRIERS TO DIVIDE THE DROP OFF AREA AT QWRF	\$ 4,950.00	

EFT14867	20/12/2024	XAV GROUP PTY LTD T/A CONTRACT AQUATIC	ANNUAL 2024-2025 SWIMMING POOL OPERATION CONTRACT - POOL MANAGEMENT FEE - JANUARY 2025	\$	19,800.00	
EFT14868	20/12/2024	MINERAL CRUSHING SERVICES (WA) PTY LTD - EFTSURE VERIFIED	50MT BALLAST/ GABION ROCK FOR DRAINAGE FOR TRELOAR ROAD	\$	3,410.00	
EFT14870	20/12/2024	C.A.I. FENCING - EFTSURE VERIFIED	FENCING FOR CRICKET PRACTICE NETS FENCING FOR WASTE SITE	\$	49,940.00	
EFT14871	20/12/2024	NORTHAM DISTRICT GLASS SERVICE	SUPPLY & FIT FULL TINTED LAMINATED WINDSCREEN TO REGISTERED VEHICLE NO Q190 AS SPECIFIED / RECALIBRATION - 2020 IZUSU DMAX UTE	\$	1,060.00	
EFT14872	20/12/2024	CANNON HYGIENE AUSTRALIA	QUAIRADING SWIMMING POOL ADDITIONAL SANITARY UNITS (COST NOT INCLUDED IN 2024/25 ANNUAL CONTRACT RENEWAL)	\$	56.14	
DD17288.1	05/12/2024	BEAM Clearing House	PAYMENT OF SUPERANNUATION FOR PPE 01.12.2024 TO BEAM CLEARING HOUSE	\$	9,869.86	
DD17309.1	17/12/2024	BEAM Clearing House	PAYMENT OF SUPERANNUATION FOR PPE 15.12.2024 BEAM CLEARING HOUSE	\$	9,995.12	
DD17375.1	30/12/2024	PWD (CODE RESEARCH) - EFTSURE VERIFIED - DIRECT DEBIT	SHIRE OF QUAIRADING - HOSTING/ MAINTENANCE FOR 24/25	\$	660.00	
DD17377.1	16/12/2024	SINCH MESSAGE MEDIA - DIRECT DEBIT	BULK SMS SERVICE	\$	571.42	
				\$	636,439.84	

TRANSPORT TAKINGS FOR THE MONTH ENDING
31 DECEMBER 2025 *Attachment 11.1 (ii)*

ACTUAL TOTAL TAKINGS		
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
28/11/2024	TRANSPORT TAKINGS	\$62.10
29/11/2024	TRANSPORT TAKINGS	\$31.10
02/12/2024	TRANSPORT TAKINGS	\$346.60
03/12/2024	TRANSPORT TAKINGS	\$177.50
04/12/2024	TRANSPORT TAKINGS	\$458.40
05/12/2024	TRANSPORT TAKINGS	\$1,692.65
06/12/2024	TRANSPORT TAKINGS	\$1,260.80
09/12/2024	TRANSPORT TAKINGS	\$2,853.55
10/12/2024	TRANSPORT TAKINGS	\$1,056.00
11/12/2024	TRANSPORT TAKINGS	\$430.55
13/12/2024	TRANSPORT TAKINGS	\$95.30
16/12/2024	TRANSPORT TAKINGS	\$330.15
17/12/2024	TRANSPORT TAKINGS	\$39,233.35
18/12/2024	TRANSPORT TAKINGS	\$709.05
19/12/2024	TRANSPORT TAKINGS	\$2,610.55
20/12/2024	TRANSPORT TAKINGS	\$153.40
23/12/2024	TRANSPORT TAKINGS	\$2,607.80
TAKINGS RECEIVED IN THE BANK - DECEMBER 2024		\$54,046.75

AMOUNTS YET TO BE DRAWN		
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
	TRANSPORT TAKINGS	
DECEMBER TAKINGS RECEIVED IN THE BANK - JANUARY 2025		\$0.00

Shire of Quairading
Credit Card Reconciliation - Page 1

Statement From 28/11/2024 Statement Total
Statement To 29/12/2024 \$ 10,056.68



Credit Card Summary			
Card Name	Title	Card Ending	Amount Spent
Natalie Ness	CEO	\$ 3,690.28	\$ 3,690.28
Tricia Brown	EMCS	\$ 1,175.97	\$ 1,175.97
Benjamin Davies	CESM	\$ 1,900.68	\$ 1,900.68
Sarah Caporn	EMWS	\$ 1,587.37	\$ 1,587.37
Jen Green	EMED	\$ 1,702.38	\$ 1,702.38

Credit Card Transaction - GL Entry			
GL Code	Amount (incl GST)	GST (\$)	Narration/Summary
PQ0.2410.2704	\$ 40.70	\$ 3.70	CAR WASH CEO
EV11701.2400.2101	\$ 658.70	\$ 59.88	AUSTRALIA DAY BEVERAGES
2040211.2101	\$ 638.10	\$ 58.01	REFRESHMENTS CEAZA FUNDING MEETING, QDHS PRESENTATION AWARD, STAFF CHRISTMAS REFRESHMENTS, REFRESHMENTS FOR DEPARTMENT OF PRIMARY INDUSTRIES MEETING, REFRESHMENTS LUNCH, PERTH MEETINGS LUNCH, REFRESHMENTS PERTH MEETINGS - CEO & SPO, CHRISTMAS HAMPER FOR ALTUS PLANNING, SHIRE STAFF REFRESHMETNS AND STAFF LUNCH FOR ADMIN AND DEPOT - GST
2040211.2101	\$ 455.30	\$ -	QDHS PRESENTATION AWARD, LUNCH REFRESHMENTS, CHRISTMAS DINNER LG CEO EVENT, PERTH MEETINGS REFRESHMENTS - GST FREE
2130240.2101	\$ 244.00	\$ 22.18	COMMUNITY EVENT SPEAKER
121402870.2101	\$ 146.94	\$ 13.36	STAFF CHRISTMAS REFRESHMENTS
PQ0.2610.4101	\$ 125.02	\$ 11.37	FUEL Q0
121402040.2	\$ 1,049.57	\$ 95.42	ACCOMODATION FOR LG CEO FORUM, CEO CHRISTMAS SUNDOWNER, LG CEO EVENT
EV11701.2980.2101	\$ 5.95	\$ 0.54	AUSTRALIA DAY WELCOME TO COUNTRY - GST
EV11701.2980.2101	\$ 300.00	\$ -	AUSTRALIA DAY WELCOME TO COUNTRY - GST FREE
2130642.2101	\$ 26.00	\$ 2.36	COFFEE MEETING WITH QUAIRADING GROH PROJECT BUILDERS AND DMI ENGINEERING-LIA STAGE 2 & CUNEATA RISE HOUSE DESIGNS
120402110.2101	\$ 57.91	\$ -	CHRISTMAS DECORATIONS FOR COUNCIL AFTERNOON TEA
121402870.2101	\$ 553.05	\$ 50.28	REFRESHMENTS FOR STAFF CHRISTMAS PARTY
POQ1.2410.2704	\$ 19.00	\$ 1.73	EMCS CAR WASH
POQ1.2610.4101	\$ 95.32	\$ 8.67	EMCS FUEL
120401870.2101	\$ 226.36	\$ 20.58	FLOWERS FOR COUNCILLOR, FOOD AND DECORATIONS FOR COUNCILLOR CHRISTMAS AFTERNOON TEA - GST
120401870.2101	\$ 224.33	\$ -	COUNCIL CHRISTMAS AFTERNOON TEA - GST FREE
P3870.2980.2101	\$ 480.44	\$ 43.68	PARTS FOR TIP TRUCK
P5191.2980.2101	\$ 14.00	\$ 1.27	PARTS FOR ROAD SWEEPER
BO13202.2980.2101	\$ 45.65	\$ 4.15	CLAMPS FOR LED CHRISTMAS LIGHTS AND TWITCHING WIRE FOR CHRISTMAS LIGHTS
121402870.2101	\$ 50.95	\$ 4.63	STAFF CHRISTMAS PARTY REFRESHMENTS
BO9103.2980.2101	\$ 873.35	\$ 79.40	31 DALL STREET MATERIALS
121403150.2101	\$ 47.98	\$ 4.36	PWO STATIONARY
POQ1.2610.4001	\$ 75.00	\$ 6.82	EMCS CAR FUEL
PROU002.2610.4000	\$ 555.70	\$ 50.52	CESM FUEL
120505860.2101	\$ 770.90	\$ 70.08	QBFB - EQUIP UNDER \$1200
2050765.2100	\$ 268.63	\$ 24.42	REFUND OF WRONG PAYMENT MADE ON CARD, GOODS AND SERVICES - DRINKS AND WATER, QBFB - TRAINING - GST
2050765.2100	\$ 65.45	\$ -	GOODS AND SERVICES - DRINKS AND WATER - GST FREE
2050765.2100	\$ 240.00	\$ 21.82	QBFB GOODS AND SERVICES - BART CHARGES
120807120.2101	\$ 825.00	\$ 75.00	RAP DEVELOPMENT FEE
BM9103.2400.2101	\$ 795.00	\$ 72.27	WASHING MACHINE
EV11701.2400.2101	\$ 82.38	\$ 7.49	AUSTRALIA DAY INVITATIONS
Totals	\$ 10,056.68	\$ 813.99	

Shire Confirmation

Natalie Ness 19/02/25
Natalie Ness, Chief Executive Officer

Council Approval

Jo Hayes
Jo Hayes, Councillor

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



Electronic Statement

BusinessChoice Everyday Mastercard® Statement

Billing Account Number
 5163 2800 9109 9937

Payment Due Date
 23 JANUARY 2025

Closing Balance
 \$10,056.68

Minimum Payment Due
 \$302.00

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 5	Facility Number 02752751	Annual Cash % Rate 19.96%	Annual Purchase % Rate 14.25%
Contact Name Natalie Ness	Billing Account Number 5163280091099937	Opening Balance 10,268.82	Credit Limit 20,000	
Statement From 28 NOV 2024	Statement To 29 DEC 2024	Payment Due Date 23 JAN 2025	Opening Balance 10,268.82	Minimum Payment Due 302.00
		Closing Balance 10,056.68	Available Credit 9,943.32	

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			
10,268.82	10,268.82 -	0.00	0.00	0.00	10,056.68	10,056.68	0.00	302.00



Electronic Statement

Important:

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

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



Choose the payment method that suits you best



By Mail

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



Using Card Autopay

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



By Telephone Banking

Call 132 032 if you have another Westpac account.



Via Westpac Internet Banking

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



Using BPAY

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



In Person

At any of our Westpac branches in Australia.

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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



Electronic Statement

Summary of Billing Account Transactions		
Date of Transaction	Description	Debits/Credits
12 DEC	Payments AUTOMATIC PAYMENT <div style="text-align: right;">Sub Total:</div>	10,268.82 - 10,268.82 -
	Miscellaneous Transactions	
29 DEC	NATALIE NESS 5163 2800 0106 6463 Monthly Balance	3,690.28
29 DEC	TRICIA BROWN 5163 2800 0107 6777 Monthly Balance	1,175.97
29 DEC	SARAH CAPORN 5163 2800 0153 8917 Monthly Balance	1,587.37
29 DEC	JENNIFER GREEN 5163 2800 0180 5969 Monthly Balance	1,702.38
29 DEC	BENJAMIN DAVIES 5163 2800 0197 3585 Monthly Balance	1,900.68
	Sub Total:	10,056.68
	Grand Total:	212.14 -

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

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

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

Credit Card Reconciliation - Page 2						
	Statement From	28/11/2024				
	Statement To	29/12/2024				
** Denotes an error. These are to be refunded.						
Credit Card Transactions - Natalie Ness, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
27/11/2024	SOUTHERN STAR CAR WASHES	\$ 20.35	\$ 1.85	Y	PQ0.2410.2704	CARWASH - CEO
27/11/2024	LIQUORLAND	\$ 658.70	\$ 59.88	Y	EV11701.2400.2100	AUSTRALIA DAY BEVERAGES
27/11/2024	ACADEMY COFFEE KITCHEN	\$ 46.30	\$ 4.21	Y	2040211.2101	REFRESHMENTS CEACA FUNDING MEETING
27/11/2024	JB HIFI	\$ 244.00	\$ 22.18	Y	2130240.2100	COMMUNITY EVENT SPEAKER
28/11/2024	PARMELIA HILTON	\$ 369.28	\$ 33.57	Y	121402040.2101	ACCOMODATION BOOKING - LG CEO FORUM
29/11/2024	POST QUAIRADING LPO	\$ 5.95	\$ 0.54	Y	2040211.2101	QDHS PRESENTATION AWARD
29/11/2024	POST QUAIRADING LPO	\$ 300.00	\$ -	N	2040211.2101	QDHS PRESENTATION AWARD
30/11/2024	LIQUOR BARONS	\$ 146.94	\$ 13.36	Y	121402870.2101	STAFF CHRISTMAS REFRESHMENTS
30/11/2024	SHELL COLES EXPRESS	\$ 50.00	\$ 4.55	Y	PQ0.2610.4101	FUEL Q0
2/12/2025	PARMELIA HILTON	\$ 349.00	\$ 31.73	Y	121402040.2	ACCOMMODATION BOOKING FOR CEO CHRISTMAS SUNDOWNER
3/12/2024	POST QUAIRADING LPO	\$ 5.95	\$ 0.54	Y	EV11701.2980.2101	AUSTRALIA DAY WELCOME TO COUNTRY
3/12/2024	POST QUAIRADING LPO	\$ 300.00	\$ -	N	EV11701.2980.2102	AUSTRALIA DAY WELCOME TO COUNTRY
4/12/2024	GOLDEN GRAIN CAFÉ	\$ 13.00	\$ 1.18	Y	2130642.2101	COFFEE MEETING WITH QUAIRADING GROH PROJECT BUILDERS
5/12/2024	DOME NORTHAM	\$ 70.05	\$ 6.37	Y	2040211.2101	REFRESHMENTS - DEPARTMENT OF PRIMARY INDUSTRIES MEETING
6/12/2024	GOLDEN GRAIN CAFÉ	\$ 13.00	\$ 1.18	Y	2130642.2101	COFFEE MEETING WITH DMI ENGINEERING - LIA STAGE 2 & CUNEATA RISE HOUSE DESIGNS
6/12/2024	CALTEX MUNDARING	\$ 75.02	\$ 6.82	Y	PQ1.2610.4101	FUEL Q0
6/12/2024	SOUTHERN STAR CAR WASHES	\$ 20.35	1.85	Y	PQ0.2410.2704	CAR WASH - Q0
6/12/2024	ASCOT	\$ 36.70	\$ 3.08	Y	2040211.2101	REFRESHMENTS - LUNCH
13/12/2024	VIBE SUBIACO	\$ 331.29	\$ 29.81	Y	121402040.2101	ACCOMMODATION BOOKING FOR LG CEO EVENT
16/12/2024	HUNGRY JACKS	\$ 8.30	\$ 0.75	Y	2040211.2101	REFRESHMENTS PERTH MEETINGS
16/12/2024	THE VILLAGE BAR SUBIACO	\$ 20.00	\$ -	N	2040211.2101	CHRISTMAS DINNER LG CEO EVENT
16/12/2024	THE VILLAGE BAR SUBIACO	\$ 110.00	\$ -	N	2040211.2101	CHRISTMAS DINNER LG CEO EVENT
17/12/2024	CHINA BAR	\$ 57.55	\$ 5.24	Y	2040211.2101	REFRESHMENTS PERTH MEETINGS - CEO AND SPO
17/12/2024	VIBE SUBIACO	\$ 25.30	\$ -	N	2040211.2101	REFRESHMENTS PERTH MEETINGS
19/12/2024	HAMPERS BY DESIGN	\$ 183.50	\$ 16.68	Y	2040211.2101	CHRISTMAS HAMPERS FOR ALTUS PLANNING
19/12/2024	DOME NORTHAM	\$ 35.20	\$ 3.20	Y	2040211.2101	REFRESHMENTS - CEO
19/12/2024	BP QUAIRADING	\$ 50.01	\$ 4.55	Y	2040211.2101	REFRESHMENTS SHIRE STAFF LUNCH
20/12/2024	BP QUAIRADING	\$ 144.54	\$ 13.14	Y	2040211.2101	STAFF LUNCH X13 ADMIN AND DEPOT
Total		\$ 3,690.28	\$ 266.26			



Electronic Statement

BusinessChoice Everyday Mastercard® Statement

NATALIE JANE NESS
 SHIRE OF QUAIRADING
 8 DALL 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
Natalie Jane Ness	5163 2800 0106 6463	5,000	5,000.00
Statement From	Statement To	Facility Number	
28 NOV 2024	29 DEC 2024	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	3,690.28	0.00	0.00	3,690.28 -	0.00	0.00	0.00



Electronic Statement

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

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

BusinessChoice Everyday Mastercard®				
Date of Transaction	Description		Debits/Credits	
	Purchases			
27 NOV	SOUTHERN STAR ENTERPRI MUNDARING CAR WASHES	AUS	20.35	
27 NOV	LIQUORLAND 3916LIQUORL MUNDARING PACKAGE STORES - BEER, LIQUO	AUS	658.70	
27 NOV	ACADEMY COFFE KITCHE CLAREMONT EATING PLACES, RESTAURANTS	AUS	46.30	
27 NOV	JB HI FI CLAREMONT CLAREMONT MUSIC STORES- MUSICAL INSTRU	AUS	244.00	
28 NOV	Hotel at Booking.com Sydney TRAVEL AGENCIES AND TOUR OPE	AUS	369.28	
29 NOV	POST QUAIRADING LPO QUAIRADING POSTAL SERVICES GOVERNMENT O	AUS	305.95	
30 NOV	Liquor Barons Northam Northam PACKAGE STORES - BEER, LIQUO	AUS	146.94	
30 NOV	Shell Coles Express No Northam SERVICE STATIONS	AUS	50.00	
02 DEC	Hotel at Booking.com Sydney TRAVEL AGENCIES AND TOUR OPE	AUS	349.00	
03 DEC	POST QUAIRADING LPO QUAIRADING POSTAL SERVICES GOVERNMENT O	AUS	305.95	
04 DEC	SQ *GOLDEN GRAIN CAFE/ Quairading MISCELLANEOUS FOOD STORES -	AUS	13.00	
05 DEC	DOMO NORTHAM NORTHAM EATING PLACES, RESTAURANTS	AUS	70.05	

Electronic Statement



BusinessChoice Everyday Mastercard®				
Date of Transaction	Description		Debits/Credits	
06 DEC	SQ *GOLDEN GRAIN CAFE/ Quairading	AUS	13.00	
	MISCELLANEOUS FOOD STORES -			
06 DEC	CALTEX MUNDARING MUNDARING	AUS	75.02	
	SERVICE STATIONS			
06 DEC	SOUTHERN STAR ENTERPRI MUNDARING	AUS	20.35	
	CAR WASHES			
06 DEC	Ascot Ascot	AUS	36.70	
	EATING PLACES, RESTAURANTS			
13 DEC	Hotel at Booking.com Sydney	AUS	331.29	
	TRAVEL AGENCIES AND TOUR OPE			
16 DEC	Hungry Jacks Mundaring	AUS	8.30	
	FAST FOOD RESTAURANTS			
16 DEC	SQ *THE VILLAGE BAR Subiaco	AUS	20.00	
	DRINKING PLACES (ALCOHOLIC B			
16 DEC	SQ *THE VILLAGE BAR Subiaco	AUS	110.00	
	DRINKING PLACES (ALCOHOLIC B			
17 DEC	China Bar Midland SOUTH PERTH	AUS	57.55	
	EATING PLACES, RESTAURANTS			
17 DEC	VIBE SUBIACO SUBIACO	AUS	25.30	
	HOTELS, MOTELS, RESORTS - LO			
19 DEC	HAMPERS BY DESIGN WANGARA	AUS	183.50	
	MISCELLANEOUS & SPECIALTY RE			
19 DEC	DOMES NORTHAM NORTHAM	AUS	35.20	
	EATING PLACES, RESTAURANTS			
19 DEC	BP QUAIRADING 6561 QUAIRADING	AUS	50.01	
	SERVICE STATIONS			
20 DEC	BP QUAIRADING 6561 QUAIRADING	AUS	144.54	
	SERVICE STATIONS			
	Sub Total:		3,690.28	
	Miscellaneous Transactions			
29 DEC	TRANSFER CLOSING BALANCE TO BILLING ACCT		3,690.28 -	
	Sub Total:		3,690.28 -	
	Grand Total:		0.00	

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

Cardholder Signature *[Signature]* Date 18/02/25

Transactions examined and approved.

Manager/Supervisor Signature *[Signature]* Date 17/2/25



Electronic Statement

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

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

Important update to your Terms and Conditions

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

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

Shire of Quairading						
Credit Card Reconciliation - Page 3						
Statement From		28/11/2024				
Statement To		29/12/2024				
Credit Card Transactions - Tricia Brown, EMCS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
30/11/2024	ALDI	\$ 57.91	\$ -	N	120402110.2101	CHRISTMAS DECORATIONS FOR COUNCIL AFTERNOON TEA
6/12/2024	DAN MURPHYS	\$ 553.05	\$ 50.28	Y	121402870.2101	REFRESHMENTS FOR STAFF CHRISTMAS PARTY
8/12/2024	AQUA VALET CARWASH	\$ 19.00	\$ 1.90	Y	POQ1.2410.2704	EMCS CAR WASH
8/12/2024	AMPOL	\$ 95.32	\$ 8.67	Y	POQ1.2610.4001	EMCS FUEL
10/12/2024	BLOOMYS NURSERY AND FLORALS	\$ 123.00	\$ 11.18	Y	120401870.2101	FLOWERS FOR COUNCILLORS
10/12/2024	COLES	\$ 68.86	\$ 6.26	Y	120401870.2101	COUNCIL CHRISTMAS AFTERNOON TEA - GST
10/12/2024	COLES	\$ 224.33	\$ -	N	120401870.2101	COUNCIL CHRISTMAS AFTERNOON TEA - GST FREE
10/12/2024	THE REJECT SHOP	\$ 21.00	\$ 1.91	Y	120401870.2101	COUNCIL CHRISTMAS AFTERNOON TEA
12/12/2024	GOLDEN GRAIN CAFÉ	\$ 13.50	\$ -	N	120401870.2101	COUNCIL CHRISTMAS AFTERNOON TEA
Total		\$ 1,175.97	\$ 80.20			

Electronic Statement



BusinessChoice Everyday Mastercard® Statement

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

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

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Tricia Brown	5163 2800 0107 6777	2,000	2,000.00
Statement From	Statement To	Facility Number	
28 NOV 2024	29 DEC 2024	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	1,175.97	0.00	0.00	1,175.97 -	0.00	0.00	0.00

Electronic Statement



Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
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BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	
	Purchases		
30 NOV	ALDI STORES - HALLS HE HALLS HEAD AUS GROCERY STORES, SUPERMARKETS	57.91	
06 DEC	DAN MURPHYS ONLINE BELLA VISTA AUS PACKAGE STORES - BEER, LIQUO	553.05	
08 DEC	Aqua Valet Car Wash Fa FALCON AUS CAR WASHES	19.00	
08 DEC	AMPOL DAWESVILL 55215F DAWESVILLE AUS SERVICE STATIONS	95.32	
10 DEC	BLOOMYS NURSERY AND F Northam AUS FLORISTS	123.00	
10 DEC	COLES 0492COLES 0492 NORTHAM AUS GROCERY STORES, SUPERMARKETS	293.19	
10 DEC	THE REJECT SHOP 6649 NORTHAM AUS DISCOUNT STORES	21.00	
12 DEC	SQ *GOLDEN GRAIN CAFE/ Quairading AUS MISCELLANEOUS FOOD STORES -	13.50	
	Sub Total:	1,175.97	
	Miscellaneous Transactions		
29 DEC	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,175.97 -	
	Sub Total:	1,175.97 -	
	Grand Total:	0.00	

Electronic Statement



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

Cardholder Signature [Signature] Date 20/1/25

Transactions examined and approved.

Manager/Supervisor Signature [Signature] Date 23/01/2025

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

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

Shire of Quairading						
Credit Card Reconciliation - Page 4						
	Statement From	28/11/2024				
	Statement To	29/12/2024				
Credit Card Transactions - Sarah Caporn, EMWS						
Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
3/12/2024	TRUCKLINE MIDVALE	\$ 480.44	\$ 48.04	Y	P3870.2980.2101	PARTS FOR TIP TRUCK
3/12/2024	REPCO	\$ 14.00	\$ 1.40	Y	P5191.2980.2101	PARTS FOR ROAD SWEEPER
9/12/2024	YORK MITRE 10	\$ 34.75	\$ 3.16	Y	BO13202.2980.2101	CLAMPS FOR LED CHRISTMAS LIGHTS
9/12/2024	YORK MITRE 10	\$ 10.90	\$ 0.99	Y	BO13202.2980.2101	TWITCHING WIRE FOR CHRISTMAS LIGHTS
13/12/2024	QUAIRADING CLUB INC	\$ 50.95	\$ 4.63	Y	121402870.2100	STAFF CHRISTMAS PARTY
16/12/2024	KMART	\$ 800.25	\$ 80.03	Y	BO9103.2980.2101	31 DALL MATERIALS
16/12/2024	KMART	-\$ 81.00	-\$ 8.10	Y	BO9103.2980.2101	31 DALL MATERIALS
17/12/2024	KMART	\$ 92.40	\$ 8.40	Y	BO9103.2980.2101	31 DALL MATERIALS
17/12/2024	VISTAPRINT	\$ 47.98	\$ 4.36	Y	121403150.2101	PWO STATIONARY
17/12/2024	BIG W	\$ 61.70	\$ 5.61	Y	BO9103.2980.2101	31 DALL MATERIALS
17/12/2024	ATLAS SERVICE STATIONS	\$ 75.00	\$ 6.82	Y	POQ1.2610.4001	EMCS CAR FUEL
Total		\$ 1,587.37	\$ 155.34			



Electronic Statement

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	5,000	5,000.00
Statement From	Statement To	Facility Number	
28 NOV 2024	29 DEC 2024	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	1,587.37	0.00	0.00	1,587.37 -	0.00	0.00	0.00

Electronic Statement



Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.
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BusinessChoice Everyday Mastercard®					
Date of Transaction	Description			Debits/Credits	
Purchases					
03 DEC	TRUCKLINE MIDVALE MIDVALE	AUS		480.44	
	AUTOMOBILE & TRUCK DEALER -				
03 DEC	REPCO MIDLAND	AUS		14.00	
	AUTOMOTIVE PARTS, ACCESSORIE				
09 DEC	YORK MITRE 10 YORK	AUS		34.75	
	HARDWARE STORES				
09 DEC	YORK MITRE 10 YORK	AUS		10.90	
	HARDWARE STORES				
13 DEC	SQ *QUAIRADING CLUB IN Quairading	AUS		50.95	
	DRINKING PLACES (ALCOHOLIC B				
16 DEC	KMART Mulgrave	AUS		800.25	
	DISCOUNT STORES				
16 DEC	KMART Mulgrave	AUS		81.00 -	
	DISCOUNT STORES				
17 DEC	KMART 1052KMART 1052 MIDLAND	AUS		92.40	
	DISCOUNT STORES				
17 DEC	Vistaprint Australia P Derrimut	AUS		47.98	
	BUSINESS SERVICES NOT ELSEWH				
17 DEC	BIG W 0443 MIDLAND	AUS		61.70	
	VARIETY STORES				
17 DEC	ATLAS SAWYERS SAWYERS VALLE	AUS		75.00	
	SERVICE STATIONS				
			Sub Total:	1,587.37	
Miscellaneous Transactions					

Electronic Statement



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

Cardholder Signature Sheporn Date 22.01.25

Transactions examined and approved.

Manager/Supervisor Signature Natalie Jess Date 23/01/2025

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Email: info@afca.org.au

Phone 1800 931 678

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

Shire of Quairading Credit Card Reconciliation - Page 5						
Statement From		28/11/2024				
Statement To		29/12/2024				
Credit Card Transactions - Benjamin Davies, CESM						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
26/11/2024	BP CUNDERDIN	\$ 103.66	\$ 9.42	Y	PROU.2610.4000	FUEL
29/11/2024	HARVEY NORMAN	\$ 319.00	\$ 29.00	Y	2050164.2101	QBFB - EQUIP UNDER \$1000
29/11/2024	OFFICEWORKS	\$ 231.90	\$ 21.08	Y	2050164.2101	QBFB - EQUIP UNDER \$1500
3/12/2024	SP VIJIM WA CHAI INC	-\$ 140.95	-\$ 12.81	Y	2050765.2100	REFUND OF WRONG PAYMENT MADE ON CARD
4/12/2024	PAYPAL EMERG.. COMPUTER PROGRAMMING, INTEGR...	\$ 240.00	\$ 21.82	Y	2050765.2104	QBFB GOOD AND SERVICES - BART CHARGES
4/12/2024	BP CUNDERDIN	\$ 73.96	\$ 6.72	Y	PROU002.2610.4000	FUEL
6/12/2024	BP CUNDERDIN	\$ 49.47	\$ 4.50	Y	PROU002.2610.4000	FUEL
9/12/2024	CUNDERDIN FARMERS CO-OP	\$ 43.60	\$ -	N	2050765.2100	GOODS AND SERVICES - DRINKS AND WATER - GST FREE
9/12/2024	CUNDERDIN FARMERS CO-OP	\$ 42.90	\$ 3.90	Y	2050765.2100	GOODS AND SERVICES - DRINKS AND WATER - GST
9/12/2024	BP QUAIRADING	\$ 207.51	\$ 18.86	Y	2050765.2100	QBFB - TRAINING
13/12/2024	SHELLS COLES EXPRESS NORTHAM	\$ 161.11	\$ 14.65	Y	PROU002.2610.4000	FUEL
19/12/2024	BP QUAIRADING	\$ 132.22	\$ 12.01	Y	2050765.2100	QBFB - TRAINING
23/12/2024	CUNDERDIN FARMERS CO-OP	\$ 220.00	\$ 20.00	Y	120505860.2101	EQUIP UNDER \$1200
23/12/2024	CUNDERDIN FARMERS CO-OP	\$ 26.95	\$ 2.45	Y	2050765.2100	GOODS AND SERVICES - BOTTLES WATER - GST
23/12/2024	CUNDERDIN FARMERS CO-OP	\$ 21.85	\$ -	N	2050765.2100	GOODS AND SERVICES - BOTTLES WATER - GST FREE
23/12/2024	BP CUNDERDIN ROADHOUSE	167.5	15.23	Y	PROU002.2610.4000	FUEL
Total		\$ 1,900.68	\$ 166.83			



Electronic Statement

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	5,000	5,000.00
Statement From	Statement To	Facility Number	
28 NOV 2024	29 DEC 2024	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	1,900.68	0.00	0.00	1,900.68 -	0.00	0.00	0.00



Electronic Statement

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BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	
	Purchases		
26 NOV	BP CUNDERDIN ROADHOU CUNDERDIN AUS SERVICE STATIONS	103.66	
29 NOV	Harvey Norman Online Homebush West AUS DEPARTMENT STORES	319.00	
29 NOV	OFFICEWORKS Bentleigh Eas AUS STATIONERY, OFFICE & SCHOOL	231.90	
03 DEC	SP VIJIM LIMITED WAN CHAI HKG INC FX FEE AUD \$4.10	140.95 -	
04 DEC	CAMERA & PHOTOGRAPHIC SUPPLY PAYPAL *EMERG 0392648888 AUS	240.00	
04 DEC	COMPUTER PROGRAMMING, INTEGR BP CUNDERDIN ROADHOU CUNDERDIN AUS	73.96	
06 DEC	SERVICE STATIONS BP CUNDERDIN ROADHOU CUNDERDIN AUS	49.47	
09 DEC	SERVICE STATIONS Cunderin Farmers Co-O CUNDERDIN AUS	86.50	
09 DEC	GROCERY STORES, SUPERMARKETS BP QUAIRADING 6561 QUAIRADING AUS	207.51	
13 DEC	SERVICE STATIONS Shell Coles Express No Northam AUS	161.11	
19 DEC	SERVICE STATIONS BP QUAIRADING 6561 QUAIRADING AUS	132.22	
23 DEC	SERVICE STATIONS Cunderin Farmers Co-O CUNDERDIN AUS	220.00	
	GROCERY STORES, SUPERMARKETS		

Electronic Statement




BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Sub Total:	1,900.68	
29 DEC	Miscellaneous Transactions		
	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,900.68 -	
	Sub Total:	1,900.68 -	
	Grand Total:	0.00	

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

Cardholder Signature  Date 21/01/25

Transactions examined and approved.

Manager/Supervisor Signature  Date 23/01/2025

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Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

Shire of Quairading					
Credit Card Reconciliation - Page 6					
Statement From		28/11/2024			
Statement To		29/12/2024			
Credit Card Transactions - Jen Green, EMED					
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job
28/11/2024	RECONCILIATION AUSTRALIA PARKES MEMBERSHIP ORGANIZATION	\$ 825.00	\$ 75.00	Y	120807120.2101
6/12/2024	HARVEY NORMAN	\$ 795.00	\$ 72.27	Y	BM9103.2400.2101
8/12/2024	VISTAPRINT	\$ 82.38	\$ 7.49	Y	EV11701.2400.2100
Total		\$ 1,702.38	\$ 154.76		

Electronic Statement



BusinessChoice Everyday Mastercard® Statement

MRS J GREEN
 SHIRE OF QUAIRADING
 14 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
Mrs J Green	5163 2800 0180 5969	2,000	2,000.00
Statement From	Statement To	Facility Number	
28 NOV 2024	29 DEC 2024	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	1,702.38	0.00	0.00	1,702.38 -	0.00	0.00	0.00

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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


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

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

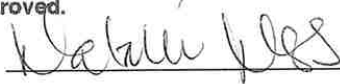
354 / M000354 / 363 / CNVPCP2

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
28 NOV	Purchases RECONCILIATION AUST PARKES AUS	\$25.00	
06 DEC	MEMBERSHIP ORGANIZATIONS, NO Harvey Norman Online Homebush West AUS	795.00	
08 DEC	DEPARTMENT STORES Vistaprint Australia P Derrimut AUS	82.38	
	BUSINESS SERVICES NOT ELSEWH		
	Sub Total:	1,702.38	
29 DEC	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	1,702.38 -	
	Sub Total:	1,702.38 -	
	Grand Total:	0.00	

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

Cardholder Signature  Date 20/1/2025

Transactions examined and approved.

Manager/Supervisor Signature  Date 23/01/2025



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

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Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

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CSF VPC

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11.1 (I) List Of Accounts - January 2025					
EFT14873	10/01/2025	QUAIRADING TYRE & BATTERY SUPPLIES	REPLACE TYRES ON HINO FIRE TENDER Q211, FIT TYRE ON BACKHOE Q617 2X REPLACEMENT GAS CYLINDER FOR CARAVAN PARK, TYRE REPAIR ON TIP BACKHOE REPAIR TYRE ON ZERO TURN MOWER + Q200, REPAIR TYRE ON 2015 CATERPILLAR GRADER Q240, REPLACE TYRE ON ZERO TURN MOWER Q200 SWAP TYRE ON 2016 CATERPILLAR LOADER Q368, REPLACE TYRE ON ZERO TURN MOWER Q200, NEW TYRES ON Q190, REPAIR TRUCK TYRE Q04, NEW INNER TUBE FOR FIRE FIGHTING TRAILER	\$ 4,541.70	
EFT14874	10/01/2025	TELSTRA	TELSTRA ACCOUNT #9415480000 (LANDLINES) SUPPLY AND USAGE FOR THE PERIOD 20/12/2024 + 19/01/2025 + ADMIN OFFICE, MEDICAL PRACTICE, LAND CARE, P/LICENSING, POOL, DEPOT, QCRC TELSTRA ACCOUNT #3147560738 USAGE FOR THE PERIOD 02/01/2025 TO 01/02/2025 WAP INTERNET TELSTRA ACCOUNT #3147560795 SUPPLY AND USAGE FOR THE PERIOD 04/01/2025 TO 03/02/2025 CESM SAT PHONE	\$ 938.68	PARTIALLY
EFT14875	10/01/2025	AUSTRALIAN TAXATION OFFICE	DECEMBER 2024 BAS RETURN	\$ 45,177.00	
EFT14876	10/01/2025	LANDGATE	ONLINE PURCHASE OF COPY OF CERTIFICATE OF TITLE AND COPY OF TRANSFER OF LAND ACT DOCUMENT	\$ 63.20	
EFT14877	10/01/2025	COMMUNITY RESOURCE CENTRE + QUAIRADING	RAP MEETING MINUTES, ECONOMIC DEVELOPMENT TEAM PHOTOCOPYING, AUSTRALIA DAY MURAL PRINTING, BANKSIA BULLETIN	\$ 175.94	PARTIALLY
EFT14878	10/01/2025	BOB WADDELL & ASSOCIATES PTY LTD	2024/2025 RATES MANAGEMENT: 5HRS SERVICE PROVIDED BY TARA (W/E: 06/01/25) CHANGE OF OWNERSHIP, PENSIONER CLAIMS, APPLICATIONS & LETTERS, RATES QUERIES 2024/225 RATES MANAGEMENT: 2HRS SERVICE PROVIDED BY TARA (W/E: 29/12/24) PENSIONER CLAIMS, INTRIM SCHEDULES, RATES QUERIES	\$ 1,232.00	
EFT14879	10/01/2025	SYNERGY	SYNERGY ACCOUNT #857387870 STREET LIGHTS POWER SUPPLY AND USAGE FOR THE PERIOD 25/11/2024 + 24/12/2024 SYNERGY ACCOUNT #187804760 QWRF POWER SUPPLY AND USAGE FOR THE PERIOD 06/11/24 + 07/01/25 75.69 UNITS USED SYNERGY ACCOUNT #440305530 VET CLINIC POWER SUPPLY AND USAGE FOR THE PERIOD 06/11/24 + 07/01/25 88.53 UNITS USED SYNERGY ACCOUNT #404791220 64 CORALING STREET POWER SUPPLY AND USAGE FOR THE PERIOD 06/11/24 + 07/01/25 870.135 UNITS USED + ONCHARGE	\$ 6,647.97	PARTIALLY

			SYNERGY ACCOUNT #207862210 YOUTH CENTRE POWER SUPPLY AND USAGE FOR THE PERIOD 06/11/24 + 07/01/25 + 619 UNITS USED SYNERGY ACCOUNT #137839080 QCRC POWER SUPPLY AND USAGE FOR THE PERIOD 11/12/24 + 07/01/25 2830 UNITS USED SYNERGY ACCOUNT #544185110 HEAL STREET POWER SUPPLY AND USAGE FOR THE PERIOD 08/11/24 + 08/01/25 790UNITS USED SYNERGY ACCOUNT #298130670 DEPOT POWER SUPPLY AND USAGE FOR THE PERIOD 07/11/24 + 08/01/25 1715 UNITS USED SYNERGY ACCOUNT #137709150 MEDICAL CENTRE AND DRS RESIDENCE POWER SUPPLY AND USAGE FOR THE PERIOD 07/11/24 + 08/01/25		
EFT14880	10/01/2025	WESTRAC PTY LTD	ONE REPLACEMENT MIRROR FOR Q368 LOADER	\$ 347.25	
EFT14881	10/01/2025	G J JONES PLUMBING	FOOTY CHANGE ROOMS + BROKEN SEWER PIPE VET CLINIC + REPAIRS TO WATER PIPE (DAMAGED DURING AIR CON INSTALL) 31 DALL ST + REPAIRS TO WASHING MACHINE TAPS	\$ 732.34	
EFT14882	10/01/2025	TRUCK CENTRE (WA) PTY LTD	SERVICE FOR 270K FOR TRADED TRUCK Q5122	\$ 1,790.27	
EFT14883	10/01/2025	QUAIRADING BADMINTON CLUB	DONATION AS A THANK YOU FOR INSTRUSTION AND USE OF EQUIPMENT FOR STAFF CHRISTMAS PARTY	\$ 250.00	
EFT14884	10/01/2025	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES FOR THE MONTH OF DECEMBER 2024 + DATES SERVICED	\$ 895.13	
EFT14885	10/01/2025	NORTHAM MAZDA	1ST SERVICE ON NEW CAR 15,000KM + Q0 CEO VEHICLE	\$ 676.38	
EFT14886	10/01/2025	OFFICEWORKS	COMMON SEAL STAMP DEPOT ADMIN STATIONARY DECEMBER + (KEY TAGS 50PACK X 2) SHIRE ADMIN STATIONARY DECEMBER + (A4 NOTEBOOKS 5PACK, AA BATTERIES 18PACK) DEPOT ADMIN STATIONARY DECEMBER + (AAA BATTERIES 2X 18PACK) CITIZEN OF THE YEAR AWARD FRAMES X 10 SHIRE ADMIN STATIONARY DECEMBER + (WIRELESS KEYBOARD AND MOUSE FOR ACO)	\$ 277.65	
EFT14887	10/01/2025	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES + JANUARY 2025 POSTAGE & STATIONARY FOR ADMIN, RATES AND AUSTRALIA DAY INVITATIONS	\$ 2,493.48	
EFT14888	10/01/2025	FARMARAMA PTY LTD	56 x BUILDERS CHOICE GREY CEMENT 20kg AND 20 x WOOL PACK NYLON FOR RECYCLING CENTRE, ECOWISE EMBOSSED TOILET ROLLS 48CTN 400 SHEET 2PLY, FILTER SCREEN 1.5 250um+PHILMAC TO SUIT 1 1/2" 1 CTN TORK MINI JUMBO TOILET ROLLS + CARAVAN PARK	\$ 1,481.28	
EFT14889	10/01/2025	GODFREY COLBUNG	TOWN HALL MURIAL ART FOR AUSTRALIA DAY	\$ 4,000.00	FULLY
EFT14890	10/01/2025	DALE WILSON	REFUND OF BOND FOR TABLES AND CHAIRS 24/12/24	\$ 100.00	FULLY

EFT14891	10/01/2025	BUNNINGS GROUP LIMITED	TOOL AND STOCK PURCHASE FOR WORKSHOP EZISTEP STRINGERS MERBAU + WRF OFFICE	\$ 1,749.44	
EFT14892	10/01/2025	Crisp Wireless	MONTHLY INTERNET CONNECTION FOR JANUARY 2025 + ADMIN, DEPOT, 8 DALL, 28 REID, MEDICAL CENTRE, YOUTH CENTRE, DR HOUSE, SWIMMING POOL, VET CLINIC	\$ 981.90	
EFT14893	10/01/2025	BAYSCENE PTY LTD T/A WETDECK POOLS + EFTSURE VERIFIED	FOOT VALVE REPLACEMENT + SUPPLY & INSTALL, REMOVE REDUNDANT PIPEWORK FOR SWIMMING POOL	\$ 5,665.00	
EFT14894	10/01/2025	HUTTON & NORTHEY SALES	REPLACE TAIL LIGHTS AND TRAILER PLUG ON FUEL TRAILER + Q4464 HYDROLIC OIL FOR BOBCAT LOADER Q430 REPLACE DRAW BAR PIN FOR MOWER ATTACHEMENT	\$ 601.89	
EFT14895	10/01/2025	PHILIP SWAIN	EHO SERVICES FOR THE 2024/2025 FINANCIAL YEAR + SEPTEMBER TO DECEMBER REIMBURSEMENT FOR CARAVAN PARK STAY ONE NIGHT + EHO	\$ 3,587.62	
EFT14896	10/01/2025	ELDERS QUAIRADING	PURCHASES FOR DAYCARE, MEDICAL, GARDEN, POOL, TIP, CARAVAN PARK, DEPOT CARAVAN PARK OPERATIONAL MATERIALS + REVIVE 20L, OMO 8KG WASHING POWDER & TORK TOILET ROLLS HAND TOWELS, DISINFECTANT, LAUNDRY POWDER, WINDEX FOR CARAVAN PARK	\$ 1,441.60	
EFT14897	10/01/2025	CHRONICLE RIP PTY LTD + EFTSURE VERIFIED	ADDITIONAL PLOTS TO DIGITAL CEMETERY MAPPING	\$ 418.00	
EFT14898	10/01/2025	ALCOLIZER PTY LTD + EFTSURE VERIFIED	DRUGLIZER MACHINE & 25 x SWABS INCLUDES ONLINE TRAINING & KIT FOR DEPOT STAFF	\$ 4,464.08	
EFT14899	10/01/2025	BOOKEASY AUSTRALIA PTY LTD + EFTSURE VERIFIED	ROOM MANAGER (CARAVAN BOOKINGS) MONTHLY FEE FOR DECEMBER 2024	\$ 242.00	
EFT14901	10/01/2025	DESTINY MASHFORD + POLLETT	WA POLICE CLEARANCE CHECK + CSO	\$ 63.80	
EFT14902	10/01/2025	BOC LIMITED	CONTAINER SERVICE + DAILY TRACKING FOR PERIOD 28/11/24 TO 28/12/24	\$ 52.60	
EFT14903	10/01/2025	PLUMBERJ'S MOBILE PLUMBING	PLUMBING REPAIRS, 8 DALL ST	\$ 121.00	
EFT14904	10/01/2025	SPECIALISED TREE SERVICE + EFTSURE VERIFIED	TRIM STREET TREES AS PER WESTERN POWER LIST REMOVAL OF 14 X PALMS NEAR POOL + SEED PODS DROPPING ARE A SAFETY RISK	\$ 26,594.00	
EFT14905	15/01/2025	NORMAN YARRAN	Balance of Bond for U4/19 Gillett Street + Judith & Norm Yarran	\$ 378.00	FULLY
EFT14906	15/01/2025	MARZOCCHI CONTRACTING	DEEP CLEAN TOWN HALL/KITCHEN CARPET & CHAIR CLEANING, QDG CRC	\$ 2,893.00	
EFT14907	30/01/2025	QUAIRADING FARMERS CO+OP	Round 1, 2024/25 Business Grants QUAIRADING FARMERS CO+OP PURCHASES + YOUTH, ADMIN,CARAVAN PARK, COUNCIL, SWIMMING POOL,STAFF CHRISTMAS PARTY AND COMMUNITY CHRISTMAS PARTY	\$ 4,791.14	
EFT14908	30/01/2025	TELSTRA	TELSTRA ACCOUNT #3147560712 SUPPLY AND USAGE FOR 16/012025 + 15/02/2025 + DEPOT, ADMIN, CARAVAN PARK, CESM, WRF	\$ 448.43	

EFT14909	30/01/2025	QUAIRADING CLUB INC.	Round 1, 2024/25 Business Grants	\$ 5,000.00	
EFT14910	30/01/2025	COMMUNITY RESOURCE CENTRE	Round 1, 2024/25 Community Grants	\$ 250.00	
EFT14911	30/01/2025	QUAIRADING FOOTBALL CLUB	Round 1, 2024/25 Community Grants	\$ 1,800.00	
EFT14912	30/01/2025	QUAIRADING TYRE & BATTERY + COMMUNITY CAR	COMMUNITY CAR FUEL + DECEMBER 2024	\$ 115.44	FULLY
EFT14913	30/01/2025	QDG P & C ASSOCIATION	Round 1, 2024/25 Community Grants	\$ 2,500.00	
EFT14914	30/01/2025	BOB WADDELL & ASSOCIATES PTY LTD	2024/2025 RATES MANAGEMENT: 14.5HRS SERVICE PROVIDED BY TARA (W/E: 19/01/2025) PENSIONER CLAIMS, INTRIM SCHEDULES, RATES QUERIES, ADJUSTMENTS 2024/2025 RATES MANAGEMENT: 4HRS SERVICE PROVIDED BY TARA (W/E: 12/01/2025) CHANGE	\$ 3,256.00	
EFT14915	30/01/2025	SYNERGY	SYNERGY ACCOUNT #558474190 AKV COMMON AREA, AKV UNITS 1+8 AND PARKER HOUSE POWER AND USAGE SUPPLY FOR THE PERIOD 06/11/2024 + 07/01/2025 + ONCHARGE SYNERGY ACCOUNT #408945020 OTHER BORES POWER AND USAGE SUPPLY FOR THE PERIOD 09/11/2024 + 09/01/2025 SYNERGY ACCOUNT #222214330 3 MURPHY STREET POWER AND USAGE SUPPLY FOR THE PERIOD 09/11/2024 + 09/01/2025 + ONCHARGE SYNERGY ACCOUNT #431870690 UB 50 SUBURBAN POWER AND USAGE SUPPLY FOR THE PERIOD 12/11/2024 + 10/01/2025 + ONCHARGE SYNERGY ACCOUNT #422742450 31 DALL POWER AND USAGE SUPPLY FOR THE PERIOD 12/11/2024 + 10/01/2025 + ONCHARGE	\$ 6,844.56	PARTIALLY
			SYNERGY ACCOUNT #438321960 74 MCLENNAN POWER AND USAGE SUPPLY FOR THE PERIOD 12/11/2024 + 10/01/2025 + ONCHARGE SYNERGY ACCOUNT #377207980 19 POWELL POWER AND USAGE SUPPLY FOR THE PERIOD 12/11/2024 + 10/01/2025 + ONCHARGE SYNERGY ACCOUNT #389453150 8 DALL POWER AND USAGE SUPPLY FOR THE PERIOD 12/11/2024 + 10/01/2025 + ONCHARGE SYNERGY ACCOUNT #422437350 UA 50 SUBURBAN POWER AND USAGE SUPPLY FOR THE PERIOD 12/11/2024 + 10/01/2025 + ONCHARGE		PARTIALLY
EFT14916	30/01/2025	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OF JANUARY + DATES SERVICED 02/01/2025, 08/01/2025, 14/01/2025, 15/01/2025	\$ 1,414.88	
EFT14917	30/01/2025	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY FOR THE PERIOD 01/11/2024 + 30/11/2024 (BUILDING PERMITS) BUILDING SERVICES LEVY FOR THE PERIOD 01/12/2024 + 31/12/2024 (BUILDING PERMITS)	\$ 231.25	FULLY
EFT14918	30/01/2025	QUEST INNALOO	DOT TRAINING + 12/01/25 + 17/01/24 INNALOO GUEST HOTEL 5 NIGHTS ACCOMODATION+ CSO	\$ 1,010.00	PARTIALLY

EFT14919	30/01/2025	QUAIRADING RAINMAKERS INC	Round 1, 2024/25 Community Grants	\$ 4,200.00	
EFT14920	30/01/2025	IMPRINT PLASTIC	ACRYLIC DESK SIGN 250 X 30MM (INCL POSTAGE) + CSO	\$ 46.20	
EFT14921	30/01/2025	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC DEBT RECOVERY COSTS FOR DECEMBER	\$ 96.42	FULLY
EFT14922	30/01/2025	GLOBAL SPILL CONTROL PTY LTD	LITHIUM BATTERY STORAGE UNIT FOR WASTE SITE (AS PER WORKSAFE IMPROVEMENT NOTICE)	\$ 5,346.84	
EFT14923	30/01/2025	WESTWIDE AUTO ELECT & AIR CON	ELECTRICAL REPAIRS ON Q1299 REPLACE BATTERY IN Q190 ELECTRICAL REPAIRS ON Q425	\$ 6,344.95	
EFT14924	30/01/2025	SCAVENGER SUPPLIES PTY LTD	BFB VOLUNTEER UNIFORM+ BOOTS	\$ 263.73	FULLY
EFT14925	30/01/2025	REGIONAL FIRE & SAFETY	HYDRANT COMMISIONING LOT 93 HINKLEY WAY LIA STAGE 2 SOUTH CAROLING VBFB+ FIRE EXTINGUISHERS: PORTABLE & WHEELED + SERVICE, INSPECTED & MAINTENANCE MEDICAL CENTRE FIRE EXTINGUISHERS: PORTABLE & WHEELED + SERVICE, INSPECTED & MAINTENANCE SWIMMING POOL FIRE EXTINGUISHERS: PORTABLE & WHEELED + SERVICE, INSPECTED & MAINTENANCE TENNIS CLUB FIRE EXTINGUISHERS: PORTABLE & WHEELED + SERVICE, INSPECTED & MAINTENANCE	\$ 5,150.20	PARTIALLY
			YOUTH CENTRE FIRE EXTINGUISHERS: PORTABLE & WHEELED + SERVICE, INSPECTED & MAINTENANCE AND FIRE BLANKETS + SERVICE, INSPECTION & MAINTENANCE QCRC FIRE BLANKETS + SERVICE, INSPECTION & MAINTENANCE FIRE EXTINGUISHERS WORKS DEPOT FIRE BLANKETS + SERVICE, INSPECTION & MAINTENANCE FIRE EXTINGUISHERS, PORTABLE & WHEELED+ SERVICE, INSPECTION & MAINTENANCE, FIRE HYDRANT:SYSTEMS+ SERVICE, INSPECTION & MAINTENANCE, FIRE HOSE REELS+ SERVICE, INSPECTION & MAINTENANCE		
			WRF FIRE EXTINGUISHERS: PORTABLE & WHEELED+ SERVICE, INSPECTION & MAINTENANCE SHIRE HALL FIRE EXTINGUISHERS: PORTABLE & WHEELED+ SERVICE, INSPECTION & MAINTENANCE FIRE BLANKETS + SERVICE, INSPECTION & MAINTENANCE ADMIN FIRE EXTINGUISHERS: PORTABLE & WHEELED+ SERVICE, INSPECTION & MAINTENANCE, FIRE BLANKETS + SERVICE, INSPECTION & MAINTENANCE		

			NORTH QUAIRADING VBFB+FIRE EXTINGUISHERS: PORTABLE & WHEELED + SERVICE, INSPECTED & MAINTENANCE WAMENUSKING VBFB+FIRE EXTINGUISHERS: PORTABLE & WHEELED + SERVICE, INSPECTED & MAINTENANCE BALKULING/DOODENANNING VBFB+FIRE EXTINGUISHERS: PORTABLE & WHEELED + SERVICE, INSPECTED & MAINTENANCE QUAIRADING VINTAGE CLUB FIRE EXTINGUISHERS: PORTABLE & WHEELED + SERVICE, INSPECTED & MAINTENANCE		PARTIALLY
			AIR STRIP FIRE EXTINGUISHERS: PORTABLE & WHEELED + SERVICE, INSPECTED & MAINTENANCE FIRE BLANKETS+SERVICE, INSPECTION & MAINTENANCE COMMUNITY BUILDING FIRE EXTINGUISHERS: PORTABLE & WHEELED + SERVICE, INSPECTED & MAINTENANCE AND FIRE BLANKETS+SERVICE, INSPECTION & MAINTENANCE QUAIRADING CARAVAN PARK FIRE EXTINGUISHERS: PORTABLE & WHEELED + SERVICE, INSPECTED & MAINTENANCE, FIRE BLANKETS+SERVICE, INSPECTION & MAINTENANCE, FIRE HOSE REELS+ SERVICE, INSPECTION & MAINTENANCE, PUSH LOCK FOR HR CABINETS BOWLING CLUB FIRE EXTINGUISHERS: PORTABLE & WHEELED + SERVICE, INSPECTED & MAINTENANCE AND FIRE BLANKETS+SERVICE, INSPECTION & MAINTENANCE		
EFT14926	30/01/2025	ALTUS PLANNING + EFTSURE VERIFIED	TOWN PLANNING SERVICES DECEMBER 2024	\$ 1,707.75	
EFT14927	30/01/2025	HALL BROS CONTRACTING (STEPHEN SMITH HALL)	SERVICE ON Q240 GRADER	\$ 2,199.93	
EFT14928	30/01/2025	KAINUKU PTY LTD + EFTSURE VERIFIED	CRC FOYER LIGHT REPAIRS, CRC POWER OUTLET REPLACEMENT AND REPLACE BEDROOM FAN AND OVEN AKV UNIT 5	\$ 930.00	
EFT14929	30/01/2025	CHERRY'S CATERING	AUSTRALIA DAY LUNCH CATERING	\$ 9,447.50	FULLY
EFT14930	30/01/2025	RURAL WATER COUNCIL OF WA (INC)	RURAL WATER COUNCIL OF WA MEMBERSHIP	\$ 200.00	
EFT14931	30/01/2025	SKATE SCULPTURE PTY LTD	SKATE PARK CONSULTATION + FIRST WORKSHOP	\$ 3,789.28	
EFT14932	30/01/2025	GARRETT'S GARAGE	Round 1, 2024/25 Business Grants	\$ 7,023.73	
EFT14933	30/01/2025	READYTECH (PREVIOUSLY IT VISION)	ANNUAL SUBSCRIPTIONS FOR SYNERGYSOFT(USERS, VARIOUS MODULES) AND ALTUS UPLIFT IMPLEMENTATION SERVICES	\$ 90,700.39	
EFT14934	30/01/2025	TAHLIA HARDY + VICKERS	REIMBURSEMENT FOR 2X 3/4 JIC TEE FITTINGS	\$ 40.55	
EFT14935	30/01/2025	RPM HIRE + EFTSURE VERIFIED	TRAILER MOUNTED TRAFFIC LIGHTS +HIRE FOR ROAD CONSTRUCTION+ 3 MONTHS + RRG (PARTIALLY) OLD BEVERLEY ROAD AND BULYEE+QUAIRADING ROAD	\$ 2,301.75	PARTIALLY

EFT14936	30/01/2025	NATASHA MASTERS	REIMBURSEMENT OF PURCHASES FOR AUSTRALIA DAY. CUTLERY, NAPKINS, PLATES	\$ 110.15	FULLY
EFT14937	30/01/2025	CHERYL TROTTER	REFUND OF DUPLICATE PAYMENT FOR A SITE BOOKING + ITINERY #13047688	\$ 31.50	FULLY
EFT14938	30/01/2025	TASH'S HAIR STUDIO	Round 1, 2024/25 Business Grant	\$ 550.00	
EFT14939	30/01/2025	BMBH Pty Ltd (T/A The Clinic Quairading)	Round 1, 2024/25 Business Grant	\$ 5,000.00	
DD17396.1	\$ 45,663.00	BEAM Clearing House	Superannuation for Pay Run 55	\$ 9,885.91	
DD17398.1	\$ 45,672.00	BEAM Clearing House	SUPERANNUATION PAYMENT FOR PPE 2025-01-12	\$ 9,578.73	
				\$ 313,681.41	

TRANSPORT TAKINGS FOR THE MONTH ENDING
31 JANUARY 2025 **Attachment 11.1 (ii)**

ACTUAL TOTAL TAKINGS		
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
02/01/2025	TRANSPORT TAKINGS	\$4,276.40
03/01/2025	TRANSPORT TAKINGS	\$3,529.85
06/01/2025	TRANSPORT TAKINGS	\$4,486.40
07/01/2025	TRANSPORT TAKINGS	\$1,662.90
08/01/2025	TRANSPORT TAKINGS	\$3,691.85
09/01/2025	TRANSPORT TAKINGS	\$3,001.85
10/01/2025	TRANSPORT TAKINGS	\$442.80
13/01/2025	TRANSPORT TAKINGS	\$1,398.30
15/01/2025	TRANSPORT TAKINGS	\$193.65
20/01/2025	TRANSPORT TAKINGS	\$2,798.80
21/01/2025	TRANSPORT TAKINGS	\$1,671.65
22/01/2025	TRANSPORT TAKINGS	\$2,769.70
23/01/2025	TRANSPORT TAKINGS	\$233.50
24/01/2025	TRANSPORT TAKINGS	\$849.20
28/01/2025	TRANSPORT TAKINGS	\$38.80
29/01/2025	TRANSPORT TAKINGS	\$2,610.95
TAKINGS RECEIVED IN THE BANK - JANUARY 2025		\$29,380.20

AMOUNTS YET TO BE DRAWN		
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
30/01/2025	TRANSPORT TAKINGS	\$916.90
31/01/2025	TRANSPORT TAKINGS	\$1,004.85
JANUARY TAKINGS RECEIVED IN THE BANK - FEBRUARY 2025		\$1,921.75

Shire of Quairading
Credit Card Reconciliation - Page 1

Statement From 30/12/2024 Statement Total
 Statement To 27/01/2025 \$ 3,009.04



Credit Card Summary			
Card Name	Title	Card Ending	Amount Spent
Natalie Ness	CEO	\$ 757.75	\$ 757.75
Tricia Brown	EMCS	\$ 988.90	\$ 988.90
Sarah Caporn	EMWS	\$ 857.39	\$ 857.39
Jen Green	EMED	\$ 405.00	\$ 405.00

Credit Card Transaction - GL Entry			
GL Code	Amount (incl GST)	GST (\$)	Narration/Summary
2130642.2101	\$ 9.50	\$ 0.86	CITIZENSHIP CEREMONY MEETING
PQ0.2610.4001	\$ 120.01	\$ 10.91	FUEL FOR QO
2040211.2101	\$ 63.40	\$ 5.76	REFRESHMENTS FOR CEACA/EVOKE HOMES MEETING
121306420.2100	\$ 339.00	\$ 30.82	ACCOMMODATION BOOKING - PERTH FUNDING MEETINGS MY HOME PPP PROJECT
120302110.2700	\$ 5.09	\$ 0.46	BANK FEES FOR HOTEL BOOKING
EV11701.2400.2101	\$ 193.37	\$ 17.58	AUSTRALIA DAY FUNCTION - GST
EV11701.2400.2101	\$ 7.03	\$ -	AUSTRALIA DAY FUNCTION - GST FREE
PQ0.2410.2704	\$ 20.35	\$ 1.85	CAR WASH FOR QO
POQ1.2610.4101	\$ 140.90	\$ 12.81	FUEL FOR OQ
120402110.2400.2101	\$ 848.00	\$ 77.09	COUNCIL FRIDGE
POTH.2980.2101	\$ 336.50	\$ 30.59	LED TAIL LAMPS AND 7 PIN TRAILER PLUG AND TRAILER CLEARANCE LIGHTS
BO12201.2400.2101	\$ 520.89	\$ 47.35	INK FOR WORKS DEPOT PRINTER
121306410.2100	\$ 405.00	\$ 36.82	ANNUAL SUBSCRIPTION FOR CANVA
Totals	\$ 3,009.04	\$ 272.90	

Shire Confirmation  19/02/25
 Natalie Ness, Chief Executive Officer

Council Approval 
 Jo Hayes, Councillor

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



BusinessChoice Everyday Mastercard® Statement

SHIRE OF QUAIRADING
 NATALIE NESS
 PO BOX 38
 QUAIRADING WA 6383

Billing Account Number	5163 2800 9109 9937
Payment Due Date	21 FEBRUARY 2025
Closing Balance	\$3,009.04
Minimum Payment Due	\$91.00
Amount Paid (Details on the reverse)	\$

+5163280091099937+

(Cut along this dotted line)

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

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

Company Name	Number of Cards	Facility Number	Annual Cash % Rate	Annual Purchase % Rate		
Shire Of Quairading	4	02752751	19.96%	14.25%		
Contact Name	Billing Account Number	Opening Balance	Credit Limit			
Natalie Ness	5163280091099937	10,056.68	20,000			
Statement From	Statement To	Payment Due Date	Opening Balance	Minimum Payment Due	Closing Balance	Available Credit
30 DEC 2024	27 JAN 2025	21 FEB 2025	10,056.68	91.00	3,009.04	16,990.96

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			
10,056.68	10,056.68 -	0.00	0.00	0.00	3,009.04	3,009.04	0.00	91.00

S004304 / 025 / CN1 VPCP2

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.

S004304 / M004304 / 025 / CN1 VPCF2

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
13 JAN	Payments AUTOMATIC PAYMENT	
	Sub Total:	10,056.68 - 10,056.68 -
	Miscellaneous Transactions	
27 JAN	NATALIE NESS 5163 2800 0106 6463 Monthly Balance	757.75
27 JAN	TRICIA BROWN 5163 2800 0107 6777 Monthly Balance	988.90
27 JAN	SARAH CAPORN 5163 2800 0153 8917 Monthly Balance	857.39
27 JAN	JENNIFER GREEN 5163 2800 0180 5969 Monthly Balance	405.00
	Sub Total:	3,009.04
	Grand Total:	7,047.64 -

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

S00439E 04305 / 025 / CN1 VPCP2

Shire of Quairading						
Credit Card Reconciliation - Page 2						
	Statement From	28/11/2024				
	Statement To	27/01/2025				
** Denotes an error. These are to be refunded.						
Credit Card Transactions - Natalie Ness, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
7/01/2025	GOLDEN GRAIN CAFÉ	\$ 9.50	\$ 0.86	Y	2130642.2101	CITIZENSHIP CEREMONY MEETING
8/01/2025	SHELL EXPRESS NORTHAM	\$ 70.01	\$ 6.36	Y	PQ0.2610.4101	FUEL FOR Q0
8/01/2025	DOME NORTHAM	\$ 77.15	\$ 7.01	Y	2040211.2101	REFRESHMENTS FOR CEACA/EVOKE HOMES MEETING
8/01/2025	DOME NORTHAM	-\$ 13.75	-\$ 1.25	Y	2040211.2101	REFRESHMENTS FOR CEACA/EVOKE HOMES MEETING
13/01/2025	SHELL EXPRESS NORTHAM	\$ 50.00	\$ 4.55	Y	PQ0.2610.4101	FUEL FOR Q0
16/01/2025	TRADEWINDS HOTEL	\$ 339.00	\$ 30.82	Y	121306420.2100	ACCOMMODATION BOOKING - PERTH FUNDING MEETINGS MY HOME PPP PROJECT
16/01/2025	TRADEWINDS HOTEL	\$ 5.09	\$ 0.46	Y	120302110.2700	BANK FEES FOR HOTEL BOOKING
17/01/2025	RED DOT STORES	\$ 102.51	\$ 9.32	Y	EV11701.2400.2101	AUSTRALIA DAY FUNCTION
23/01/2025	QUAIRADING CO-OP	\$ 39.05	\$ 3.55	Y	EV11701.2400.2101	AUSTRALIA DAY FUNCTION
23/01/2025	QUAIRADING CO-OP	\$ 5.90	\$ -	N	EV11701.2400.2101	AUSTRALIA DAY FUNCTION
23/01/2025	QUAIRADING CO-OP	\$ 51.81	\$ 4.71	Y	EV11701.2400.2101	AUSTRALIA DAY FUNCTION
23/01/2025	QUAIRADING CO-OP	\$ 1.13	\$ -	N	EV11701.2400.2101	AUSTRALIA DAY FUNCTION
24/01/2025	SOUTHERN STAR ENTERPRISES CAR WASHES	\$ 20.35	\$ 1.85	Y	PQ0.2410.2704	CAR WASH FOR Q0
Total		\$ 757.75	\$ 68.24			



BusinessChoice Everyday Mastercard® Statement

NATALIE JANE NESS
 SHIRE OF QUAIRADING
 8 DALL 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
Natalie Jane Ness	5163 2800 0106 6463	5,000	5,000.00
Statement From	Statement To	Facility Number	
30 DEC 2024	27 JAN 2025	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	757.75	0.00	0.00	757.75 -	0.00	0.00	0.00

S00430C 04306 / 025 / CN1VPCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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S004306 / M004306 / 025 / CN1VPCF2

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
07 JAN	SQ *GOLDEN GRAIN CAFE/ Quairading AUS	9.50	
08 JAN	MISCELLANEOUS FOOD STORES - Shell Coles Express No Northam AUS	70.01	
08 JAN	SERVICE STATIONS DOME NORTHAM NORTHAM AUS	77.15	
08 JAN	EATING PLACES, RESTAURANTS DOME NORTHAM NORTHAM AUS	13.75 -	
13 JAN	EATING PLACES, RESTAURANTS Shell Coles Express No Northam AUS	50.00	
16 JAN	SERVICE STATIONS TRADEWINDS HOTEL EAST FREMANTL AUS	344.09	
17 JAN	HOTELS, MOTELS, RESORTS - LO RED DOT STORES MIDLAND AUS	102.51	
23 JAN	GIFT, CARD, NOVELTY, & SOUVE QUAIRADING CO-OP QUAIRADING AUS	44.95	
23 JAN	GLASSWARE & CRYSTAL STORES QUAIRADING CO-OP QUAIRADING AUS	52.94	
24 JAN	GLASSWARE & CRYSTAL STORES SOUTHERN STAR ENTERPRI MUNDARING AUS	20.35	
	CAR WASHES		
	Sub Total:	757.75	
	Miscellaneous Transactions		
27 JAN	TRANSFER CLOSING BALANCE TO BILLING ACCT	757.75 -	
	Sub Total:	757.75 -	
	Grand Total:	0.00	



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

Cardholder Signature *Dariusz Dębski* Date 4/02/2025

Transactions examined and approved.

Manager/Supervisor Signature *J. Hayes* Date 17/2/25

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

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

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Complaints

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

S004307 04307 / 025 / CN1 VPCP2

Shire of Quairading						
Credit Card Reconciliation - Page 3						
Statement From		30/12/2024				
Statement To		27/01/2025				
Credit Card Transactions - Tricia Brown, EMCS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
5/01/2025	AMPOL DAWESVILL SERVICE STATION	\$ 48.67	\$ 4.42	Y	POQ1.2610.4101	FUEL FOR OQ
6/01/2025	HARVEY NORMAN	\$ 848.00	77.09	Y	120402110.2400.2101	COUNCIL FRIDGE
19/01/2025	AMPOL DAWESVILL SERVICE STATION	\$ 92.23	\$ 8.38	Y	POQ1.2610.4101	FUEL FOR OQ
Total		\$ 988.90	\$ 89.89			



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.

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Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Tricia Brown	5163 2800 0107 6777	2,000	2,000.00
Statement From	Statement To	Facility Number	
30 DEC 2024	27 JAN 2025	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	988.90	0.00	0.00	988.90 -	0.00	0.00	0.00

S004308 / **004308 / 025 / CN1 VPCP2

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


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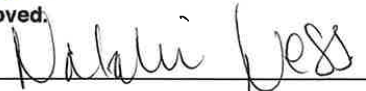
S004308 / M004308 / 025 / CN1VPCP2

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
05 JAN	AMPOL DAWESVILL 55215F DAWESVILLE AUS SERVICE STATIONS	48.67	
06 JAN	Harvey Norman Online Homebush West AUS DEPARTMENT STORES	848.00	
19 JAN	AMPOL DAWESVILL 55215F DAWESVILLE AUS SERVICE STATIONS	92.23	
	Sub Total:	988.90	
	Miscellaneous Transactions		
27 JAN	TRANSFER CLOSING BALANCE TO BILLING ACCT	988.90 -	
	Sub Total:	988.90 -	
	Grand Total:	0.00	

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

Cardholder Signature  Date 4/02/2025

Transactions examined and approved.

Manager/Supervisor Signature  Date 4/02/2025



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

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Complaints

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Email: info@afca.org.au

Phone 1800 931 678

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

S004309 / M004309 / 025 / CN1VPCP2

Shire of Quairading						
Credit Card Reconciliation - Page 4						
	Statement From	30/12/2024				
	Statement To	27/01/2025				
Credit Card Transactions - Sarah Caporn, EMWS						
Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
30/12/2024	COVS PARTS PTY LTD NORTHAM	\$ 285.50	\$ 25.95	Y	POTH.2980.2101	LED TAIL LAMPS AND 7 PIN TRAILER PLUG
31/01/2024	REPCO	\$ 51.00	\$ 4.64	Y	POTH.2980.2101	TRAILER CLEARANCE LIGHTS
16/01/2025	INK STATION	\$ 520.89	\$ 47.35	Y	BO12201.2400.2101	INK FOR WORKS DEPOT PRINTER
Total		\$ 857.39	\$ 47.35			



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	5,000	5,000.00
Statement From	Statement To	Facility Number	
30 DEC 2024	27 JAN 2025	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	857.39	0.00	0.00	857.39 -	0.00	0.00	0.00

SP110 / M004310 / 025 / CN1VPCP2

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1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
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BusinessChoice Everyday Mastercard®

Date of Transaction	Description	Debits/Credits	Cardholder Comments
30 DEC	Purchases COVS PARTS PTY LTD NORTHAM AUS	285.50	
31 DEC	AUTOMOTIVE PARTS, ACCESSORIE REPCO MIDLAND AUS	51.00	
16 JAN	AUTOMOTIVE PARTS, ACCESSORIE Ink Station Marrickville AUS	520.89	
	INDUSTRIAL SUPPLIES, NOT ELS Sub Total:	857.39	
27 JAN	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	857.39 -	
	Sub Total:	857.39 -	
	Grand Total:	0.00	

S004310 / M004310 / 025 / CN1VPCP2

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

Cardholder Signature *[Signature]*

Date 4.2.25.

Transactions examined and approved.

Manager/Supervisor Signature *[Signature]*

Date 4/02/2025



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

S0004311 / +6004311 / 025 / CN1VPCP2

Shire of Quairading						
Credit Card Reconciliation - Page 5						
Statement From		30/12/2024				
Statement To		27/01/2025				
Credit Card Transactions - Jen Green, EMED						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
21/01/2025	CANVA	\$ 405.00	\$ 37.00	Y	121306410.2100	ANNUAL CANVA SUBSCRIPTION
Total		\$ 405.00	\$ 37.00			



BusinessChoice Everyday Mastercard® Statement

MRS J GREEN
 SHIRE OF QUAIRADING
 14 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 Mrs J Green	Card Number 5163 2800 0180 5969	Credit Limit 2,000	Available Credit 2,000.00
Statement From 30 DEC 2024	Statement To 27 JAN 2025	Facility Number 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	405.00	0.00	0.00	405.00 -	0.00	0.00	0.00

S00431C 004312 / 025 / 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.


S004312 / M004312 / 025 / CN1VPCP2

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
21 JAN	Purchases CANVA* I04403-6728823 SURRY HILLS AUS COMPUTER SOFTWARE Sub Total:	405.00 405.00	
27 JAN	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT Sub Total:	405.00 - 405.00 -	
	Grand Total:	0.00	

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

Cardholder Signature  Date 4/2/25

Transactions examined and approved.

Manager/Supervisor Signature  Date 4/02/2025

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**

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Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

S004310004313 / 025 / CN1 VPCP2

CSF VPC

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WBCA4WFGI 0919 3714

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION**12.1 Attendance at Events Policy - Biennial Review**

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments 1. Attendance at Events Policy - Draft Review [↓](#) 

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer:
Responsible Officer:

OFFICER RECOMMENDATION

That Council endorse the review of the Attendance at Events Policy.

IN BRIEF

The Attendance at Events Policy was adopted by Council at its Ordinary Meeting in August 2013. It was last reviewed in November 2022

Officers have again reviewed the Policy (Attachment 1) for Council's endorsement.

MATTER FOR CONSIDERATION

The Shire of Quairading routinely reviews its Policies on a biennial basis, as prescribed, or when necessary. Policies are reviewed against Shire processes and procedures, changes in legislation, and for clarity in wording.

Officers have amended the Policy to improve punctuation and grammar only.

BACKGROUND

According to the *Local Government Act 1995*, Council is lawfully obliged to have an Attendance at Events Policy.

The *Local Government Act 1995* was amended in October 2019, which mandated that all local governments are lawfully obligated to adopt an Attendance at Events Policy.

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Elected Members, the Chief Executive Officer (CEO) and all other employees of the Shire of Quairading.

STATUTORY ENVIRONMENT

Local Government Act 1995

“5.90A. Policy for attendance at events

- (1) *In this section —
event includes the following —*
 - (a) *a concert;*
 - (b) *a conference;*
 - (c) *a function;*
 - (d) *a sporting event;*
 - (e) *an occasion of a kind prescribed for the purposes of this definition.*
- (2) *A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —*
 - (a) *the provision of tickets to events; and*
 - (b) *payments in respect of attendance; and*
 - (c) *approval of attendance by the local government and criteria for approval; and*
 - (d) *any prescribed matter.*

** Absolute majority required.*
- (3) *A local government may amend* the policy.*
- * Absolute majority required.*
- (4) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*
- (5) *The CEO must publish an up-to-date version of the policy on the local government’s official website.”*

POLICY IMPLICATIONS

Attendance at Events Policy

FINANCIAL IMPLICATIONS

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

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>There is no financial risk associated with the review of this Policy.</i>
Health	N/A
Reputation	Medium <i>Council is required to have a policy for attendance at events to achieve compliance with the Local Government Act 1995.</i>

Operations	Low <i>This Policy requires a 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.



ATTENDANCE AT EVENTS POLICY

PURPOSE

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt an Attendance at Events Policy.

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Elected Members, the Chief Executive Officer (CEO) and all employees of the Shire of Quairading.

OBJECTIVE

The policy provides guidance to Elected Members and employees when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

POLICY

This policy applies to Elected Members, the CEO, and all employees of the Shire.

Elected Members, the CEO and other employees occasionally receive tickets or invitations to attend events representing the Shire. The event may be:

- A paid event;
- A ticket/invitation gifted in kind; or
- A free/open invitation event for the community in general.

PROVISION OF TICKETS TO EVENTS

1. Invitations

- a. All invitations or offers of tickets for an Elected Member, CEO or employee to attend an event should be in writing and addressed to the CEO.
- b. Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- c. A list of events and attendees authorised by the local government in advance of the event is at Annexure A – Pre-Approved Events and Annexure B – Example Register.

2. Approval of Attendance

- a. In making a decision on attendance at a non-pre-approved event, Council will consider:



ATTENDANCE AT EVENTS POLICY

- i. Who is providing the invitation or ticket to the event;
 - ii. The location of the event in relation to the local government (within the district or out of the district);
 - iii. The role of the Elected Member or employee attending the event (participant, observer, presenter) and the value of the contribution;
 - iv. Whether the event is sponsored by the local government;
 - v. The benefit of local government representation at the event;
 - vi. The number of invitations/tickets received; and
 - vii. The cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- b. Decisions to attend non-pre-approved events in accordance with this policy will be made by simple majority of Council or by the CEO in accordance with delegated authorisation.

3. Payments in Respect of Attendance

- a. Where an invitation or ticket to an event is provided free of charge, the local government may contribute to expenses for attendance (e.g., travel and accommodation) at events outside the district if Council determines attendance to be of public value.
- b. For any events where a member of the public is required to pay, unless previously approved and listed in Annexure A, Council will determine whether it is in the best interests of the local government for an Elected Member, CEO, or another Officer to attend on behalf of the Council.
- c. If Council determines that an Elected Member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- d. Where partners of an authorised local government representative attend an approved event, any tickets for that person will be paid by Council.

GUIDELINES

Local Government Act 1995 S50.9A

Annexure A – Pre-Approved Events

Annexure B – Example of Register of Events Approved by Council (by Simple Majority decision)

DEFINITIONS

Elected Members include the Shire President and all Councillors.

In accordance with Section 5.90A of the Local Government Act 1995 an event is defined as a:

- a. Concert
- b. Conference
- c. Function
- d. Sporting event
- e. Occasions prescribed by the *Local Government (Administration) Regulations 1996*.



ATTENDANCE AT EVENTS POLICY

STATUTORY ENVIRONMENT

Local Government Act 1995 S5.9A

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Graeme Fardon	29/08/13	50-13/14	New Policy		
02	Graeme Fardon	27/09/18	97-20/21	Policy Review Project – 6/09/2018		
03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review	Dec 22	
04	Nicole Gibbs	24/11/2022	125 - 22/23	Biennial Policy Review	Nov 24	
05	Marion Haeusler			Biennial Policy Review	Feb 27	



ANNEXURE A – PRE-APPROVED EVENTS

The Shire approves attendance at the following events by Elected Members, the CEO and other employees of the Shire:

- a. Advocacy lobbying or Ministerial briefings (Elected Members, the CEO and Executive Management only);
- b. Meetings of clubs or organisations within the Shire of Quairading;
- c. Any free event held within the Shire of Quairading;
- d. Australian or West Australian local government events;
- e. Events hosted by clubs or not-for-profit organisations within the Shire of Quairading to which the Shire President, Elected Member, CEO or employee has been officially invited;
- f. Shire-hosted ceremonies and functions;
- g. Shire-hosted events with employees;
- h. Shire-run tournaments or events;
- i. Shire-sponsored functions or events;
- j. Community art exhibitions;
- k. Cultural events/festivals;
- l. Events run by a Local, State or Federal Government;
- m. Events run by the Quairading District High School;
- n. Events hosted by major professional bodies associated with local government at a local, state and federal level;
- o. Opening or launch of an event or facility within the Shire of Quairading;
- p. Recognition of service events;
- q. RSL events; and
- r. Where Shire President, Elected Member or CEO representation has been formally requested.




ATTENDANCE AT EVENTS POLICY

ANNEXURE B – REGISTER OF EVENTS APPROVED BY COUNCIL (BY SIMPLE MAJORITY DECISION)

Event	Date of Event	Approved Attendee/s	Approved local government contribution to cost	Date of Council resolution

12.2 Legal Advice Policy - Biennial Review

Responsible Officer	Natalie Ness, Chief Executive Officer
Reporting Officer	Marion Haeusler, Executive Officer
Attachments	1. Legal Advice Policy - Draft Review ↓ 
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse the review of the Legal Advice Policy.

IN BRIEF

The Legal Advice Policy was adopted by Council at its Ordinary Meeting in February 2007. It was last reviewed in November 2022

Officers have again reviewed the Policy (Attachment 1) for Council's endorsement.

MATTER FOR CONSIDERATION

The Shire of Quairading routinely reviews its Policies on a biennial basis, as prescribed, or when necessary. Policies are reviewed against Shire processes and procedures, changes in legislation, and for clarity in wording.

No changes were made to the Policy.

BACKGROUND

The Shire's Legal Advice Policy is due for its two-year review.

Legal advice means:

- The procurement of specialist advice for areas of work where there are gaps in specialist and/or legal knowledge within the Shire; or
- For the engagement of legal representation in a court or tribunal.

The purpose of this Policy is to prescribe procedures for Council administration in obtaining legal advice or engaging legal representation to ensure the most efficient and effective use of its resources, and to ensure that legal advice is not sought unnecessarily.

The role of the CEO is to provide advice to Council, and for this purpose, the CEO is the only person who can provide authorisation to obtain legal advice relating to the business of the Shire as outlined in the Policy.

It is in the Shire's best interest for the CEO to be able to receive legal advice for the following reasons:

- a. Minimise the potential risk of litigation.

- b. Obtain assistance on interpretation and implications of relevant new and/or existing legislation or legal precedent.
- c. Clarify statutory powers and responsibilities.
- d. Clarify the Shire’s responsibility to take action to protect the health, safety and well-being of the Shire’s ratepayers/residents, general public and protection of property.
- e. Ensure the best commercial outcome for the Shire; and
- f. Represent the Shire in matters proceeding to a court or tribunal.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Purchasing Policy

FINANCIAL IMPLICATIONS

Minimal unless a significant work health and safety or other litigation issue arises.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Governance & Leadership:** Implement systems and processes that meet legislative and audit obligations

CONSULTATION

No consultation was required in the reviewing of this Policy.

RISK ASSESSMENT

	Option 1
Financial	Low <i>There are no financial implications associated with the review of this Policy.</i>
Health	N/A
Reputation	Low <i>With this Policy in place, there is no provision for legal advice to be sought other than with authorisation from the CEO. No legal advice will be sought unless it is a necessity.</i>
Operations	Low <i>Having a Policy in place for legal advice provides clear guidelines for staff when legal advice is required to be sought.</i>
Natural Environment	N/A

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

COMMENT

Nil.



LEGAL ADVICE POLICY

PURPOSE

This policy sets out who may commission advice on behalf of the Shire of Quairading, guidelines as to the kind of issues where advice may be sought and the process for engaging advice.

OBJECTIVE

To manage Council’s affairs by employing publicly accountable practices.

POLICY

PRINCIPLES

- a. A central role of the Chief Executive Officer (CEO) is to provide advice to the Council and as such, it is solely the role of the CEO to commission legal advice on matters relating to the business of the Shire.
- b. The commission of legal advice follows the same procurement requirements as any aspect of Council business.

PROVISIONS

1. Procurement of Legal Advice

- a. The CEO is to approve the procurement of all legal advice sought by the Shire of Quairading, other than advice relating to the performance of the CEO and/or the relationship between the CEO and the Shire of Quairading Council.
- b. The Council may via formal resolution commission advice relating to the performance of the CEO and the relationship between the CEO and Council, provided it has sought advice via a formal report from the appointed advisor to Council on CEO performance.
- c. Procurement of legal advice must be obtained according to requirements set out under the Purchasing Policy.

2. Recording of Legal Advice

- a. A register of legal advice received by the Shire of Quairading must be maintained. Prior to any decision to procure advice being made, this register must be reviewed to determine whether advice has previously been received.

GUIDELINES

Local Government Act 1995

Purchasing Policy

STATUTORY ENVIRONMENT

Local Government Act 1995

LEGAL ADVICE POLICY



Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Graeme Fardon	22/02/2007	204-06/07			
02	Graeme Fardon	27/09/18	41-18/19	<i>Policy Review Project – 5/09/2018</i>		
03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review	Dec 22	
04	Nicole Gibbs	24/11/22	126 - 22/23	Biennial Policy Review	Nov 24	<i>Nicole Gibbs</i>
05	Marion Haeusler			Biennial Policy Review	Feb 227	

12.3 Local Planning Policy - Sea Containers - Biennial Review

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments 1. Local Planning Policy - Sea Containers [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse the review of the Local Planning Policy – Sea Containers.

IN BRIEF

The Local Planning Policy – Sea Containers was adopted by Council at its Ordinary Meeting in June 2015. It was last reviewed in November 2022

Officers have again reviewed the Policy (Attachment 1) for Council’s endorsement.

MATTER FOR CONSIDERATION

The Shire of Quairading routinely reviews its Policies on a biennial basis, as prescribed, or when necessary. Policies are reviewed against Shire processes and procedures, changes in legislation, and for clarity in wording.

No changes were made to the Policy.

BACKGROUND

Sea containers provide residents a cheap and secure way of storing goods but have the potential to affect the amenity of an area, given their industrial design and often poor location and maintenance.

This Local Planning Policy was originally created to provide guidelines to assist Council in making decisions under the then current Local Planning Scheme. In 2022 Mr Jo Douglas of Exurban Rural & Regional Planning reviewed the Policy to ensure its compliance with the new Local Planning Scheme No. 3 (the Scheme) and any other building/planning regulations. Under Mr Douglas’ advice, there were significant changes made to the Policy at the time to ensure compliance with the Scheme and other relevant legislation.

No changes to legislation or the Shire’s Local Planning Scheme have occurred since the last review.

STATUTORY ENVIRONMENT

Local Government Act 1995

Planning and Development Act 2005

POLICY IMPLICATIONS

Local Planning Scheme No.3

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

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

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

CONSULTATION

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>No cost associated with the reviewing of this.</i>
Health	N/A
Reputation	Low <i>The Policy provides guidelines to Council that ensure a fair and consistent approach.</i>
Operations	Low <i>This Policy requires to be reviewed every two years by Officers.</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.



LOCAL PLANNING POLICY – SEA CONTAINERS

BACKGROUND

In recent years there has been an increased use of sea containers for storage purposes within the Shire of Quairading. Sea containers provide a cheap and secure way of storing goods, but have the potential to affect the amenity of an area, given their industrial design and often poor location and maintenance.

PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under Local Planning Scheme No.3. The Scheme prevails should there be any conflict between this policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

OBJECTIVE

The objectives of this policy are as follows:

- (a) To establish clear guidelines for the placement of sea containers used for storage purposes within the Shire;
- (b) To ensure that any sea container does not detract from an existing (or reasonably desired) streetscape; and
- (c) To achieve a balance between providing the legitimate need for sea containers as an affordable and secure storage option, and minimising any impact on neighbours, streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

SCOPE

Part 2, Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides for the preparation of local planning policies to apply generally or to a particular class or classes of matters and throughout the Scheme area or in one or more parts of the Scheme area.

This policy will apply to the use and installation of 'sea containers' throughout the Scheme area, that is the whole of the Shire of Quairading's municipal district. For the purposes of this policy, a Sea Container is defined as a large metal container originally manufactured to carry goods on a sea/ocean-going vessel.

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

LOCAL PLANNING POLICY – SEA CONTAINERS

**POLICY****1. Exemptions to requirement for Development Approval**

- a) A single sea container does not require development approval when located on a property zoned Rural, Rural Residential, Rural Enterprise, Light Industry, General Industry or Industrial Development in Local Planning Scheme No.3 provided it meets with the general requirements set out below as well as Table 1 and is used in association with the current approved/permitted use of the property.
- b) For properties zoned Rural the placement and use of two (2) sea containers used in conjunction with extensive or intensive agricultural activities does not require development approval.
- c) Sea container(s) fully enclosed within an existing building in any zone do not require development approval.
- d) Sea container(s) placed temporarily on any property in the Scheme Area for the purposes of furniture and/or goods removal or delivery do not require development approval where they are located within the designated lot boundaries for seven (7) days or less. For any land classified Light Industry, General Industry and Rural Enterprise zone, the temporary placement and use of sea containers associated with an approved transport depot or warehouse/storage development are permitted for a period of up to sixty (60) days unless otherwise authorised in writing by the local government.
- e) Notwithstanding any other requirements of this policy, a sea container may be placed within the designated boundaries of any lot for the temporary storage of building materials and/or equipment during construction works on the property, where:
 - (i) A building permit approval for the construction works has been issued and remains valid;
 - (ii) The sea container is not placed on-site more than two (2) weeks prior to the commencement of construction or associated preparatory works; and
 - (iii) The sea container is removed from site within four (4) weeks of the conclusion of construction works and prior to occupation of the building.

2. General Requirements

- a) Sea container(s) are to comply with the criteria set out in Table 1 of this policy.
- b) Sea container(s) may not be placed on a road, verge, footpath or other public area unless otherwise approved by the local government. Any approval granted in this regard will include a condition requiring the applicant to establish and maintain a current public liability insurance policy naming the local government and indemnifying the applicant and the local government for a sum of not less than \$20,000,000 in respect of any one claim relating to the use of the sea container.
- c) Sea container(s) are to be suitably screened and/or fenced from the road frontage, public space and neighbouring properties. Where a sea container has high visibility from a public space and/or any neighbouring properties, the installation of screening to a minimum height equal to that of the sea container may be required.

LOCAL PLANNING POLICY – SEA CONTAINERS



- d) Sea container(s) shall not compromise or obstruct vehicle or pedestrian sight lines, thereby creating a public safety concern.
- e) Sea container(s) shall not be located over on-site effluent disposal infrastructure or other utilities and shall be located on a flat, compacted area.
- f) Sea container(s) shall be adequately ventilated, in good repair and painted a uniform colour to complement the building to which it is ancillary.
- g) Sea container(s) shall be fitted with an internal emergency door release or some other mechanism deemed acceptable by the local government's building surveyor to avoid the risk of entrapment.
- h) Sea container(s) will not be permitted on any vacant, undeveloped land in the Scheme Area unless for the purposes of storage for construction purposes as outlined in sub-clause 1e) above.
- i) Where a sea container is proposed to be modified for habitable purposes, it will be assessed against the requirements of the Shire of Quairading Local Planning Scheme No.3 and must be modified to meet the requirements of the Building Act 2011 and any other relevant building and health legislation. Once a sea container is modified, it is no longer considered a sea container for the purposes of this policy.

3. Application Requirements

- a) A suitably scaled site plan shall be submitted with any application required pursuant to this policy and the Shire of Quairading Local Planning Scheme No.3 indicating the size, floor area and proposed location of the sea container on the land, its proposed setbacks to all lot boundaries, the final finished floor level, vehicle and pedestrian access arrangements thereto, and any proposed stormwater drainage management measures.
- b) Photographs of the sea container shall be submitted with the application showing its current appearance including colour and condition. If the container is in a poor state of repair and/or of a colour that does not complement existing improvements on a property, the application may be approved with conditions requiring cladding, painting and/or screening.
- c) Details of the proposed use of the sea container shall be submitted with the application.
- d) The application shall be accompanied by details demonstrating how the proposed sea container will comply with any applicable requirements outlined in **Table 1**.
- e) A separate building permit application is required for the permanent placement and use of a sea container on any land in the Scheme Area unless an express exemption to this requirement is provided in the *Building Regulations 2012*.

LOCAL PLANNING POLICY – SEA CONTAINERS



Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Graeme Fardon	25/06/15	228-14/15	New Policy	June 17	
02	Nicole Gibbs Joe Douglas	24/11/22	115 - 22/23	Need for review and adoption under Local Planning Scheme No.3	Nov 24	
03	Marion Haeusler			Policy Review	Feb 27	

LOCAL PLANNING POLICY – SEA CONTAINERS



Table 1 – Sea Container Requirements

Zone	Boundary Setbacks	General Requirements	Special Requirements
Residential	In accordance with the requirements of the Residential Design Codes (i.e. R-Codes) unless otherwise approved by the local government.	<p>Only one (1) standard 20-foot sea container is permitted per lot unless otherwise approved by the local government.</p> <p>Shall be located to the rear of a dwelling and not be visible from the street.</p> <p>The sea container is considered part of the maximum permitted total outbuilding floor area and shall not reduce the open space requirements of the R-Codes.</p> <p>The sea container shall be used for domestic storage purposes only.</p> <p>The sea container shall not be located over septic tanks, leach drains or other key essential service infrastructure.</p>	<p>The sea container shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property unless otherwise approved by the local government.</p> <p>The sea container shall be fitted with a pitched roof unless otherwise approved by the local government.</p> <p>Applicants shall obtain the written consent of all immediately adjoining private landowners and submit copies with any development application to the local government.</p> <p>The sea container shall be screened from view of the street, including secondary streets and all adjoining properties.</p>
Commercial, Rural Townsite & Private Clubs, Institutions & Places of Worship	In accordance with the requirements of the Shire of Quairading Local Planning Scheme No.3 and/or the R-Codes unless otherwise approved by the local government.	<p>Only one (1) standard 40-foot sea container is permitted per lot unless otherwise approved by the local government.</p> <p>The sea container shall not be located in the front setback area of any lot.</p>	The sea container shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property unless otherwise approved by the local government.

LOCAL PLANNING POLICY – SEA CONTAINERS



Zone	Boundary Setbacks	General Requirements	Special Requirements
Rural Residential		The sea container shall be used in association with the current approved/permitted use of the lot.	<p>The sea container shall be screened from view of the street, including secondary streets and all adjoining properties.</p> <p>Sea container(s) shall not compromise or obstruct vehicle or pedestrian accessways, corner truncations, access to parking areas or any parking bays provided on-site.</p>
	In accordance with the requirements of the Shire of Quairading Local Planning Scheme No.3 including any building envelope provisions unless otherwise approved by the local government.	<p>Only one (1) standard 20-foot sea container is permitted per lot unless otherwise approved by the local government.</p> <p>The sea container shall not be located in the front setback area of any lot unless otherwise approved by the local government.</p> <p>The sea container shall be used in association with the current approved/permitted use of the lot.</p>	<p>The sea container shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property unless otherwise approved by the local government.</p> <p>The sea container shall be screened from view of the street, including secondary streets and all adjoining properties.</p>

LOCAL PLANNING POLICY – SEA CONTAINERS



Zone	Boundary Setbacks	General Requirements	Special Requirements
Light Industry, General Industry & Rural Enterprise	In accordance with the requirements of the Shire of Quairading Local Planning Scheme No.3 unless otherwise approved by the local government.	<p>Two (2) sea containers are permitted per lot. Where it is proposed to utilise more than two (2) sea containers, the application will be considered on its individual merits.</p> <p>The sea container/s shall not be located in the front setback area of any lot unless otherwise approved by the local government.</p> <p>The sea container shall be used in association with the current approved/permitted use of the lot.</p>	Sea container(s) shall not compromise or obstruct vehicle or pedestrian accessways, corner truncations, access to parking areas or any parking bays provided on-site.
Rural	In accordance with the requirements of the Shire of Quairading Local Planning Scheme No.3 unless otherwise approved by the local government.	<p>Up to four (4) sea containers are permitted per lot.</p> <p>Where it is proposed to utilise more than four (4) sea containers, the application will be considered on its individual merits.</p> <p>The sea container/s shall not be located in the front setback area of any lot unless otherwise approved by the local government.</p> <p>The sea container shall be used in association with the current approved/permitted use of the lot.</p>	Where the sea container is visible from a public place and/or any neighbouring property, it shall be screened or painted a colour complementary to its surroundings.


LOCAL PLANNING POLICY – SEA CONTAINERS



12.4 Conflict of Interest Policy - Disclosure of Interest Affecting Impartiality - Biennial Review

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments 1. Conflict of Interest Policy - Disclosure of Interest Affecting Impartiality - Draft Review [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse the review of the Conflict of Interest Policy – Disclosure of Interest Affecting Impartiality.

IN BRIEF

The Conflict of Interest – Disclosure of Interest Affecting Impartiality was adopted by Council at its Ordinary Meeting in July 2022.

Officers have reviewed the Policy (Attachment 1) for Council’s endorsement.

MATTER FOR CONSIDERATION

The Shire of Quairading routinely reviews its Policies on a biennial basis, as prescribed, or when necessary. Policies are reviewed against Shire processes and procedures, changes in legislation, and for clarity in wording.

Officers made amendments to the Policy to remove any reference to the Local Government (Rules of Conduct) Regulations 2007 and replace them with references to the relevant sections of the Local Government (Model Code of Conduct) Regulations 2021.

Similarly, references to relevant Shire Policies were updated to include the correct names of Policies and to ensure that the content was still congruent with the reference.

Officers removed the section titled Policy Non-Compliance entirely, as it referred to the Victorian Local Government Act 2020 and the matter was already sufficiently described in clause 3.5 Failure to disclose.

BACKGROUND

As it is Council as a whole (Elected Members, CEO and employees) that are required to make transparent decisions for the community, it is important that Council are aware of their obligations when it comes to a situation that arises where there is a conflict.

Decision-making could be influenced – or perceived to be influenced – in a number of ways, including:

- Financial relationships

- Personal relationships
- Receipt of gifts.

It is sometimes difficult to judge what a reasonable belief of another person is, so Council Officers have developed a Policy to clearly outline when and how an Elected Member, the CEO and Staff should disclose an interest and the reprimands if a disclosure is not made.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Model Code of Conduct) Regulations 2021

POLICY IMPLICATIONS

Code of Conduct for Elected Members Committee Members and Candidates

Employee Code of Conduct

Purchasing Policy

Risk Management Policy

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

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:

3.3 Governance, Financial and Compliance Risks: Organisational Misconduct

RISK ASSESSMENT

	Option 1
Financial	Low <i>There is no cost associated with the review of the policy.</i>
Health	N/A
Reputation	Medium <i>Council Members and Staff must disclose conflicts of interest. Dishonesty can lead to loss of trust between Council and the community.</i>

Operations	Low <i>Templates to record the declaration of an interest are available to Councillors and Staff.</i>
Natural Environment	N/A

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

COMMENT

Nil



CONFLICT OF INTEREST POLICY

Disclosure of Interests Affecting Impartiality

PURPOSE

This Policy provides guidance on the specific circumstances that give rise to a conflict of interest and clarifies the types of interests that constitute a conflict of interest, the process that must be followed and the consequences or actions that may be taken for failing to comply with the requirements of the *Local Government Act 1995*. Recognising and declaring interests, whether they are actual, potential or perceived, mitigates risk and financial and reputational damage to Council.

SCOPE

This Policy applies to Councillors, the Chief Executive Officer and all workers (including contractors, consultants, agency staff and labour hire staff).

DEFINITIONS

Affected person means a relevant person, a family member of the relevant person, a body corporate of which the relevant person or their spouse or domestic partner is a Director or a member of the governing body, an employer of the relevant person (unless the employer is a public body), a business partner of the relevant person, a person for whom the relevant person is a consultant, contractor or agent, a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee or a person from whom the relevant person has received a disclosable gift.

Audit & Risk Committee means a Committee established under the *Local Government Act 1995* for the purpose of reviewing, discussing and assessing external reporting, external auditing, internal auditing, internal control and risk management, compliance and ethics, fraud preventions and related party transaction oversights.

CEO means the Chief Executive Officer of Council.

Council means the Shire of Quairading Council.

Councillor means a person elected by eligible residents and ratepayers in a Local Government election or by-election.

Delegated Committee means a committee established under Section 5.16(1) of the *Local Government Act 1995*, including joint delegated committees.



Disclosable gift means one or more gifts with a total value of more than \$500, or if an amount is prescribed, the prescribed amount received from a person in the five years preceding the decision on the matter. This does not include the value of any reasonable hospitality received by the relevant person at an event or function that the relevant person attended in an official capacity as a Councillor, member of Council staff or member of a Delegated Committee.

Family member means your spouse or domestic partner of the relevant person, a parent, grandparent, sibling, your child, stepsibling or stepchild of the relevant person or of their spouse or domestic partner, stepparent and any other person that regularly resides with the relevant person.

Matter means a matter which a Council, Delegated Committee, Community Asset Committee or a member of Council staff is concerned and that will require a power to be exercised, or a duty or function to be performed or a decision to be made by the Council, Delegated Committee or Community Asset Committee in respect of that matter; or a power to be exercised, or a duty or function to be performed or a decision to be made by a member of Council staff in respect of a matter.

Not for profit organisation means a body that operates exclusively for charitable, civil, sporting or other social purposes and does not share or allocate the funds or profits of the body or organisation with the owners, shareholders or executives of the body or organisation.

Private interest means any direct or indirect interest of a relevant person that does not derive from their public duty and does not include an interest that is only a matter of personal opinion or belief.

Public duty means the responsibilities and obligations that a relevant person has to members of the public in their role as a relevant person.

Relevant person means a person who is a Councillor, a member of a Delegated Committee and a member of Council staff.

Worker means people who are employed by the Chief Executive Officer or by a person authorised by the Chief Executive Officer to employ Council staff and employed to perform, or assist in performing, the functions of the Council and or the Chief Executive Officer. It also includes agency staff, temporary contract staff and contractors engaged by Council.

POLICY

Council Members, Chief Executive Officers and local government employees are expected to make decisions in the best interests of their community. To do this, they must consider each issue on its merits.



Decision-making could be influenced – or perceived to be influenced – in a number of ways, including through financial relationships, personal relationships and the receipt of gifts. *The Local Government Act 1995* sets out requirements on Council Members, Chief Executive Officers and other employees to ensure transparency and accountability in decision-making.

This Policy deals with interests that affect the impartiality of a person, generally arising because of personal relationships or membership of an association.

Local government Council Members and employees are required to disclose an interest that may adversely affect their impartiality in any matter discussed at a Council or Committee Meeting. In addition, employees are also required to disclose interests when providing advice or reports to be discussed at a Council or Committee Meeting.

The *Local Government (Model Code of Conduct) Regulations 2021* set out uniform rules to guide the behaviour of Council Members. Section 22 in Division 4 of the Model Code of Conduct prescribes how and when disclosure of an impartiality interest must be made by a Council Member.

Regulation 34C of the *Local Government (Administration) Regulations 1996* prescribes how and when disclosure of an impartiality interest must be made by a local government employee. These provisions are to be included within each local government's Employee Code of Conduct.

Each piece of legislation establishes precise and detailed provisions which clarify the disclosure requirements and general responsibilities of individuals within local government.

1 The decision to disclose

For the purposes of requiring disclosure, an impartiality interest is defined in Regulation 34C of the *Local Government (Administration) Regulations 1996* and Section 22 of Schedule 1 of the *Local Government (Model Code of Conduct) Regulations 2021* as, "an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association."

The above definition includes examples of the type of relationships from which an interest could arise. However, a significant element is the likely public perception as to whether there may be an interest.

It is sometimes difficult to judge what a reasonable belief of another person is. Therefore, when deciding if such an interest should be disclosed, it is helpful to establish answers to the following questions:

- 1.1 If you were to participate in assessment or decision making without disclosing, would you be comfortable if the public or your colleagues became aware of your association or connection with an individual or organisation?
- 1.2 Do you think there would be a later criticism of perceived undisclosed impartiality if you were not to disclose?



The regulations provide some examples of what constitutes an "interest".

2 The impact of an impartiality disclosure

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest.

With the declaration of a financial interest a Council Member leaves the room and does not vote or otherwise participate in that part of the meeting (unless permitted to do so by the meeting or the Minister).

Similarly, if an employee has a financial interest in a matter for which they have delegated authority, section 5.71 of the *Local Government Act 1995* requires that the employee makes the necessary disclosure and prohibits the employee from exercising the delegated power or duty in the matter for which they have declared a relevant financial interest.

With the declaration of an impartiality interest, the Council Member stays in the room, participates in the debate and votes. Following disclosure of an interest affecting impartiality, the member's involvement in the meeting continues as if no interest existed. This recognises that everyone has interests and relationships which affect the way they think and feel; making a disclosure of this type makes it clear both to the Council Member with the interest and the other Council Members that bias could creep in.

3 Disclosing an interest

3.1 Who is required to make a disclosure?

Council Members and employees (including persons under contract) of local governments are required to disclose interests affecting impartiality.

3.2 When should a disclosure be made?

If the matter in which a Council Member or employee has an interest affecting impartiality is to be discussed at a Council or Committee Meeting, the Council Member or employee is to disclose the interest either in a written notice given to the CEO before the meeting or verbally at the meeting immediately before the matter is discussed.

Local government report templates often include sub-headings for employee disclosures of interest. An employee should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

In any case, disclosure of interest is required to occur as soon as the person becomes aware that they have a conflict of interest.



3.3 What to disclose

To assist with making the disclosure, the department has prepared the following declaration which Council Members or employees may use when they consider it necessary to disclose an interest affecting impartiality. The nature of the interest must also be stated.

3.3.1 Council Member Declaration

"With regard to the matter in item x I disclose that I have an association with the applicant (or person seeking a decision). This association is (nature of the interest).

As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

3.3.2 Employee Declaration

"With regard to the matter in item x I disclose that I have an association with the applicant (or person seeking a decision). This association is (nature of the interest).

As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and provide advice accordingly."

3.4 How to disclose

3.4.1 At meetings

A Council Member or employee attending a meeting who wishes to disclose an interest affecting impartiality can do so in written form prior to the commencement of the meeting or make a verbal declaration during the meeting.

If a Council Member or employee chooses to make a verbal disclosure, they should do so during the meeting, immediately prior to discussion of the matter to which the disclosure relates.

A Council Member should put their verbal declaration in writing immediately after the conclusion of the meeting.

A written notice of interest must be given to the CEO prior to commencement of the meeting. In this instance the CEO must make the



person presiding at the meeting aware of the interest prior to commencement of the meeting. During the meeting the presiding person must then bring the contents of the notice to the attention of the person's present at the meeting immediately prior to discussion of the matter to which the disclosure relates.

All disclosures made are to be recorded in the minutes of the relevant meeting. It is important that the minutes distinguish between disclosures of interests affecting impartiality and disclosures of financial interests.

3.4.2 At other times

Situations will arise where an employee has provided advice to Council in the form of a report without being in attendance at the meeting but will have the need to disclose an interest. The regulations set out that an employee who has given, or who will give advice in respect of a matter in which they have an interest, and which is to be discussed at a Council or Committee Meeting where they will not be in attendance, is to provide written notice to the CEO prior to the meeting or at the time the advice is given.

For example, an officer preparing a report for a matter to be discussed at a Council or Committee Meeting but will not be in attendance at the meeting should disclose their interest in a written notice given to the CEO before the meeting and may also include the disclosure in the body of the report.

3.5 Failure to disclose

In failing to disclose an impartiality interest, a Council Member contravenes a rule of conduct and in doing so commits a minor breach. The Local Government (Model Code of Conduct) Regulations 2021 focus on providing avenues for dealing with allegations specifically concerning Council Member misconduct. Under this legislation, minor breaches are referred to a Local Government Standards Panel which is supported by the department.

In accordance with Local Government (Administration) Regulations 1996, Regulations 19AD(1) and (2) and 19AE(2)(d), the Shire's Employee Code of Conduct declares that an employee who fails to disclose an interest in a matter either discussed at a Council or Committee meeting they attend or in which they have given or will give advice, commits a breach of the code of conduct. Suspected breaches of the Code will be dealt with in accordance with the relevant Shire policies.



3.6 Exceptions

The requirement to disclose an interest does not apply in circumstances where a Council Member or employee fails to do so because they were not aware that an interest existed.

The same is true when a Council Member or employee fails to disclose an interest because they did not know the matter in which they had an interest was to be discussed. In the second instance disclosure of the interest must be made as soon as possible following commencement of the discussion.

These exceptions are not automatic and will depend on the circumstances and facts relating to the reasons for non-disclosure.

4 When does an interest affecting impartiality arise?

The existence of an interest affecting impartiality is dependent on:

- The Council Member or employee having an association with a person or organisation that has a matter being discussed at a Council or Committee Meeting,
- The employee being required to give advice on a matter where they have an association with a person or an organisation related to that matter,
- The type of matter being discussed at a Council or Committee Meeting, and
- An employee considering a matter under delegated authority, in which they have an association with a person or an organisation related to that matter.

The Department would not expect a disclosure to be made in matters which are solely related to:

- An individual's beliefs, philosophies or attitudes;
- A member's election pledges; or
- Any other public pledges made by a member.

No disclosure should be necessary – unless the matter also involves an association with a person or organisation connected to the member.

4.1 What types of matters could result in a perception of partiality?

The Departments' view is that the intent of the impartiality provisions is to capture those matters where persons or organisations associated with members or employees are, by their own action, seeking a decision from the local government (for further detail please see discussion on associated persons).



The types of matters where disclosure is warranted include any matters which require applications for approval, consent or a licence where the financial interest provisions of the Act do not apply. This would include development applications, extensions or construction of facilities, requests for financial assistance, tenders, staff recruitment and so on.

It is recognised that decisions on impartiality disclosures are most difficult where a Council Member or employee has an association with an individual or organisations, which has a passive involvement in a matter before Council, a Committee or the local government for a decision.

4.2 What types of associations may give rise to a perception of partiality?

There are two major categories of associations that Council Members or employees may have which in certain circumstances may give rise to interests that affect impartiality. These are associations with people and associations with organisations.

4.3 Associations with Persons

The financial interest provisions of the Act identify particular relationships that a Council Member or employee may have which can result in a financial interest arising. In a similar way, matters involving persons that a Council Member or employee has a relationship with may result in an interest which affects impartiality.

The regulations relating to disclosures of impartiality make direct reference to an interest arising from kinship, friendship or membership of an association.

Therefore, in the context of kinship and other formal connections, if a relevant matter is discussed at a Council or Committee meeting, to avoid a later criticism of undisclosed partiality, disclosure is warranted if the matter involves a Member's or employee's:

- 4.3.1 Spouse or de facto spouse;
- 4.3.2 Brother or sister;
- 4.3.3 Parents or spouse's parents;
- 4.3.4 Children;
- 4.3.5 Employer; or
- 4.3.6 Business partner.



4.4 Associations with friends and adversaries

In addition to the persons mentioned in the previous section, the general public is often concerned about impartiality in matters which involve people who are friends or adversaries of Council Members or employees. However, while the definition of persons linked by family ties is generally indisputable, there is some argument about the existence of an acceptable definition of a friend or adversary.

In relation to a friend, the definition which probably comes closest to the department's view is given in the Macquarie dictionary which defines a friend as "one attached to another by feelings of affection or personal regard", or "one who is on good terms with another".

In another interpretation, it is suggested that two people could be considered friends because they frequently socialise, have business lunches and regularly go on trips or outings together.

A friend may also be considered as someone who regularly participates at another person's family functions or other significant events, or there may be a length of time component which would form part of the definition.

Nonetheless, it would be fair to say that the definition would vary from person to person depending on age, background, gender, geographic location and so on. It is a judgement for each Council Member to make as to whether a person in their local government district would have a reasonable belief that another person is a friend of the Council Member.

Following this judgement, it is then up to each Council Member to decide whether to disclose or not, bearing in mind the potential for later criticism of undisclosed partiality.

It is important to note, in addition to a friend, the same level of partiality could be perceived to exist for an adversary or person that a Member or employee strongly disliked. When relevant matters come before Council involving such persons, disclosure may well be warranted.

It is recognised that in many small country towns, Council Members and employees may know a high proportion of the Shire's population. As a consequence, although this is a difficult area, the department encourages individual local governments to formulate a definition of a close friend and adversary, which is appropriate to their circumstances which would assist Council Members and employees when they face a decision with regards to disclosing an association.



4.5 Associations with organisations

Subject to the person considering the extent of their involvement in an association or organisation, disclosure is warranted when matters are discussed at Council or Committee meetings which directly relate to groups with which Council Members and employees are affiliated. These include sporting clubs, resident groups and associations, business groups and associations, professional associations and so on.

4.6 Other associations

Regulations relating to disclosure of interest affecting impartiality make direct reference to an interest arising from kinship, friendship or membership of an association. However, the department recommends that Council Members and employees consider and include other types of associations as they see fit. These may also include other categories of persons, or it may include secondary relationships, for example, matters which involve friends of spouses, or friends of children etc.

It is important to consider how others may perceive your associations and connections and make disclosures that are reasonable and promote a consistent probity standard.

The disclosure of an impartiality interest will not prevent a Council Member from participating and voting in a matter, but the proactive disclosure of impartiality interests that may be perceived by the community will protect the Council Member and the local government from potential criticism.

4.6.1 Matters which involve a Council Member’s beliefs, philosophies, attitudes and election or public pledges

As stated earlier, a Council Member's, CEO's or employee's beliefs, philosophies, attitudes and election or public pledges are not matters for which an impartiality disclosure is warranted. The key issue is the association with people or organisations who have business with the local government.

As one of the objectives of the interest affecting impartiality provisions is to help make local government decision making transparent, it should be unnecessary for a member to disclose issues openly campaigned upon before their election. The following examples outline the department's views on this matter.

CONFLICT OF INTEREST POLICY - DISCLOSURE OF INTERESTS AFFECTING IMPARTIALITY



ROLES & RESPONSIBILITIES

The Chief Executive Officer is responsible for enforcement of and compliance with this Policy and will provide interpretation in the event of the need for clarification or when there is a dispute.

RELATED DOCUMENTS

The requirements set out in this Policy should be read in conjunction with the following:

- Local Government Act 1995
- Code of Conduct for Elected Members, Committee Members & Candidates
- Employee Code of Conduct
- Risk Management Policy
- Purchasing Policy

IMPLEMENTATION OF THE POLICY

This Policy will be published on Council’s website and intranet so that it can be used by employees of Council, including contractors and agency and/or labour hire staff engaged by Council, Audit and Risk Committee Members, Delegated Committee Members, Community Asset Committee Members and Councillors to understand the requirements on declaring a conflict of interest.

STATUTORY ENVIRONMENT

- Local Government Act 1995*
- Local Government (Administration) Regulations 1996
- Local Government (Model Code of Conduct) Regulations 2021

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Nicole Gibbs	28/7/22	7-22/23	New Policy	July 24	
02	Marion Haeusler			Biennial Review – Minor amendments	February 27	

12.5 Related Party Disclosure Policy - Biennial Review

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments 1. Related Party Disclosure Policy - Draft Review [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse the review of the Related Party Disclosure Policy.

IN BRIEF

The Related Party Disclosure Policy was adopted by Council at its Ordinary Meeting in July 2017. It was last reviewed in October 2022

Officers have again reviewed the Policy (Attachment 1) for Council's endorsement.

MATTER FOR CONSIDERATION

The Shire of Quairading routinely reviews its Policies on a biennial basis, as prescribed, or when necessary. Policies are reviewed against Shire processes and procedures, changes in legislation, and for clarity in wording.

The only change made to the Policy was to attach as Appendix A the Related Party Disclosure Declaration Form as utilised by Key Management Personnel to make their annual disclosure.

BACKGROUND

Council applies the Australian Accounting Standards to all financial reporting.

Since 1 July 2016, AASB 124 Related Party Disclosures have applied to Council. This means Council is required to disclose information about related parties and Council transactions with those related parties since the 2016-17 financial statements and thereafter. In the context of transactions, this means cash and non-cash transactions.

As the disclosures form part of the financial statements, they are subject to audit by the external auditors.

The Policy identifies Key Management Personnel (KMP) and lists the relationships and the types of transactions that necessitate disclosure.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

Code of Conduct for Elected Members Committee Members and Candidates

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

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:

3.3 Governance, Financial and Compliance Risks: Organisational Misconduct

RISK ASSESSMENT

	Option 1
Financial	Low <i>No cost is associated with the review of this policy</i>
Health	N/A
Reputation	Low <i>Non-compliance with this Policy has the potential to impact negatively on the reputation of Council and its ability to maintain the continued support of the community and staff.</i> <i>If Shire Policies are not reviewed regularly, they have the potential to become outdated with the practices Officers or Elected Members are actually carrying out.</i>
Operations	Low <i>Review of Shire policies and the collection of information relevant to the financial audits is within the scope of everyday operations.</i>
Natural Environment	N/A

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

COMMENT

Nil

RELATED PARTY DISCLOSURE POLICY



RELATED PARTY DISCLOSURE POLICY

PURPOSE

The Related Party Disclosure Policy aims to assist Council in complying with the disclosure requirements and the level of reporting within the Financial Statements as per AASB 124 – Related Party Disclosures. It aims to define the parameters for related party transactions and the level of disclosure and reporting.

OBJECTIVE

To ensure that the Shire of Quairading ('the Shire') Financial Statements contain disclosures necessary to comply with the Australian Accounting Standard Board (AASB) Standard 124 - Related Party Disclosures, which draw attention to the possibility that the Shire's Financial position and profit or loss may have been affected by the existence of transactions with a related party and outstanding balances and commitments with such parties.

POLICY & PROCEDURE

The Shire complies with the requirements of AASB124 – Related Party Disclosure.

SCOPE

The Policy is to be applied in: -

- (a) Identifying and recording related parties and related party relationships;
- (b) Identifying and recording related party transactions and their terms and conditions;
- (c) Assessing materiality and or significance of these transactions;
 - (i) Identifying the circumstances in which disclosure of points (a) and (b) is required;
- (d) Determining the disclosures to be made about points (a) and (b); and
- (e) Disclosing relevant information in the Financial Statements.

DEFINITIONS

- (a) **Related Party:** A person or an entity that is related to Council, referred to as the 'reporting entity'. Examples of related parties of Council are:
 - (i) Council Subsidiaries;
 - (ii) Key Management Personnel ('KMP');
 - (iii) Close family members of Key Management Personnel;
 - (iv) Entities that are controlled or jointly controlled by key management personnel or their close family members.

RELATED PARTY DISCLOSURE POLICY



- (b) Key Management Personnel (KMP):** A person or persons having authority and responsibility for planning, directing and controlling the activities of the entity, either directly or indirectly, including any manager (executive or otherwise) of that entity. In the case of the Shire of Quairading, KMP will include, but is not limited to, Councillors, Chief Executive Officer, Executive Managers and Supervisors.
- (c) Close Members of the Family:** Those are family members who may be expected to influence or be influenced by those individuals' dealings with Council and include:
- (i) Children and spouse or domestic partner
 - (ii) Children of that person's spouse or domestic partner
 - (iii) Dependents of that person or that person's spouse or domestic partner
- Under AASB 124, close members of family could also include extended members of family such as parents, siblings, grandparents, uncles/aunts or cousins if they could be expected to have influence or be influenced by the KMP in their dealings with Council.
- (d) Related Party Transactions:** These are a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.
- (e) Ordinary Citizen Transaction:** These are transactions that an ordinary citizen would undertake with Council, which would be undertaken at arm's length and in the ordinary course of carrying out Council's functions and activities. They would not be seen as material in nature.
- Example of ordinary citizen transactions would be:
- (i) The paying of rates and charges
 - (ii) The use of Council public facilities after paying the corresponding fees.
- (f) Control:** power to govern the financial and operating policies of any entity to obtain benefits from its activities.
- (g) Significant Influence:** The power to participate in the financial and operating policy decision of an entity but not to control those policies.

Responsibilities:

Key Management Personnel will include, but not limited to, Councillors, Chief Executive Officer, Executive Manager, Corporate Services, Executive Manager, Works & Services and the Executive Manager, Economic Development.

Recommended Practices:

Since 1 July 2016, AASB 124 Related Party disclosures have applied to Council. This means Council will be required to disclose information about related parties and Council transactions with those related parties in the 2016-17 financial statements and onwards. In the context of transactions, this means cash and non-cash transactions.

As the disclosures will form part of the financial statements, they will be subject to audit by the external auditors.

RELATED PARTY DISCLOSURE POLICY



Key Management Personnel (KMP) will be identified and the position they hold with Council. They will be required to complete a disclosure notification, which at minimum will require details of the related party, (family members and/or entities) that may have existing transaction potential with Council and the relationship.

As per paragraph 17 AASB 124, Council shall disclose compensation in total provided to KMP, and for each of the following categories,

- (a) Short term employee benefits;
- (b) Post-employment benefits;
- (c) Other long-term benefits;
- (d) Termination benefits; and
- (e) Share based payments.

For disclosure requirements of AASB 124, Council shall implement a process to capture related party transactions for reporting in the financial statements and the following will be collected through each year;

- (a) Related parties to the KMP;
- (b) Relationship to KMP;
- (c) Transactions that are monetary and/or non-monetary;
- (d) The value of the transaction if monetary;
- (e) The benefit if non-monetary;
- (f) The value of outstanding balances;
- (g) Details of commitments and/or guarantees;
- (h) Recognition for the provision of doubtful debts related to outstanding balances of related parties.

KMP who no longer holds that role in Council will still be subject to disclosure requirements up until their status as KMP is no longer applicable. The same will apply for KMP who acquires the role in that year.

Once the related party transactions have been identified, they will be assessed, and a determination will be made regarding the materiality of the transaction. This will include assessment of ordinary citizen transactions and whether the terms and conditions differ from normal practice, which would then exclude them from being ordinary citizen transactions.

If a Councillor believes a transaction may constitute a related party transaction, they must notify the Chief Executive Officer who will discuss the matter with the Executive Manager of Corporate Services.

If an employee believes a transaction may constitute a related party transaction, they must notify their supervisor or manager who will discuss the matter with the Executive Manager of Corporate Services.

The finance department will be responsible for the maintenance of a register that captures all related party transactions of the KMP.

RELATED PARTY DISCLOSURE POLICY



Privacy: Council will endeavour to ensure that only those senior staff involved in the preparation of the related party disclosures and the external auditors will have access to the Related Party Disclosures - declaration form.

STATUTORY ENVIRONMENT

Local Government Act 1995

Australian Accounting Standards Board (AASB) 124 Related Party Disclosures Accounting Standard (Annexure 'A')

APPENDIX A – Related Party Disclosure Declaration Form

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Tony Merillo	29/07/17	221-16/17	New Policy		
02	Tony Merillo	27/09/18	41-18/19	<i>Policy Review Project – 10/08/2018</i>		
03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review – Minor Amendment	Dec 20	
04	Nicole Gibbs	27/10/22	97 – 22/23	Biennial Policy Review – Minor Amendment	Oct 24	
05	Marion Haeusler			Biennial Review	Feb 27	

APPENDIX A – Related Party Disclosure Declaration Form



AASB 124 – “RELATED PARTY DISCLOSURES”

RELATED PARTY DISCLOSURES – DECLARATION

As per requirements of AASB 124 Related Party Disclosures, and Business Operating Procedure – Related Party Disclosures. For additional information to assist you in making a declaration, please refer to the Appendices to this form.

The following declaration must be completed by all Council members, the CEO and Directors of the Shire of Quairading who were elected or employed at any time during the financial year.

Disclosure Period (Quarter Ended):	
Person making disclosure:	
Position held by person: e.g. Councillor, Director	

SHIRE OF QUAIRADING

DECLARATION

Related Party Disclosure Policy [DRAFT]

1. CLOSE MEMBERS OF THE FAMILY (See Appendix 1)

If there has been no change since your last declaration, please complete "No Change"

Name of Family Member	Relationship to you

2. ENTITIES THAT I, OR A CLOSE FAMILY MEMBER CONTROLS OR JOINTLY CONTROLS (See Appendix 2)

If there has been no change since your last declaration, please complete "No Change"

Name of Entity	Name of person who has control/nature of control

SHIRE OF QUAIRADING

DECLARATION

Related Party Disclosure Policy [DRAFT]

3. ORDINARY CITIZEN TRANSACTIONS – NOT PROVIDED AT ARMS LENGTH
 Did you or any member of your close family use facilities provided at Recreation Centre, attend any event at the Civic Centre, or use any other council provided facility AND you received a discount or special terms that would not otherwise be offered to any other member of the public?

Name of person using the facility	Service/Facility used	Nature of transaction	Nature of discount or special conditions received.

Note: Recreation Centre membership provided as part of employment has been provided under the same terms as those memberships provided to the public.

4. LEASING AGREEMENTS - DOMESTIC RESIDENTIAL
 Did you, a close family member or related entity, enter into a lease agreement with the Shire of Quairading (either as lessee or lessor) for the provision of a domestic rental property (Includes properties owned by the Shire and privately owned properties sub-leased through the Shire from a real estate agent)? Did you receive or provide a discount or special terms that would not otherwise be offered to any other member of the public?

Name of Person party to the lease	Property Address	Term of Lease & Weekly rent	Detail of any non-arm's length conditions

SHIRE OF QUAIRADING

DECLARATION

Related Party Disclosure Policy [DRAFT]

5. LEASING AGREEMENTS - COMMERCIAL

Did you, a close family member or related entity, enter into a commercial leasing agreement with the Shire of Quairading for the provision of a commercial property? Did you receive a discount or special terms that would not otherwise be offered to any other member of the public?

Name of Person party to the lease	Property Address	Term of Lease & Weekly rent	Detail of any non-arm's length conditions

6. TRADING ARRANGEMENTS

Were you or a close family member (as defined above) the owner of any business (or in a position to substantially control the business) that provided goods or services to the Shire of Quairading? Were those goods or services provided on the same terms and conditions as those available to any other customer? If not, please provide details of the specific terms provided to the Shire.

Business name	Goods or services provided	Approximate value for the reporting period	Terms & conditions

SHIRE OF QUAIRADING

DECLARATION

Related Party Disclosure Policy [DRAFT]

7. OTHER AGREEMENTS (Construction, Consultancy, Service Contracts)

Did you, a close family member or related entity, enter into any other agreements/arrangements with the Shire of Quairading (whether or not a price was charged)?

This may include (but is not limited to): construction contracts, consultancy services, service contracts (such as cleaning, maintenance, security).

For e.g. a company that a close family member controls, was awarded a contract with the Shire for building a new office facility.

Name of person or business/company	Nature of agreement	Value of agreement	Terms & conditions

SHIRE OF QUAIRADING

DECLARATION

Related Party Disclosure Policy [DRAFT]

8. PURCHASE OF PROPERTY

Did you, a close family member or related entity, purchase any property or other assets from the Shire of Quairading? (This may include vehicles or other plant items, land or buildings).

Was the purchase made at arms length (for e.g. at public auction), and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided to you.

Name of person or entity name	Property purchased	Value of the purchase	Terms & conditions

9. SALE OF PROPERTY

Did you, a close family member or related entity, sell any property or other assets to the Shire of Quairading? (This may include vehicles or other plant items, land or buildings).

Was the sale made at arms length, and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided.

Name of person or entity name	Property purchased	Value of the purchase	Terms & conditions

SHIRE OF QUAIRADING

DECLARATION

Related Party Disclosure Policy [DRAFT]

10. FEES & CHARGES FOR APPLICATIONS

Did you, a close family member or related entity, make an application to Council for a trading, building, planning or development application, licence or approval, or any other type of permit or licence?

Name of person or entity name	Application type	Application and/or receipt number

11. SELF SUPPORTING LOANS

Did you, a close family member or related entity, enter into a loan agreement with the Shire of Quairading?
For e.g. a club for which you have control (See Appendix 3 for example)

Name of person or entity name	Loan details	Value of the loan	Terms & conditions

12. OTHER AGREEMENTS

Please list any other agreement or arrangement you believe is a related party transaction and should be declared.

Name of person or business/company	Nature of agreement	Value of agreement	Terms & conditions

SHIRE OF QUAIRADING

DECLARATION

Related Party Disclosure Policy [DRAFT]

I declare that all information and details provided in this form are true and correct to the best of my knowledge and belief and that no known relevant information has been omitted.

I have made this declaration after reading the information supplied by Council which details the meaning of the definitions to which this declaration relates.

SELECT OPTION 1: Handwritten Signature

Signed: _____ Date: _____

Once signed please provide to the **Executive Manager of Corporate Services**

OR

SELECT OPTION 2: Electronic Signature

This form can be sent by email to the **Executive Manager of Corporate Services** (emcs@quairading.wa.gov.au) provided the email is sent by the person making the disclosure from their work or personal (e.g. Councillors) email account.

APPENDIX 1

Close Family Members

Close family members include:

- a child, spouse or domestic partner;
- children of your spouse or domestic partner;
- dependents of you or your spouse or domestic partner;
- any other close family member;

who may be expected to influence, or be influenced by, your dealings with the council.

The following table may assist you in identifying your close family members:

Definitely a close family member	May be a close family member
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence or be influenced by you in their dealings with council
Your children	Your aunts, uncles and cousins, if they could be expected to influence or be influenced by you in their dealings with council
Your dependants	Your parents and grandparents, if they could be expected to influence or be influenced by you in their dealings with council
Children of your spouse/domestic partner	Your nieces and nephews, if they could be expected to influence or be influenced by you in their dealings with council
Dependants of your spouse/domestic partner	Any other member of your family if they could be expected to influence or be influenced by you in their dealings with council

There may be relationships that a council has which are not identified in this appendix but still meet the definition of a related party.

Example: Cousin of Councillor

A Councillor for the Shire of Nowhere has lived in the Shire her whole life. In fact, her family has been in the area for generations.

The Councillor’s cousin, owns and operates the local newsagent through a company ABC Pty Ltd, in which she owns 100% of the shares. The Councillor and her cousin have always been close and regularly socialise together.

From these facts it would appear that the Councillor’s cousin is a close family member of the Councillor because she would be expected to influence, or be influenced by, that person in her dealings with Council.

Both the cousin and the company she controls, ABC Pty Ltd would therefore be related parties of Council.

Any transactions that the Council makes with the newsagent would need to be separately identified and may need to be disclosed.

APPENDIX 2

Control in entities

What is an entity that I, or my close family member, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

You control an entity if you have

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some cases it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

In some cases it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact the Manager Financial Services for a confidential discussion.

Example: Clubs or other incorporated bodies

(A Shire of Nowhere Councillor is the President of a local football club)

A Shire Councillor is the President of Shire Football Club Inc, the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.

From these facts it would appear that the Councillor does not control or jointly control the football club so it will not be a related party of Council just because the Councillor is the president of the club.

APPENDIX 3

Other examples

Example 1 (Audit committee member)

Shire of Nowhere's audit committee comprises two Councillors and a local retired accountant, Fred. Fred has no other connection with the council.

The audit committee attends to the functions as required under the Audit Regulations. It does not make any decisions on behalf of the council but simply provides reports, with recommendations, for the Mayor and councillors to consider.

Based on the facts outlined Fred would not be a KMP of council.

*SHIRE OF QUAIRADING**DECLARATION*Related Party Disclosure Policy [DRAFT]

Example 2 (Son of CFO employed by council)

The Shire of Nowhere has recently employed Paul's son (George) in the Council's parks and garden's area. Paul is Council's Deputy Chief Executive Officer but was not involved in hiring George. This process was managed by the Director of Parks and Gardens and included an independent assessment process. Paul did not have any influence in George securing the job.

Paul has been identified as a KMP of council, which makes him a related party.

George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.

Example 3 (Cousin of Mayor - related party commonly known but omitted from declaration)

Shelley, the President of the Shire of Nowhere forgets to include her cousin Mavis, and Mavis' company, when she completes her KMP declaration.

It is commonly known in the community that Shelley and Mavis are close and that Shelley would be expected to influence, or be influenced by, Mavis in her dealings with Council and vice versa.

Mavis and her company are related parties of Council, even though Shelley omitted them from her declaration.

Example 4 (Example of control)

Fred is the President of the Shire of Nowhere and owns 100% of the ordinary shares in the Shire of Nowhere Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party declaration.

Example 5 (Example of joint control)

Fred is the President of the Shire of Nowhere and owns 50% of the ordinary shares in the Shire of Nowhere Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party declaration.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH & BUILDING





No matters for consideration

ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES**14.1 Finalise Procurement, Request for Tender for Redevelopment of Netball and Basketball Courts.**

Responsible Officer Jen Green, Executive Manager, Economic Development

Reporting Officer Chloe Nella, Special Projects Officer

Attachments

1. Attachment 1 - SportEng Tender Documentation [↓](#) 
2. Attachment 2 - Assesment of Tender Applications [↓](#) 
3. Attachment 3 - Road Contractors tender submission [↓](#) 
4. Attachment 4 - Sports Surfaces tender submission [↓](#) 
5. Attachment 5 - feedback from other Shires [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse Road Contractors Pty Ltd as the preferred supplier to construct two multi-marked basketball/netball courts as part of Stage One of the Sports, Recreation & Cultural Precinct.

IN BRIEF

Council is requested to consider and award the Tender for the construction of the two new multi-marked netball/basketball courts.

This project is part of Stage One of the Sports, Recreation & Cultural Precinct project.

The Shire prepared a request for Tender as per **Attachment 1**.

The document was circulated to a group of suitable suppliers via the WALGA Vendor Panel / eQuote system.

Two Tenders were officially submitted from the following companies:

1. Road Contractors Pty Ltd
2. Sports Surfaces

An evaluation assessment was made on the compliance criteria, qualitative criteria and price of all the three Tenders. An evaluation assessment is provided as **Attachment 2**.

The preferred Tenderer is Road Contractors Pty Ltd as they have been assessed as providing the best value for money for the project and their provided costings align with the Shire budget.

MATTER FOR CONSIDERATION

That Council finalises the Request for Tender 03.2024-25 for the construction of two multi-marked basketball/netball courts as part of Stage One of the Sports, Recreation & Cultural Precinct project.

BACKGROUND

In August 2024, the Shire was advised of their successful grant application through the State Government’s Community Sport and Recreation Facility Fund (CSRFF) for the construction of two new multi marked basketball/netball courts, including fencing and lighting as part of the Quairading Sports, Recreation & Cultural Precinct.

Following the successful grant application, Shire Officers engaged Sporteng, a sports facility engineering company, to complete the schematic design of the two new courts. These design documents formed the basis of the attached Tender. The project includes demolishing the current netball courts and the construction of two multi-marked courts with associated infrastructure including fencing, lighting and player shelters.

The Tender was advertised on Friday 22nd November 2024 and Closed on Tuesday 10th December 2024. The Shire received three applications from the following companies:

Tenderer	Total tender amount
Road Contractors Pty Ltd	\$447,209.40
Sports Surfaces	\$543,297.00
WCP Civil	\$954,735.56

After reviewing the above Tenders, Officers advised each supplier of the Shire’s available budget and requested all to provide a revised Tender, proposing adjustments that would allow the project to stay within the Shire budget whilst still maintaining core functionality and compliance.

Following the request for adjustments, the Shire received two revised tenders:

Tenderer	Total tender amount
Road Contractors Pty Ltd	\$421,000.00
Sports Surfaces	\$543,297.00

WCP Civil advised the Shire that they had been awarded other major projects and would no longer have the capacity to resource this project going forward.

Officers assessed the two revised tenders (**Attachment 3 and 4**) in accordance with the assessment panel (**Attachment 2**). Road Contractors Pty Ltd has been rated as the preferred supplier.

Road Contractors Pty Ltd advised that they have made minor adjustments to their original tender:

- The road base they will use is like a Main Roads supplied base; however, it is not certified by a NATA lab. This allows a budget saving. The road base will still be tested to 98% and 150mm thick as per the tender requirement.
- They will use a locally made acrylic paint, rather than an imported product.

Road Contractors Pty Ltd advised that these two changes will have no effect to the final product.

If approved, they will commence work on Monday 17th March 2025.

The project is estimated to take between 8-10 weeks (depending upon weather).

The Shire has completed due diligence on the preferred supplier. Feedback is included in **Attachment 5**.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Purchasing Policy

FINANCIAL IMPLICATIONS

The Shire has been successful in receiving external funding to a total of \$519,261.00 for FY24/25 to support the redevelopment of the courts. Confirmed funding below:

- Department of Local Government Sports and Cultural Industries (CSRFF) - \$125,914
- Local Roads & Community Infrastructure (LRCI) - \$393,347

The Shire has currently spent \$97,930.00 of the LRCI funding on the following:

Description	Amount (Inc GST)
Geotechnical Investigation and Report of Netball courts	\$6,000.00
Schematic Design – Quairading Sports and Cultural Precinct	\$48,335.00
SportEng – contract documentation, design development.	\$34,190.00
Whitney Consulting – Federal Regional Precincts & Partnerships Program grant application	\$7,980.00
BH Graphic Design – Sports, Recreation & Cultural Precinct Business Case graphic design	\$1,425.00
TOTAL	\$97,930.00

This leaves a budget of \$421,331.00 to progress the redevelopment of the courts.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.2 Community:** Provide social and cultural activities for all members of the community
- 1.3 Community:** Advocate for the provision of quality health services, health facilities and programs in the Shire
- 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
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

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

CONSULTATION

The redevelopment of the courts has been guided by a comprehensive community consultation process aimed at ensuring the project meets the needs and expectations of the community. A dedicated Working Group has developed a master plan for the three-stage redevelopment of the Sports Precinct, working collaboratively to create a vision that aligns with the community’s desires for the space. The master plan, once finalized, was shared with the broader community through an engagement campaign, ensuring that everyone had the opportunity to provide input.

To further facilitate community involvement, the master plan was presented during several Shire community forums, allowing residents to discuss the proposed changes, ask questions, and suggest improvements. Feedback from these forums and the engagement campaign has played a crucial role in refining the master plan, ensuring that the redevelopment will enhance the facilities in a way that benefits precinct users and the wider community.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

1.3 Infrastructure and Operational Risks: Road Infrastructure and Maintenance

3.1 Governance, Financial and Compliance Risks: Financial Viability and Asset Management

RISK ASSESSMENT

	Option 1
Financial	Low <i>The Shire has been successful with external grant funding to cover the cost of the redevelopment.</i>
Health	Low <i>Progressing the project will have significant benefits to the community, providing a safe and modern playing facility for residents and visiting sporting groups.</i>
Reputation	Medium <i>The Sports Precinct redevelopment has been an on-going project for over 10 years, and this will complete Stage 1 of the project.</i>
Operations	Low <i>The project will be managed in collaboration with the Works & Services, and Economic Development Teams.</i>
Natural Environment	Low <i>Geotechnical surveys have been completed as required.</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

QUAIRADING SPORTS PRECINCT - NETBALL COURTS

10 JENNABERRING ROAD, QUAIRADING, WA.

DRAWING SCHEDULE:

SE_12234_F000	COVER SHEET AND DRAWING SCHEDULE
SE_12234_F010	GENERAL NOTES
SE_12234_F100	SITE CLEARING LAYOUT PLAN
SE_12234_F200	GENERAL ARRANGEMENT AND PAVEMENT LAYOUT PLAN
SE_12234_F250	SITE SECTIONS
SE_12234_F300	STORMWATER DRAINAGE LAYOUT PLAN
SE_12234_F320	STORMWATER DRAINAGE DETAILS, PIT SCHEDULE AND LONG SECTIONS
SE_12234_F650	PAVEMENT PROFILES AND DETAILS
SE_12234_F700	1.05m HIGH FENCE DETAILS
SE_12234_F700	1.8m HIGH FENCE DETAILS

REFERENCE INFORMATION:

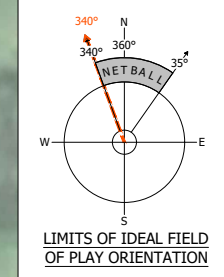
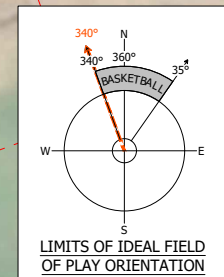
ITCW13057 F01 R0 FOR GIS1, REVISION A. DATED 24/09/2024, BY CARABINER.



LOCALITY PLAN - 10 JENNABERRING ROAD, QUAIRADING, WA, 6383.



OVERALL SITE LAYOUT PLAN
ALL AERIAL IMAGERY USED IN THE PRODUCTION OF THIS DRAWING SET HAVE BEEN UNDER LICENSE FROM METROMAP.



WARNING
BEWARE OF UNDERGROUND SERVICES
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NOT FOR CONSTRUCTION



T1	15/11/24	RKC	BWL	ARM	TENDER ISSUE
Issue	Date	By	Chkd	Appd	Description

Job Title
QUAIRADING SPORTS
PRECINCT - NETBALL COURTS

Drawing Title
COVER SHEET
AND DRAWING SCHEDULE

Discipline
FIELD OF PLAY
Drawing Status
TENDER
Drawing Number
SE_12234_F000
Issue
T1

GENERAL NOTES

1. THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE TECHNICAL SPECIFICATIONS (SE_12234_SPC_001_A), ALL OTHER CONTRACT DOCUMENTS AND WITH OTHER WRITTEN INSTRUCTIONS AS MAY BE ISSUED BY THE PRINCIPAL'S REPRESENTATIVE DURING THE COURSE OF THE CONTRACT.
2. ALL LEVELS ARE EXPRESSED IN METRES TO AUSTRALIAN HEIGHT DATUM (AHD).
3. ALL COORDINATES ARE TO MAP GRID AUSTRALIA, UNIDENTIFIED LOCAL SYSTEM.
4. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE (U.N.O.). RADII ARE EXPRESSED IN METRES U.N.O.
5. ALL PLAN SET-OUT DIMENSIONS AND COORDINATES RELATE TO EDGE OF PAVEMENT OR KERB.
6. SPOT LEVELS RELATE TO FINISHED SURFACE LEVEL, U.N.O.
7. FINISHED SURFACE CONTOURS ARE SHOWN FOR INFORMATION ONLY AND ARE NOT TO BE USED FOR CONSTRUCTION SET-OUT PURPOSES. THE DRAWINGS ARE NOT TO BE SCALED.
8. CONSTRUCTION SET OUT INFORMATION WILL BE PROVIDED IN ELECTRONIC FORMAT (I.E. .DWG AND .12DA FILE CONTAINING 3D STRINGS AND TIN PRODUCED IN 12D MODEL). WORKS SHALL BE SET OUT BY A LICENCED SURVEYOR USING THE ELECTRONIC DATA PROVIDED.
9. ALL DIMENSIONS RELEVANT TO SETTING OUT SHALL BE CONFIRMED AND VERIFIED BY THE CONTRACTOR BEFORE CONSTRUCTION IS COMMENCED. THE CONTRACTOR SHALL REPORT ANY DISCREPANCIES TO THE PRINCIPAL'S REPRESENTATIVE.
10. ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE RELEVANT CURRENT AUSTRALIAN STANDARDS AND LOCAL AUTHORITY REQUIREMENTS EXCEPT WHERE VARIED BY THE DRAWINGS AND SPECIFICATION.

FEATURE AND LEVEL SURVEY

11. THE LOCATION OF ALL EXISTING FEATURES SHOWN ON THE DRAWING HAVE BEEN REPRODUCED FROM SURVEY(S). AS VARIATIONS MAY EXIST, COMPLETE ACCURACY CANNOT BE GUARANTEED. THE DESIGN AND DOCUMENTATION IS BASED ON THE FOLLOWING SURVEY(S):
 - FEATURE SURVEY TITLED ITCW13057 F01 R0 FOR GIS1, RECEIVED 06/09/2024, PROVIDED BY CARABINER AND QUAIRADING CITY COUNCIL.

EXISTING SERVICES

12. THE LOCATIONS OF ALL EXISTING SERVICES SHOWN ON THE DRAWINGS HAVE BEEN REPRODUCED FROM SURVEY(S) AS LISTED ABOVE. AS VARIATIONS MAY EXIST COMPLETE ACCURACY CANNOT BE GUARANTEED. ALL EXISTING SERVICES LOCATIONS SHALL BE VERIFIED ON SITE BY THE CONTRACTOR BEFORE COMMENCING WORK.
13. PRIOR TO ANY DEMOLITION, EXCAVATION OR CONSTRUCTION ON THE SITE THE CONTRACTOR SHALL CONTACT THE RELEVANT AUTHORITIES TO ASCERTAIN THE POSSIBLE LOCATION OF FURTHER SERVICES AND DETAILED LOCATION AND DEPTH OF ALL SERVICES AND ARRANGE FOR THEIR RELOCATION WHERE NECESSARY.
14. ALL EXISTING AND PROPOSED SERVICES ARE TO BE PROTECTED DURING CONSTRUCTION U.N.O.
15. ALL SUB-SURFACE UTILITY INFORMATION IS QUALITY LEVEL D IN ACCORDANCE WITH AS5488.1 UNLESS SPECIFICALLY IDENTIFIED OTHERWISE.
16. WHERE KNOWN, THE CLASSIFICATION OF THE SUBSURFACE UTILITY DATA IS INDICATED IN ACCORDANCE WITH AS5488.1. E.G. "QL-B" OR "QUALITY LEVEL B", OR DRAWN WITHIN THE UTILITY LINESYLE --- C(a) --- C(a) ---.
17. QUALITY LEVEL DESCRIPTION PER AS5488.1.
 - (QL-A) = SURVEY OF EXPOSED AND VISIBLE ASSET +/- 50mm H +/- 50mm V.
 - (QL-B) = SERVICE TRACING/SUB-SURFACE DETECTION +/- 300mm H +/- 500mm V.
 - (QL-C) = SURFACE FEATURES AND DIRECT MEASUREMENT IN PITS/MANHOLES.
 - (QL-D) = INDICATIVE LOCATION (EXISTING RECORDS/ANECODOTAL EVIDENCE).
18. EXISTING PIT COVERS, CHAMBERS, VALVE BOXES, AND GROUND-LEVEL SERVICE INFRASTRUCTURE ARE TO BE RAISED OR LOWERED TO SUIT THE PROPOSED FINISHED SURFACE LEVELS. THE CONTRACTOR IS TO ASSESS THE SUITABILITY OF THE EXISTING INFRASTRUCTURE FOR MODIFICATION AND ALLOW FOR REPLACEMENT AS NECESSARY.

GEOTECHNICAL INVESTIGATION

19. PRIOR TO UNDERTAKING ANY EXCAVATION WORKS ON SITE, THE CONTRACTOR IS TO REVIEW THE SITE GEOTECHNICAL REPORT(S) TO UNDERSTAND THE COMPOSITION OF EXISTING MATERIAL, ASSOCIATED CONSTRUCTION RISK, AND RECOMMENDED METHODOLOGY. THE FOLLOWING GEOTECHNICAL REPORT(S) ARE AVAILABLE:
 - GEOTECHNICAL INVESTIGATION NETBALL COURTS & LIGHT POLES, QUAIRADING SPORTS PRECINCT (GI297824PG_REV0), REV0, DATED 30/09/2024, BY PERTH GEOTECHNICS

BULK EARTHWORKS

20. ALL EXCAVATION INCLUDING CONSTRUCTION OF TEMPORARY CONSTRUCTION BATTERS SHALL COMPLY WITH THE RECOMMENDATIONS IN THE GEOTECHNICAL REPORT.
21. THE CONTRACTOR IS REQUIRED TO PREVENT SILT OR ANY TRANSPORTABLE SOLIDS FROM THE SITE ENTERING THE LOCAL DRAINAGE NETWORK, INCLUDING NEARBY WATERWAYS, BY MEANS OF TEMPORARY SILT INTERCEPTION PITS AND SCREENS.
22. THE CONTRACTOR SHALL ENSURE THAT ALL WORK SITES ARE MAINTAINED IN A SAFE AND STABLE CONDITION AND THAT ALL PARTS ARE WELL DRAINED AT ALL TIMES. DURING CONSTRUCTION THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING A TEMPORARY SITE DRAINAGE SYSTEM TO THE APPROVAL OF THE PRINCIPAL'S REPRESENTATIVE.
23. SUPERVISION AND TESTING OF BULK EARTHWORKS SHALL BE IN ACCORDANCE WITH SECTION 600 OF THE TECHNICAL SPECIFICATION.
24. BULK EARTHWORKS, BUILDING, AND FIELD OF PLAY WORKS AREAS SHALL BE CLEARED AND STRIPPED OF TOPSOIL/ORGANIC MATERIAL IN ACCORDANCE WITH SECTION 600 OF THE TECHNICAL SPECIFICATION.
25. MATERIALS AND PLACEMENT OF MATERIALS SHALL BE IN ACCORDANCE WITH SECTION 600 OF THE TECHNICAL SPECIFICATION.
26. SUBGRADE PREPARATION SHALL BE IN ACCORDANCE WITH SECTION 600 OF THE TECHNICAL SPECIFICATION.
27. BAD GROUND (E.G. SOFT, WET, UNSUITABLE MATERIAL, ETC.) SHALL BE REMOVED AND REPLACED OR TREATED IN-SITU IN ACCORDANCE WITH SECTION 600 OF THE TECHNICAL SPECIFICATION.
28. SURFACES UPON WHICH FILL IS TO BE PLACED, PLACED FILL LAYERS, AND SUBGRADES SHALL BE COMPACTED, MOISTURE CONDITIONED, AND PROOF ROLLED IN ACCORDANCE WITH SECTION 600 OF THE TECHNICAL SPECIFICATION.
29. ALL EARTHWORKS SURFACES SHALL BE VERIFIED BY SURVEY IN ACCORDANCE WITH SECTION 600 OF THE TECHNICAL SPECIFICATION.

PAVEMENTS GENERAL

30. PAVEMENT TYPES VARY THROUGHOUT THE SITE. REFER TO PAVEMENT LAYOUT PLAN FOR EXTENTS OF EACH PAVEMENT TYPE.
31. ALL UNDERGROUND SERVICES ARE TO BE LAID PRIOR TO FINAL SEALING OF PAVEMENTS.
32. KERB PROFILES TO BE IN ACCORDANCE WITH THE STANDARD DRAWINGS OF THE LOCAL COUNCIL, U.N.O.
33. ASPHALT BINDER TO BE CLASS 320 U.N.O.

CONCRETE PAVEMENTS

34. REINFORCED CONCRETE PAVEMENTS TO BE CONSTRUCTED WITH JOINTS TO THE FOLLOWING TYPICAL SPACING U.N.O.
 - CONCRETE PAVEMENT THICKNESS LESS THAN 150mm:
 - SAW-CUT (CONTRACTION JOINT): 2 METRES
 - EXPANSION JOINT (DOWELLED): 12 METRES
 - CONCRETE PAVEMENT THICKNESS 150mm OR GREATER:
 - SAW-CUT (CONTRACTION JOINT): 4 METRES
 - EXPANSION JOINT (DOWELLED): 16 METRES
35. ISOLATION JOINTS TO BE INSTALLED AT ALL INTERFACES ABUTTING STRUCTURES.
36. ALL PAVEMENT SLABS TO HAVE CONTINUOUS PERIMETER REINFORCING BAR IN LINE WITH PERIMETER OF REINFORCING MESH.
37. TRIMMER BARS (1.0m LONG, N12 DEFORMED BAR) TO BE PLACED AT ALL RE-ENTRANT CORNERS AND AT ALL CORNERS OF PENETRATIONS GREATER THAN 300mm.
38. DOWELS TO BE INSTALLED BETWEEN CONCRETE FOOTPATH AND FIELD EDGE STRIP AT ALL GATE ENTRANCES.

CONCRETE AND REINFORCEMENT

39. ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH SECTION 1500 OF THE TECHNICAL SPECIFICATION.
40. REINFORCEMENT IS REPRESENTED DIAGRAMMATICALLY AND NOT NECESSARILY SHOWN IN TRUE PROJECTION.
41. ALL FABRIC LAPS SHALL BE FULL STRENGTH TO CURRENT AUSTRALIAN STANDARDS.
42. WELDING OF REINFORCEMENT IS NOT PERMITTED WITHOUT THE APPROVAL OF THE PRINCIPAL'S REPRESENTATIVE.
43. ALL REINFORCEMENT SHALL BE SECURELY SUPPORTED IN ITS CORRECT POSITION DURING CONCRETING BY APPROVED BAR-CHAIR, SPACERS OR SUPPORT BARS. FORMWORK SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE SPECIFICATION.
44. CONCRETE STRENGTH SHALL BE IN ACCORDANCE WITH THE SPECIFICATION.
45. DETAILS OF CONCRETE MIX, AGGREGATE SIZE AND COLOUR, METHOD OF CURING AND FINISH ARE TO BE SUBMITTED FOR APPROVAL.

STORMWATER DRAINAGE

46. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL VERIFY INVERT LEVEL AND SIZE OF EXISTING DRAINAGE INFRASTRUCTURE AT ALL POINTS OF CONNECTION WITH PROPOSED DRAINAGE. REPORT DISCREPANCIES TO THE PRINCIPAL'S REPRESENTATIVE AND HOLD RELATED WORKS UNTIL FURTHER INSTRUCTION.
47. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL ASSESS ALL PROPOSED DRAINAGE CROSSINGS WITH EXISTING UNDERGROUND SERVICES. REPORT DISCREPANCIES TO THE PRINCIPAL'S REPRESENTATIVE AND HOLD RELATED WORKS UNTIL FURTHER INSTRUCTION.
48. STORMWATER DRAINAGE TO BE CONSTRUCTED IN ACCORDANCE WITH SECTIONS 900 AND 910 OF THE TECHNICAL SPECIFICATION.
49. COVERS, FRAMES AND GRATES SHALL BE MINIMUM CLASS B IN NON-TRAFFICABLE AREAS OR CLASS D IN TRAFFICABLE AREAS, U.N.O.
50. PIPES SHALL BE RCP CLASS 2, PP (SN8), OR PVC-U (SN8) U.N.O.
51. PIPES Ø225mm AND GREATER TO BE CONSTRUCTED WITH MIN. 600mm COVER AND 1 IN 200 MIN. GRADE U.N.O.
52. PIPES Ø150mm AND SMALLER TO BE CONSTRUCTED WITH MIN. 600mm COVER AND 1 IN 100 MIN. GRADE U.N.O.
53. ALL DRAINAGE SHALL BE ADEQUATELY PROTECTED FROM CONSTRUCTION TRAFFIC.
54. EXISTING PIT FRAMES, COVERS AND GRATES TO BE MODIFIED TO SUIT THE PROPOSED FINISHED SURFACE LEVELS AND GRADES. THE CONTRACTOR IS TO ASSESS THE SUITABILITY OF EXISTING STRUCTURES FOR RE-USE AND ALLOW FOR REPLACEMENT AS NECESSARY.
55. ALL EXISTING PITS WITHIN EXTENT OF WORKS SHALL HAVE THEIR COVERS OR GRATES ASSESSED FOR LOAD ADEQUACY AND CONDITION AND REPLACED WHERE REQUIRED.
56. ALL EXISTING PITS REQUIRING ADJUSTMENT OR CONNECTION SHALL BE BENCHED WITH CONCRETE TO SMOOTHLY TRANSITION BETWEEN INLET(S) AND OUTLET(S).
57. ALL EXISTING REMAINING DRAINAGE SHALL BE CHECKED FOR LEVEL, SIZE, AND LOCATION AND CONNECTED TO THE NEW DRAINAGE SYSTEM.

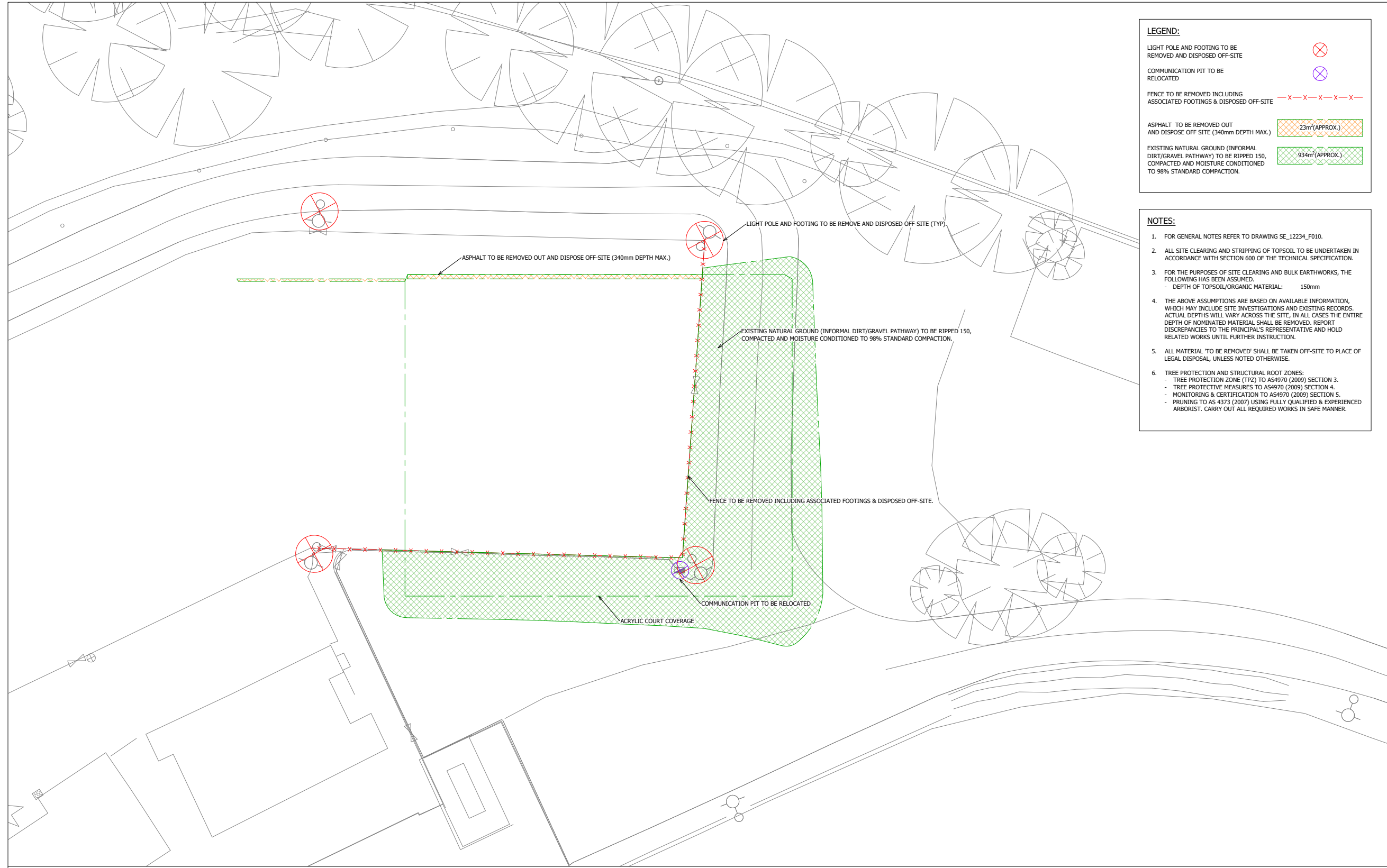
NOT FOR CONSTRUCTION



Job Title
**QUAIRADING SPORTS
 PRECINCT - NETBALL COURTS**
 Drawing Title
GENERAL NOTES

Discipline	FIELD OF PLAY
Drawing Status	TENDER
Drawing Number	SE_12234_F010
Issue	T1

T1	15/11/24	RKC	BWL	ARM	TENDER ISSUE
Issue	Date	By	Chkd	Appd	Description



LEGEND:

- LIGHT POLE AND FOOTING TO BE REMOVED AND DISPOSED OFF-SITE
- COMMUNICATION PIT TO BE RELOCATED
- FENCE TO BE REMOVED INCLUDING ASSOCIATED FOOTINGS & DISPOSED OFF-SITE
- ASPHALT TO BE REMOVED OUT AND DISPOSE OFF SITE (340mm DEPTH MAX.) 23m²(APPROX.)
- EXISTING NATURAL GROUND (INFORMAL DIRT/GRAVEL PATHWAY) TO BE RIPPED 150, COMPACTED AND MOISTURE CONDITIONED TO 98% STANDARD COMPACTION. 934m²(APPROX.)

- NOTES:**
1. FOR GENERAL NOTES REFER TO DRAWING SE_12234_F010.
 2. ALL SITE CLEARING AND STRIPPING OF TOPSOIL TO BE UNDERTAKEN IN ACCORDANCE WITH SECTION 600 OF THE TECHNICAL SPECIFICATION.
 3. FOR THE PURPOSES OF SITE CLEARING AND BULK EARTHWORKS, THE FOLLOWING HAS BEEN ASSUMED.
 - DEPTH OF TOPSOIL/ORGANIC MATERIAL: 150mm
 4. THE ABOVE ASSUMPTIONS ARE BASED ON AVAILABLE INFORMATION, WHICH MAY INCLUDE SITE INVESTIGATIONS AND EXISTING RECORDS. ACTUAL DEPTHS WILL VARY ACROSS THE SITE, IN ALL CASES THE ENTIRE DEPTH OF NOMINATED MATERIAL SHALL BE REMOVED. REPORT DISCREPANCIES TO THE PRINCIPAL'S REPRESENTATIVE AND HOLD RELATED WORKS UNTIL FURTHER INSTRUCTION.
 5. ALL MATERIAL 'TO BE REMOVED' SHALL BE TAKEN OFF-SITE TO PLACE OF LEGAL DISPOSAL, UNLESS NOTED OTHERWISE.
 6. TREE PROTECTION AND STRUCTURAL ROOT ZONES:
 - TREE PROTECTION ZONE (TPZ) TO AS4970 (2009) SECTION 3.
 - TREE PROTECTIVE MEASURES TO AS4970 (2009) SECTION 4.
 - MONITORING & CERTIFICATION TO AS4970 (2009) SECTION 5.
 - PRUNING TO AS 4373 (2007) USING FULLY QUALIFIED & EXPERIENCED ARBORIST. CARRY OUT ALL REQUIRED WORKS IN SAFE MANNER.

WARNING
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NOT FOR CONSTRUCTION



T1	15/11/24	RKC	BWL	ARM	TENDER ISSUE
Issue	Date	By	Chkd	Appd	Description

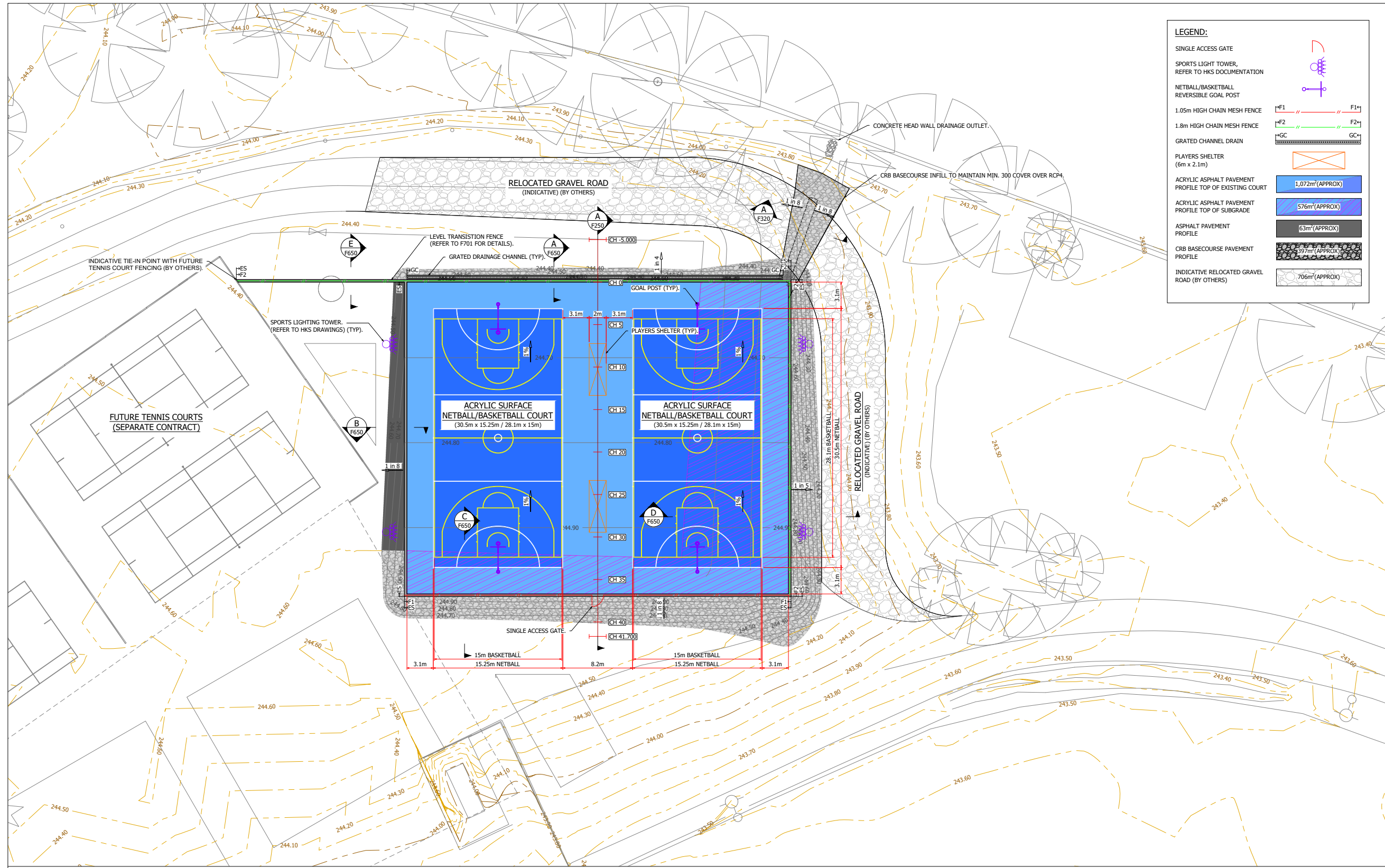
Job Title
 QUAIRADING SPORTS
 PRECINCT - NETBALL COURTS
 Discipline
 FIELD OF PLAY
 Drawing Title
 SITE CLEARING
 LAYOUT PLAN



SCALE 1:200 @ A1
 Discipline
 FIELD OF PLAY
 Drawing Status
 TENDER
 Drawing Number
 SE_12234_F100
 Issue
 T1

PLOT DATE: 15/11/2024 PLOT TIME: 11:15 AM FILE PATH: C:\12234\JOB\SPORTENG\12234 Quairading Sports Precinct - Netball Courts_2770\03 Project Data\Drawings\Sheets\SE_12234_F100.dwg

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LEGEND:

- SINGLE ACCESS GATE
- SPORTS LIGHT TOWER, REFER TO HKS DOCUMENTATION
- NETBALL/BASKETBALL REVERSIBLE GOAL POST
- 1.05m HIGH CHAIN MESH FENCE (F1)
- 1.8m HIGH CHAIN MESH FENCE (F2)
- GRATED CHANNEL DRAIN (GC)
- PLAYERS SHELTER (6m x 2.1m)
- ACRYLIC ASPHALT PAVEMENT PROFILE TOP OF EXISTING COURT (1,072m² (APPROX))
- ACRYLIC ASPHALT PAVEMENT PROFILE TOP OF SUBGRADE (576m² (APPROX))
- ASPHALT PAVEMENT PROFILE (63m² (APPROX))
- CRB BASECOURSE PAVEMENT PROFILE (397m² (APPROX))
- INDICATIVE RELOCATED GRAVEL ROAD (BY OTHERS) (706m² (APPROX))

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NOT FOR CONSTRUCTION



T1	15/11/24	RKC	BWL	ARM	TENDER ISSUE
Issue	Date	By	Chkd	Appd	Description

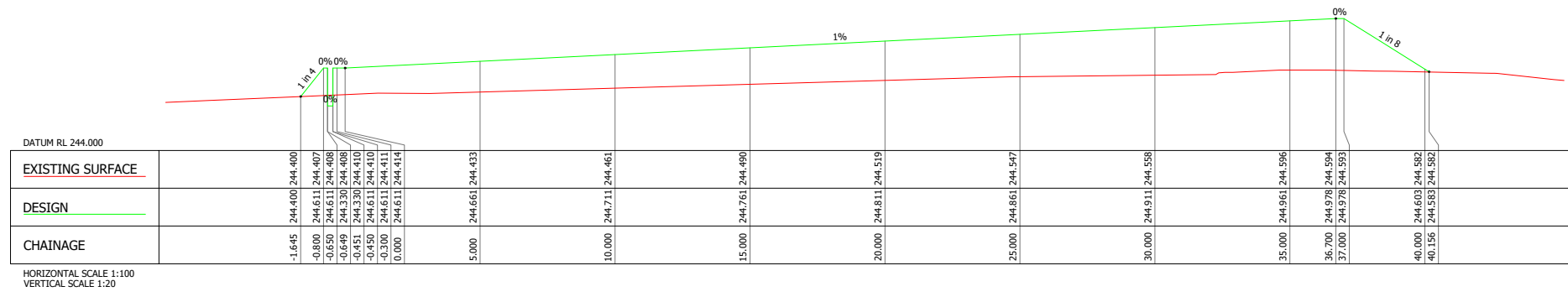
Job Title
 QUAIRADING SPORTS
 PRECINCT - NETBALL COURTS
 Drawing Title
 GENERAL ARRANGEMENT AND
 PAVEMENT LAYOUT PLAN



SCALE 1:200 @ A1
 Discipline
 FIELD OF PLAY
 Drawing Status
 TENDER
 Drawing Number
 SE_12234_F200
 Issue
 T1

PLOT DATE: 15/11/2024 PLOT TIME: 11:14 AM FILE PATH: C:\1205\66\SPORTENG\12234 Quairading Sports Precinct - Netball Courts_2770\03 Project Data\Drawings\Sheets\SE_12234_F200.dwg

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SECTION A
F200

NOT FOR CONSTRUCTION



T1	15/11/24	RKC	BWL	ARM	TENDER ISSUE
Issue	Date	By	Chkd	Appd	Description

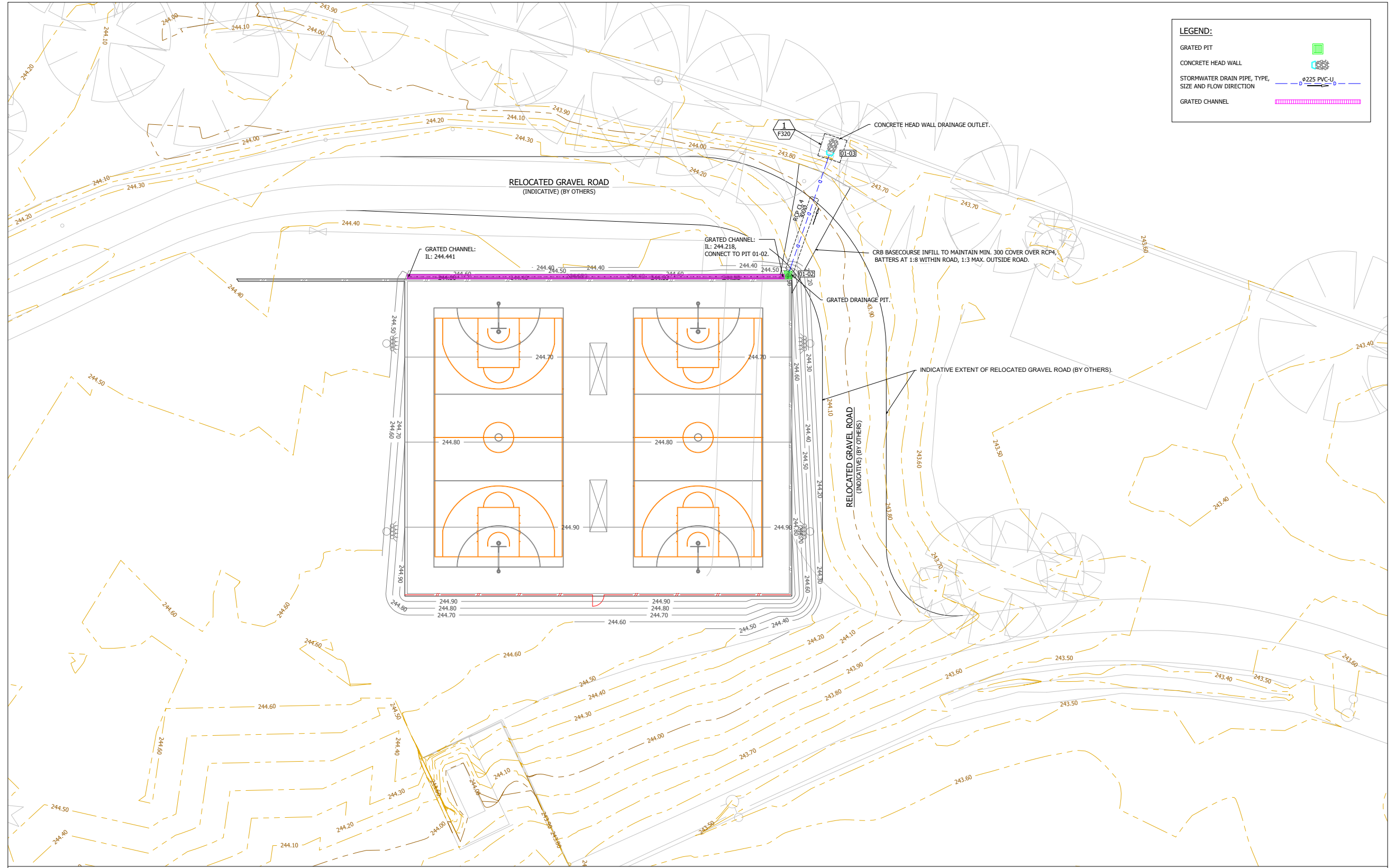
Job Title
QUAIRADING SPORTS
PRECINCT - NETBALL COURTS

Drawing Title
SITE SECTIONS

Discipline	FIELD OF PLAY
Drawing Status	TENDER
Drawing Number	SE_12234_F250
Issue	T1

PLOT DATE: 15/11/2024 PLOT TIME: 11:14 AM FILE PATH: C:\Users\jdm\OneDrive\SPORTENG\12234 Quairading Sports Precinct - Netball Courts_2770\03 Project Data\Drawings\Sheets\SE_12234_F250.dwg

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LEGEND:

- GRATED PIT
- CONCRETE HEAD WALL
- STORMWATER DRAIN PIPE, TYPE, SIZE AND FLOW DIRECTION
- GRATED CHANNEL

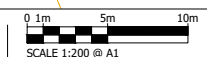
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NOT FOR CONSTRUCTION



T1	15/11/24	RKC	BWL	ARM	TENDER ISSUE
Issue	Date	By	Chkd	Appd	Description

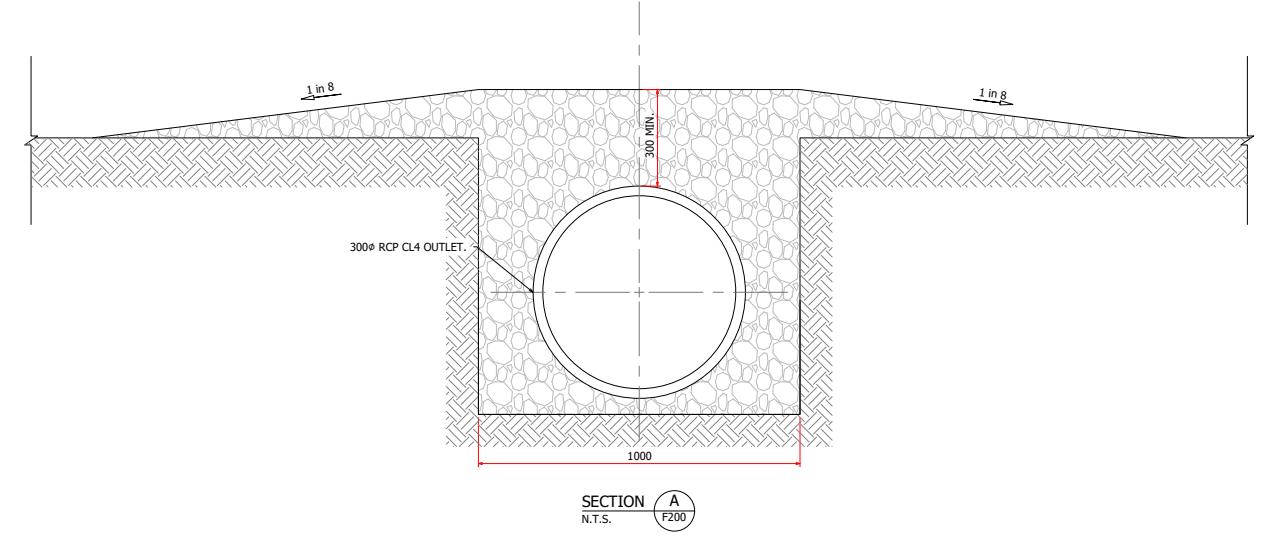
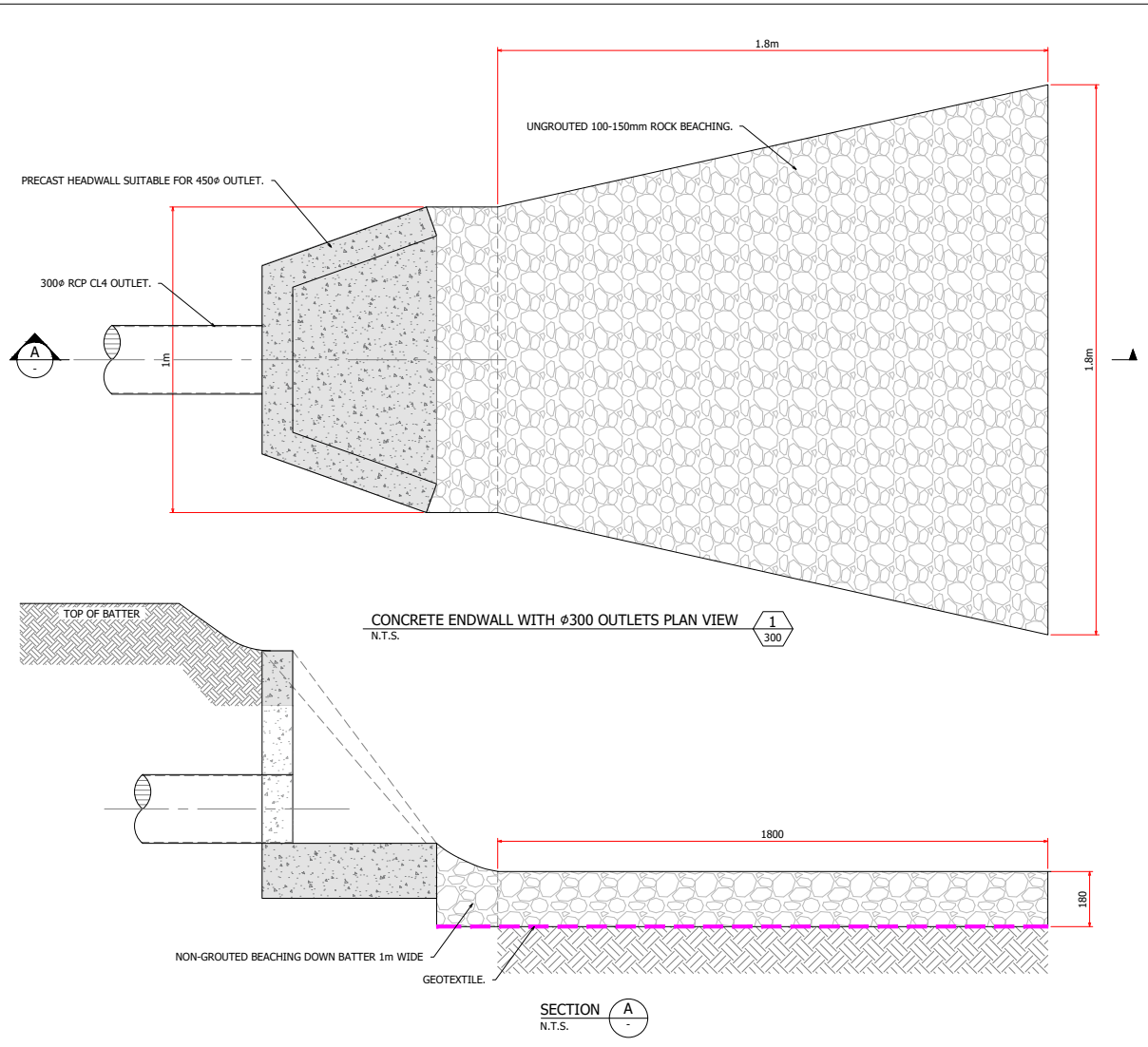
Job Title
 QUAIRADING SPORTS
 PRECINCT - NETBALL COURTS
 Discipline
 FIELD OF PLAY
 Drawing Title
 STORMWATER DRAINAGE
 LAYOUT PLAN



Discipline	FIELD OF PLAY
Drawing Status	TENDER
Drawing Number	SE_12234_F300
Issue	T1

PLOT DATE: 15/11/2024 PLOT TIME: 11:14 AM FILE PATH: C:\1205\66\SPORTENG\12234 Quairading Sports Precinct - Netball Courts_2770\03 Project Data\Drawings\Sheets\SE_12234_F300.dwg

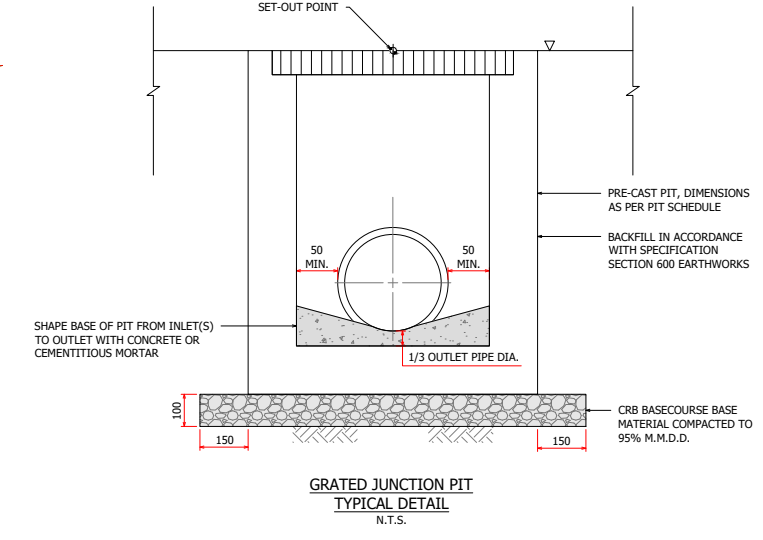
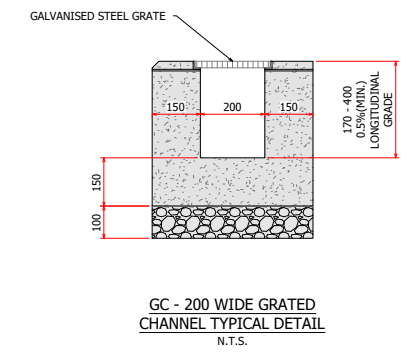
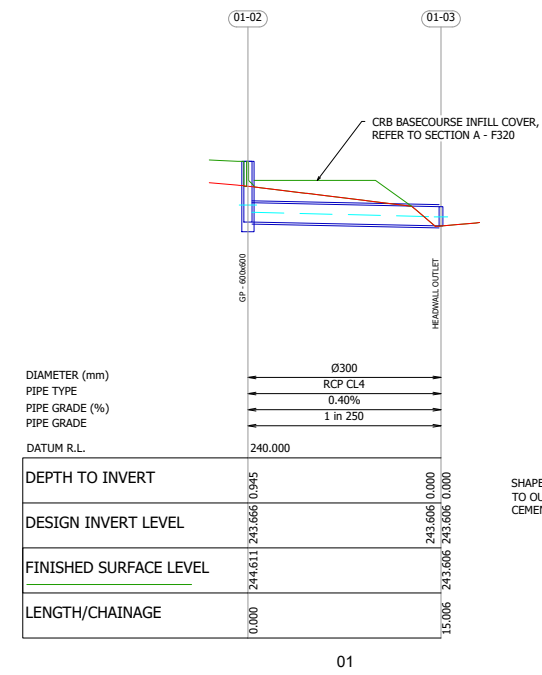
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PIT NO.	PIT TYPE	LENGTH	WIDTH	DEPTH	INVERT RL	PIT COVER RL	FSL	EASTING	NORTHING	COVER TYPE	COVER CLASS	REMARKS
01-02	GP - 600x600	0.6	0.6	0.945	243.666	244.611	244.611	538316.872	6458410.985	GRATED	B	
01-03	HEADWALL OUTLET	0.3	1.2	0.3	243.606	243.906	243.606	538316.601	6458425.989	N/A	N/A	

LEGEND	
GP	GRATED PIT
JP	JUNCTION PIT
SGP	SPOON DRAIN GRATED PIT
PC	PIPE TO PIPE CONNECTION
N/A	NOT APPLICABLE
OAE	OR APPROVED EQUIVALENT
FSL	FINISH SURFACE LEVEL
IL	INVERT LEVEL

NOTES	
1.	PIT DEPTH IS THE MEASUREMENT BETWEEN THE PIT COVER RL AND THE INVERT LEVEL OF THE PIT
2.	FOR PIT SETOUT DETAILS REFER TO STORMWATER DETAILS DRAWING
3.	CONTRACTOR TO CONFIRM ALL CONNECTIONS INTO EXISTING DRAINAGE PRIOR TO COMMENCEMENT OF DRAINAGE INSTALLATION TO ENSURE: <ul style="list-style-type: none"> - INVERT RL MATCHES THAT SHOWN ON THE DRAWINGS - DOWNSTREAM OUTLET SIZE MATCHES THAT SHOWN ON THE DRAWINGS - DOWNSTREAM OUTLETS ARE FREE FROM BLOCKAGE AND FREE-FLOWING.



NOT FOR CONSTRUCTION



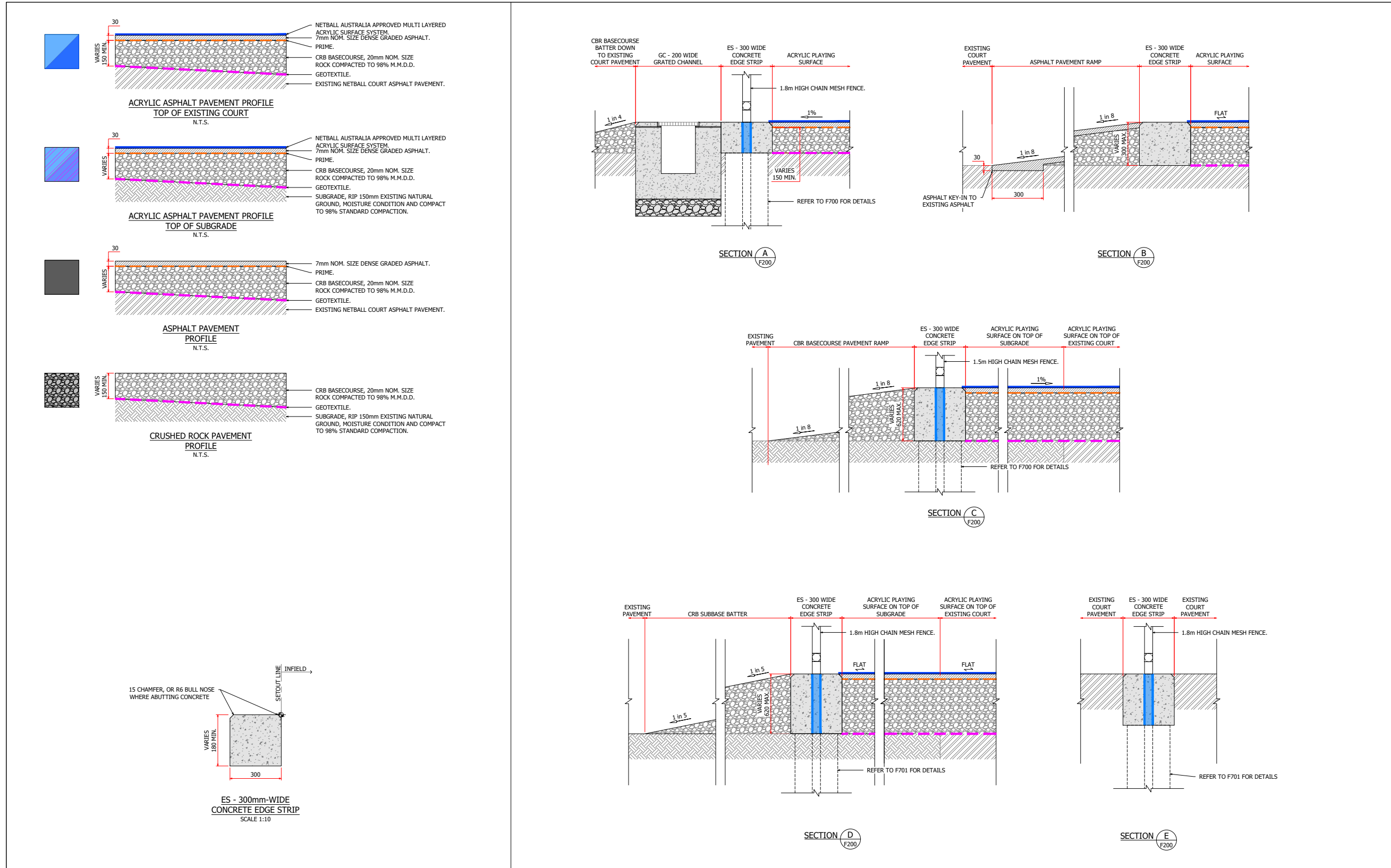
T1	15/11/24	RKC	BWL	ARM	TENDER ISSUE
Issue	Date	By	Chkd	Appd	Description

Job Title
 QUAIRADING SPORTS
 PRECINCT - NETBALL COURTS
 Drawing Title
 STORMWATER DRAINAGE
 DETAILS, PIT SCHEDULE
 AND LONG SECTION

N.T.S.
 Discipline
 FIELD OF PLAY
 Drawing Status
 TENDER
 Drawing Number
 SE_12234_F320
 Issue
 T1

PLOT DATE: 15/11/2024 PLOT TIME: 11:14 AM FILE PATH: C:\1205\data\SPORTENG\12234 Quairading Sports Precinct - Netball Courts_2770\03 Project Data\Drawings\Sheets\SE_12234_F320.dwg

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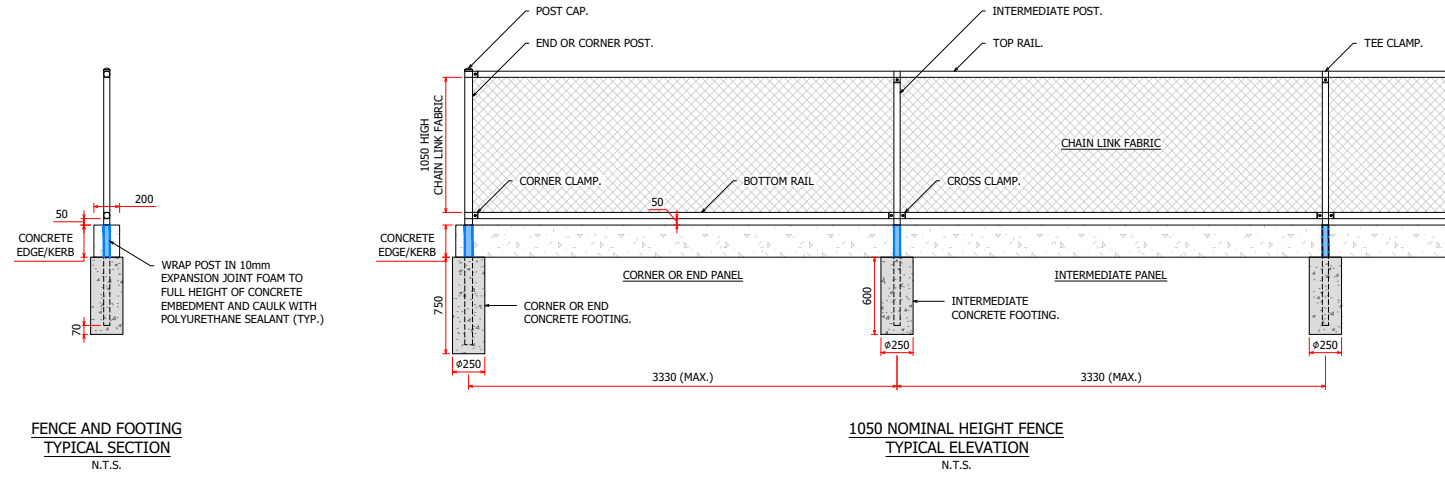


T1 15/11/24 RKC BWL ARM TENDER ISSUE
Issue | Date | By | Chkd | Appd | Description

Job Title
QUAIRADING SPORTS
PRECINCT - NETBALL COURTS
Drawing Title
PAVEMENT PROFILES
AND DETAILS

N.T.S.
Discipline
FIELD OF PLAY
Drawing Status
TENDER
Drawing Number
SE_12234_F650
Issue
T1

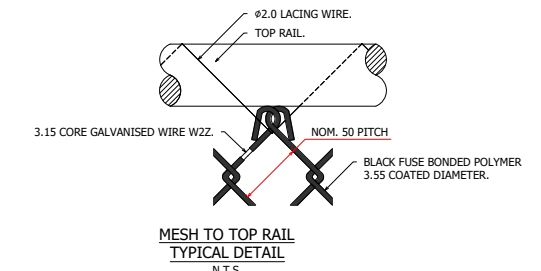
© SPORTENG



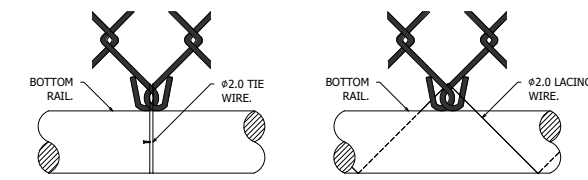
FENCE AND FOOTING
TYPICAL SECTION
N.T.S.

1050 NOMINAL HEIGHT FENCE
TYPICAL ELEVATION
N.T.S.

- NOTE:**
1. INSTALLATION OF FENCE SHALL BE IN ACCORDANCE WITH AS 1725.5-2010 AND THE TECHNICAL SPECIFICATION SECTION 8000.
 2. FENCE CONSTRUCTION SHALL BE TYPE 2: HEAVY DURABILITY CONSTRUCTED WITHDN 50 POSTS AND DN40 RAILS.
 3. NOMINAL FENCE HEIGHT SHALL BE 1050mm (CHAIN LINK FABRIC HEIGHT).
 4. ALL PIPE POSTS AND RAILS SHALL BE CLASS 1 (MEDIUM QUALITY) AS PER AS1074-1989.
 5. JOINTS ONLY PERMITTED IN TOP RAIL AT NOT LESS THAN 6000mm INTERVALS.
 6. CHAIN LINK FABRIC SHALL BE: 50mm PITCH, 3.15mm WIRE, KNUCKLE-KNUCKLE (KK) SELVEDGE, BLACK FUSION BONDED COATED.
 7. LACING WIRE SHALL BE BLACK FUSE-BONDED POLYMER-COATED, IN ACCORDANCE WITH AS 1725.5 CLAUSE 3.7(c).
 8. ALL STEEL ELEMENTS SHALL BE POWDER COATED BLACK, UNLESS NOTED OTHERWISE.
 9. VARIATIONS TO THE DESIGN MUST BE VERIFIED BY A STRUCTURAL ENGINEER.

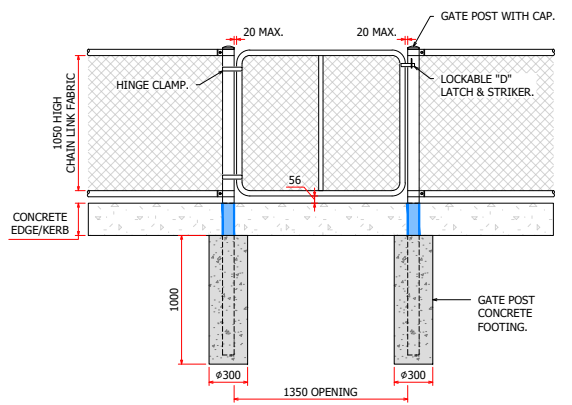


MESH TO TOP RAIL
TYPICAL DETAIL
N.T.S.



MESH TO BOTTOM RAIL
TYPICAL DETAIL
N.T.S.

NOTE: MESH MAY BE EITHER TIED OR LACED.



1350 WIDE SINGLE GATE
TYPICAL ELEVATION
N.T.S.

FENCE AND GATE DETAILS:

DESCRIPTION	NOMINAL DIAMETER (mm)	QUALITY	OUTSIDE DIAMETER (mm)	WALL THICKNESS (mm)	FOOTING DIAMETER (mm)	FOOTING DEPTH (mm)
CORNER POSTS	DN 50	MEDIUM	60.3	3.6	250	750
END POSTS	DN 50	MEDIUM	60.3	3.6	250	750
INTERMEDIATE POSTS	DN 40	MEDIUM	48.3	3.2	250	600
PIPE RAIL	DN 32	MEDIUM	42.4	3.2		
OPTIONAL BACKSTAYS	DN 32	MEDIUM	42.4	3.2	250	600
GATE POST	DN 80	MEDIUM	88.9	4.0	300	1000
GATE OUTER FRAME	DN 32	MEDIUM	42.4	3.2		
GATE INNER FRAME	DN 25	MEDIUM	33.7	3.2		

NOT FOR CONSTRUCTION



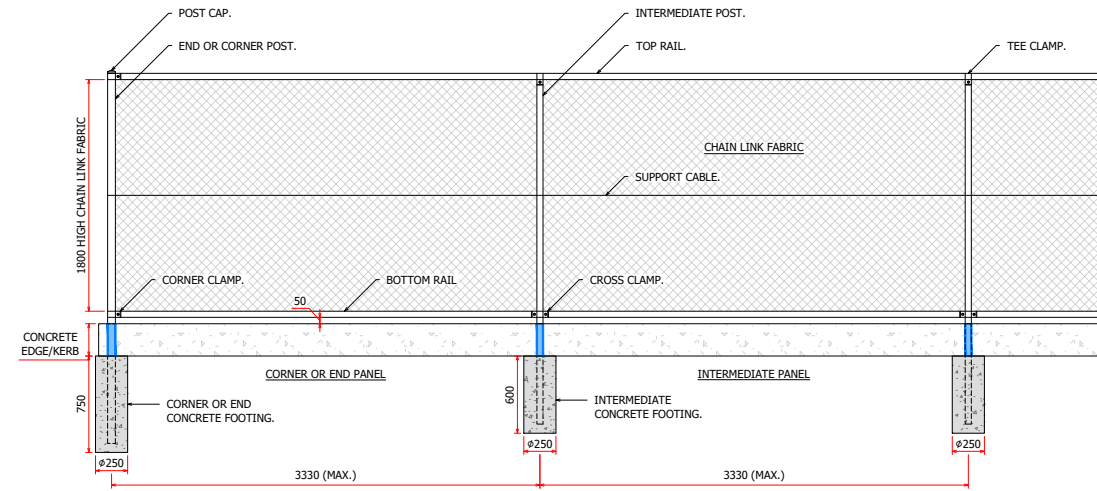
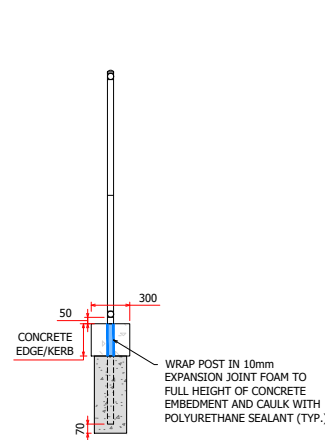
Job Title
QUAIRADING SPORTS
PRECINCT - NETBALL COURTS

Drawing Title
1.05m HIGH FENCE DETAILS

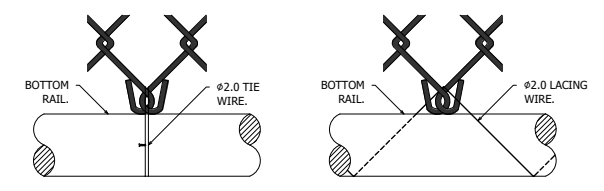
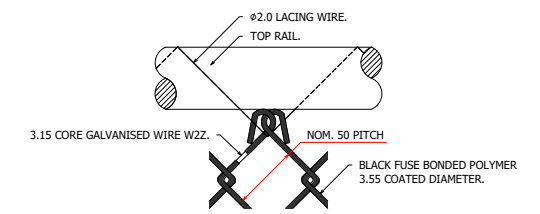
Discipline
FIELD OF PLAY
Drawing Status
TENDER
Drawing Number
SE_12234_F700
Issue
T1

T1	15/11/24	RKC	BWL	ARM	TENDER ISSUE
Issue	Date	By	Chkd	Appd	Description

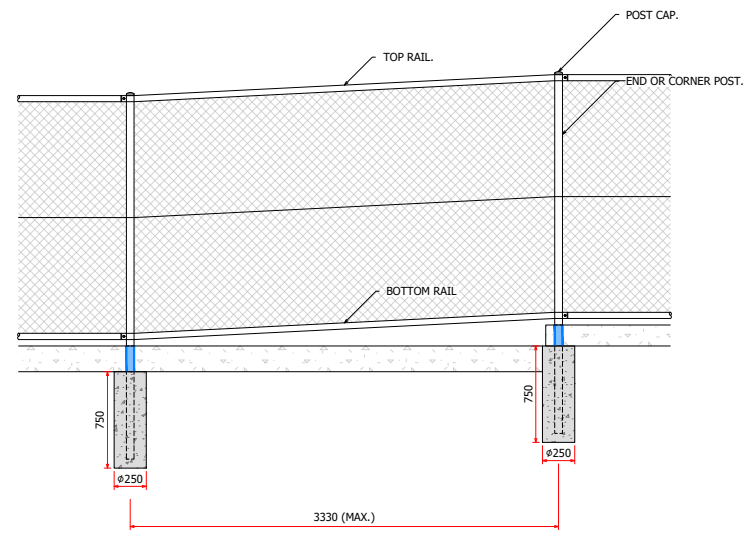
PLOT DATE: 15/11/2024 PLOT TIME: 11:13 AM FILE PATH: C:\Users\dml\SPORTENG\12234 Quairading Sports Precinct - Netball Courts_2770\3 Project Data\Drawings\Sheets\SE_12234_F700.dwg



- NOTE:**
1. INSTALLATION OF FENCE SHALL BE IN ACCORDANCE WITH AS 1725.1-2010 AND THE TECHNICAL SPECIFICATION SECTION 8000.
 2. FENCE SHALL BE TYPE 2-T-B/P-T TOP AND BOTTOM RAIL, PLAIN TOP SECURITY FENCING IN ACCORDANCE WITH AS 1725.1, FIGURE 31, APPENDIX 1.
 3. NOMINAL FENCE HEIGHT SHALL BE 1800mm (CHAIN LINK FABRIC HEIGHT).
 4. BACKSTAYS SHALL NOT BE USED.
 5. ALL PIPE POSTS AND RAILS SHALL BE CLASS 1 (MEDIUM QUALITY) AS PER AS1074-1989.
 6. JOINTS ONLY PERMITTED IN TOP RAIL AT NOT LESS THAN 6000mm INTERVALS.
 7. CHAIN LINK FABRIC SHALL BE: 50mm PITCH, 3.15mm WIRE, KNUCKLE-KNUCKLE (KK) SELVEDGE, BLACK FUSION BONDED COATED.
 8. SUPPORT CABLE SHALL BE EITHER:
 - a. BLACK FUSE-BONDED POLYMER-COATED HELICOIL CABLE WIRE IN ACCORDANCE WITH AS 1725.1 CLAUSE 3.8(c).
 - b. BLACK FUSE-BONDED POLYMER-COATED TWIN-TWISTED CABLE WIRE IN ACCORDANCE WITH AS 1725.1 CLAUSE 3.8(f).
 9. LACING WIRE SHALL BE BLACK FUSE-BONDED POLYMER-COATED, IN ACCORDANCE WITH AS 1725.1 CLAUSE 3.9(c).
 10. ALL STEEL ELEMENTS SHALL BE POWDER COATED BLACK, UNLESS NOTED OTHERWISE.
 11. VARIATIONS TO THE DESIGN MUST BE VERIFIED BY A STRUCTURAL ENGINEER.



NOTE: MESH MAY BE EITHER TIED OR LACED.



FENCE AND GATE DETAILS:

DESCRIPTION	NOMINAL DIAMETER (mm)	QUALITY	OUTSIDE DIAMETER (mm)	WALL THICKNESS (mm)	FOOTING DIAMETER (mm)	FOOTING DEPTH (mm)
CORNER POSTS	DN 50	MEDIUM	60.3	3.6	250	750
END POSTS	DN 50	MEDIUM	60.3	3.6	250	750
INTERMEDIATE POSTS	DN 40	MEDIUM	48.3	3.2	250	600
PIPE RAIL	DN 32	MEDIUM	42.4	3.2		
OPTIONAL BACKSTAYS	DN 32	MEDIUM	42.4	3.2	250	600
GATE POST	DN 80	MEDIUM	88.9	4.0	300	1000
GATE OUTER FRAME	DN 32	MEDIUM	42.4	3.2		
GATE INNER FRAME	DN 25	MEDIUM	33.7	3.2		

NOT FOR CONSTRUCTION



Job Title
QUAIRADING SPORTS PRECINCT - NETBALL COURTS

Drawing Title
1.8m HIGH FENCE DETAILS

Discipline
FIELD OF PLAY

Drawing Status
TENDER

Drawing Number
SE_12234_F701

Issue
T1

T1	15/11/24	RKC	BWL	ARM	TENDER ISSUE
Issue	Date	By	Chkd	Appd	Description

PLOT DATE: 15/11/2024 PLOT TIME: 11:13 AM FILE PATH: C:\Users\jdm\SPORTENG\12234 Quairading Sports Precinct - Netball Courts_2770\33 Project Data\Drawings\Sheets\SE_12234_F701.dwg



Quairading Sports Precinct - Netball Courts

TECHNICAL SPECIFICATION

Revision: A
Date: 11/11/2024
By: JCG
Approved: BWL
Reference: SE_12234_SPC_001

SPORTENG™

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12234 Quairading Sports Precinct - Netball Courts Specification

Specification Contents

Section No.	Section Title
General Requirements	
100	Introduction
200	Reference Documentation
400	Specification Preliminaries
Civil Engineering and In-ground Services	
600	Earthworks
900	Stormwater Drainage
1500	In-Situ Concrete
1600	Flexible Pavements
1700	Asphalt
Acrylic Surface	
6000	Acrylic Surfacing
Fencing and Netting	
8000	Fencing, Netting and Enclosures
Sports Equipment	
9650	Sports Equipment – Combined Basketball and Netball
Appendices	
A	Test Methods

12234 Quairading Sports Precinct - Netball Courts Specification

Introduction

100. Introduction

Section Table of Contents

100.1	General	100-2
100.2	Scope of Works	100-3

100.1 General

Project particulars

- (a) This Specification has been developed specifically for the field of play and associated civil works on the following project / site:
- i. Project Name: Quairading Sports Precinct - Netball Courts
 - ii. Location: 10 Jennaberring Road, Quairading, WA, 6383, Australia
 - iii. Principal: Shire of Quairading
- (b) This document, the design drawings and all other referenced documentation describe the scope of works, minimum requirements, and assessment criteria.

Contract documents

- (c) This Specification is to be read in conjunction with:
- i. General conditions of contract
 - ii. Special conditions of contract and supplementary special conditions of contract
 - iii. Contract preliminaries
 - iv. Contract drawings
 - v. Any other referenced documentation.

100.2 Scope of Works

Quality management system

- (a) The Contractor shall implement a quality management system for all works under the Contract in accordance with *Section 400 Specification Preliminaries*.

Works under contract

- (b) The works documented consist of 2 no. acrylic netball courts.
- (c) Unless noted otherwise, provide all materials, labour, approvals, permits, verification, and testing as necessary to deliver the works in accordance with the drawings and specification.
- (d) The extent of works includes:
- i. Construction preliminaries
 - ii. Site clearing
 - iii. Bulk earthworks
 - iv. Construction of stormwater drainage
 - v. Construction of pavements and ancillaries
 - vi. Installation of fencing
 - vii. Installation of acrylic court system including line markings
 - viii. Supply and installation of sports equipment
 - ix. Supply of maintenance and operation manuals, as-built drawings,
 - x. Defect rectification (during defined period).

12234 Quairading Sports Precinct - Netball Courts Specification

Reference Documentation

200. Reference Documentation

Section Table of Contents

200.1	General	200-2
200.2	Legislation and Standards	200-3
200.3	Existing Site Information	200-5

200.1 General

Order of precedence

- (a) All works shall comply with the requirements of:
 - i. This Specification and Contract drawings
 - ii. Shire of Quairading Specifications
 - iii. Main Roads Western Australia Specifications
 - iv. IDM Standard Drawings
 - v. Relevant Australian Standards
- (b) Applicable Australian Standards are referenced within the relevant work element sections.
- (c) Where requirements differ between referenced documents, the more onerous specification/ requirement applies unless otherwise directed by the Principal's Representative.

Contract drawings

- (d) Contract drawings (also called design drawings or the drawings) for this Specification are those shown in the Drawing List on Drawing Number SE_12234_F000.

Status

- (e) The information contained in the drawings and specifications may also be subject to certification or approval by statutory and regulatory authorities.

200.2 Legislation and Standards

General

- (a) All works shall be carried out by suitably qualified tradespeople to a high standard of workmanship.
- (b) All works shall conform to this Specification and the relevant legislations and standards referenced or as otherwise applicable.
- (c) Any works carried out not conforming to these criteria shall be deemed as non-conforming and rectification works required to achieve this standard shall be the responsibility of the Contractor at no extra cost to the Principal.

Legislation

- (d) The Contractor must carry out all the works in accordance with all relevant legislative provisions and standards including, but not limited to:
 - i. Work Health and Safety Act 2020
 - ii. Work Health and Safety (General) Regulations 2022
 - iii. Environmental Protection Act 1986
 - iv. Local Government Act 1995
 - v. Road Traffic Act 1974
 - vi. All relevant Australian Standards and Codes of Practice
 - vii. All other relevant State and Federal Acts and Regulations
 - viii. All Local Laws and relevant policies

Standards

- (e) All works shall adhere to the relevant Australian Standards, referenced within each section of this Specification.
- (f) All works shall adhere to the following sports governing body requirements:
 - NETBALL:
 - i. International Netball Federation (INF) Facilities and Equipment Requirements
 - ii. AS/NZ 4586: 2004 Slip Resistance Classifications of New Pedestrian Surface Materials
 - iii. AS/NZ 4633: 2004 Slip Resistance Classification of Existing Pedestrian Surface Materials

12234 Quairading Sports Precinct - Netball Courts Specification

Reference Documentation

BASKETBALL:

- i. FIBA Official Basketball Rules 2018 – Basketball Rules
- ii. FIBA Official Basketball Rules 2018 - Basketball Equipment
- iii. AS/NZ 4586 Slip Resistance Classifications of New Pedestrian Surface Materials
- iv. AS/NZ 4633 Slip Resistance Classification of Existing Pedestrian Surface Materials

200.3 Existing Site Information

General

- (a) All existing site information is provided for information only, unless noted otherwise.
- (b) The Contractor must confirm the completeness and accuracy of all such information prior to commencing works.

Discrepancies

HOLD POINT

- (c) Any discrepancies between the information provided in the specifications and drawings with that encountered on site must be reported to the Principal's Representative without delay.

HOLD: Any works relating to or affected by the discrepancies until the HP has been released.

Status

- (d) The existing feature, level and services information provided on the drawings cannot be guaranteed. The Contractor must confirm the completeness and accuracy of all such information prior to commencement of works.

Site survey

- (e) Feature Survey-Model
Carabiner
Feature Survey-Model and Feature Survey- Greyscale Model
CAD file: ITCW13057 F01 R0 FOR GIS1

Geotechnical investigation

- (f) Geotechnical Investigation
Perth Geotechnics
30 September 2024
GI297824PG_Rev0
Geotechnical Report_ GI297824PG_Quairading Sports Precinct_light Poles & Netball Courts_Shire of Quairading

12234 Quairading Sports Precinct - Netball Courts Specification

Specification Preliminaries

400. Specification Preliminaries

Section Table of Contents

400.1	Conformance with Design	400-7
400.2	Inspection and Test Plans	400-9
400.3	Site Establishment	400-11
400.4	Operations and Maintenance Manuals	400-12
400.5	Completion	400-14

400.1 Conformance with Design

Quality management system

- (a) The Contractor shall develop and maintain a quality management system for all works under the Contract and shall comply with the requirements of AS/NZS ISO 9001.
- (b) Conformance of the works shall be demonstrated through systematic inspection and testing.
- (c) The requirements outlined in this section do not relieve the Contractor of the responsibility to conform with the Contract documents.
- (d) The Contractor is responsible for correcting all non-conformances.

Testing of materials and work

- (e) Compliance tests shall be carried out by the Contractor to ensure compliance with the specified requirements.
- (f) All compliance sampling and testing shall be carried out by laboratories accredited by NATA and certified for the appropriate tests, unless otherwise specified.
- (g) The frequency of testing for compliance shall not be less than the minimum specified.
- (h) Where a minimum testing frequency or minimum number of tests is not given, it shall be nominated by the Contractor and submitted to the Principal's Representative at least 14 days prior to the commencement of testing.
- (i) Test result submissions by the Contractor shall include a summary table listing all relevant specification requirements alongside the supplied test result(s), as well as noting whether the individual result is complying or non-complying.
- (j) Submissions that do not conform to the above will be rejected for re-submission.

Verification surveys

- (k) The Contractor shall undertake and submit verification surveys as specified in the Contract to demonstrate conformance with the drawings and specifications in relation to dimensions, tolerances and three-dimensional position.
- (l) Verification surveys shall be submitted with an accompanying survey conformance report where design levels, position and/or tolerances have been specified.
- (m) The report shall indicate the difference between actual and documented values for position and level (defined by co-ordinates or chainage and offset) and provide certification by the qualified surveyor responsible for the verification survey.

Non-conforming works

- (n) The Contractor is responsible for creating and maintaining a Non-Conformance Register.
- (o) Any works that depart from the documented requirements – whether identified by test result, verification survey, visual inspection or by any other means – shall be recorded

by the Contractor on a Non-Conformance Report (NCR) form and on the Contractor's NCR register within two working days of detection / identification.

- (p) The NCR shall indicate the Contractor's proposed action, which may include:
- i. Proposed additional works to bring the non-conforming works up to the documented standard.
 - ii. Proposed replacement of all or part of the non-conforming works to bring it up to the documented standard.
 - iii. For incidental defects, a request that the Principal's Representative accept the non-conforming works without alteration, as an exception with or without alteration to the respective contract sum.

MILESTONE:

- (q) At Practical Completion, or at any other time if requested by the Principal, provide a controlled copy of the Non-Conformance Register.

400.2 Inspection and Test Plans

General

- (a) The Contractor shall prepare an Inspection and Test Plan (ITP) for each element of work under the Contract.
- (b) ITPs must stipulate the type, frequency, and acceptance criteria for inspections and tests that must be conducted at key points in the construction process. They shall also stipulate the construction records that must be retained to demonstrate compliance with the specified requirements.
- (c) The ITP for each work element shall nominate:
 - i. Hold Points, Witness Points and Milestones, including time limits
 - ii. Proposed test methods, minimum frequencies and required construction records
 - iii. Specified acceptance criteria and tolerances
 - iv. Person responsible for carrying out in-progress and final inspections
 - v. Person responsible for reviewing inspection and test results, evaluating whether work conforms, determining future action when work does not conform.

Hold Point

- (d) A Hold Point is a point in the construction process beyond which the Contractor shall not proceed without written authorisation from the Principal's Representative.
- (e) Works to be held (i.e. that which the Contractor shall not proceed with until the Hold Point is released) are noted within each Hold Point. Where nothing is specified, all works are to be held.
- (f) Authorisation to proceed beyond a specified Hold Point, the Contractor shall provide evidence to the Principal's Representative that all applicable work has been completed, tested and inspected by the Contractor in accordance with the Contract.
- (g) The Principal's Representative's authorisation to proceed beyond the Hold Point does not relieve the Contractor of responsibility for satisfactory execution or performance of the work.

Witness Point

- (h) A Witness Point is a point in the construction process where the Contractor must provide prior notice to the Principal's Representative, who may exercise the option of attendance to witness those works.
- (i) Unless specified otherwise, the Contractor shall give the Principal's Representative notice of at least 48 hours of an approaching Witness Point. The notice period may only commence during working hours (i.e. 8:00am to 5:00pm, Monday – Friday, excluding Public Holidays).

- (j) The Contractor may proceed with the activity when the period of notice has expired whether or not the Principal’s Representative elects to witness the activity.
- (k) The witnessing of an activity by the Principal’s Representative or any delegate does not constitute approval or acceptance of the works.

Milestone

- (l) A Milestone is a point in the construction process where progress is verified by the submission of information.

Submission

HOLD POINT

- (m) The Contractor shall submit a controlled copy of the ITP relating to each and every element of the work under the Contract not less than 10 business days prior to the commencement of any work on the project, unless specified otherwise.

HOLD: All works.

- (n) The Contractor shall maintain the ITP as an up-to-date record as work on a given element progresses. The Principal’s Representative may request to review the ITP at any stage during the works.

MILESTONE

- (o) Upon completion of each element of work under the Contract, the Contractor shall submit a controlled copy of the completed ITP.

400.3 Site Establishment

Site inception meeting

HOLD POINT

- (a) The Contractor shall give notice of the proposed date for possession of site so that the Principal's Representative and a representative of SPORTENG may be in attendance for a site inception meeting.

HOLD: All works.

Services

- (b) Do not obstruct or damage roadways and footpaths, drains and watercourses and other existing services in use on or adjacent to the site. Determine the location of such services.

Site boundaries

- (c) Site boundaries shall be delineated according to circumstances and the nature of work being carried out. Such delineation may include fences, barricades, warning signs and/or lights, locked doors/gates, witches' hats, total enclosure of the work site or other agreed methods.
- (d) Work areas, which are designated as restricted, shall display notices in accordance with the applicable Australian Standards for warning signs.

Setting out the works

- (e) The supplied existing site surveys are available for information only.
- (f) Layouts of service lines, plant and equipment as shown on the drawings are schematic only, except where figured dimensions or setout points are provided. Before commencing work obtain measurements and other necessary information.
- (g) Works shall be set out by a licensed surveyor using the design setout data / digital model files provided.
- (h) The Contractor shall pay for any check surveys required to ensure that the works are set out in accordance with the Contract documents.
- (i) Notify the Principal's Representative of any omission or conflict in the drawings and their relation to Technical Specifications.

400.4 Operations and Maintenance Manuals

General

MILESTONE

- (j) Prior to Practical Completion, provide final Operation and Maintenance Manuals in accordance with the requirements of this section.

Objectives

- (k) The objectives of the Operations and Maintenance Manuals are to:
- i. Be of sufficient detail to enable the Principal's Representative to take over any maintenance, operation or use of the works and to do so in a safe, effective and efficient manner
 - ii. Enable progressive and timely development and checking of the Manuals in advance of any completion milestones
 - iii. Be fully completed and finalised prior to the Principal's Representative's occupation, use or acceptance of the works
 - iv. Be developed in standardised and fully electronic data format suitable for upload to the Principal's Representative's Asset and Data Management Systems
 - v. Enable complete financial reconciliation of the assets and works showing element and asset costs, life expectancy costs and the like.

Standard headings

- (l) Operations and Maintenance Manuals are to follow the standard headings shown below to ensure consistency for all elements of the works:
- i. Introduction & Scope - description of the systems, the approach taken and other relevant information to ensure maintenance staff understand the equipment and its intended purpose
 - ii. Assets - detailed schedule of all maintainable assets data, items, and locations
 - iii. Maintenance - detailed instructions and frequency to ensure proper function of the assets
 - iv. Operations Data - detailed instructions for safe and efficient operation of the equipment
 - v. Spare Parts - listed items or components required to complete maintenance or operation tasks or for replacements
 - vi. Warranty and Certificates - descriptions of all warranties (both contracted and procured through suppliers) for the assets and descriptions of any certificates issued as part of the works including attached copies of all relevant documents

- vii. Help and Contact - Details of any relevant contractors, suppliers and the like who may be used by the owner to support the operation and maintenance of the assets
 - viii. Drawings and Reference - lists of all final as-built drawings, specifications and other relevant documents forming the final contract scope and other relevant attachments - like product manuals, specifications and the like relevant to the proper operation and maintenance of the works.
- (m) Where a particular section is not relevant it may be left blank.

Draft submission

- (n) Collate all relevant information into a single report under the Standard Headings listed in this section.

MILESTONE:

- (o) Complete the draft Operations and Maintenance Manuals 28 days prior to proposed Practical Completion. Supply a draft for review by the Principal’s Representative. The Principal’s Representative may review Operation and Maintenance Manual and provide comments or directions for any corrections as needed.
- (p) Update the Operations and Maintenance Manuals for final submission prior to Practical Completion incorporating all comments or directions issued from the draft submission.

Compliance with laws, standards and specifications

- (q) Check and verify that all data and attached files and documents that form the completed Operations and Maintenance Manuals comply with the relevant Laws, Standards, Codes and Specifications applicable to the works to enable the proper operation and maintenance by the Principal’s Representative and / or its appointed agents of the completed works.

400.5 Completion

As-constructed documentation

MILESTONE

- (a) Provide work-as-executed / as-constructed drawings in PDF and CAD formats showing the completed works as constructed and in accordance with the Specification requirements.
- (b) As-constructed documentation shall be produced from a survey of the completed works by a Licenced Surveyor using the Map Grid of Australia and Australian Height Datum.
- (c) As-constructed survey pick up is required for the line and layout of:
 - i. in-ground services, including irrigation, stormwater drainage
 - ii. pavements, kerbs, and edging
 - iii. fencing and sports equipment
 - iv. any other fixed elements or equipment.
- (d) Ensure the content, accuracy and level of detail of work-as-executed drawings are equivalent to those in the detail design drawings used for construction and are sufficient to describe the works adequate to enable future modifications or additions.
- (e) Where contract drawings are used as a base for production of the as-constructed documentation, all as-constructed details are to be clearly distinguishable from base / background information, e.g. via use of distinct colours, etc.
- (f) Any works backfilled without first being picked up by survey shall be uncovered to expose the top of the service, surveyed, and backfilled in accordance with the specification and the surface reinstated to the required condition.

Product warranty submissions

- (g) Where applicable, complete all documentation required by the manufacturer and submit those to the manufacturer to obtain the warranty and/or guarantee certificate(s).

Defects liability period

- (h) During the Defects Liability Period as defined in the Contract, the Contractor shall promptly rectify defects or omissions in the Contractor's works and are due to causes for which the Contractor is responsible.
- (i) The Contractor is not responsible for the repair, replacement or making good any defect or any damage to the works arising out of or resulting from any of the following causes:
 - i. Improper operation or maintenance of the works
 - ii. Use and operation of the works outside the Contract specifications.

600. Earthworks

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600.10	Compaction and Moisture Condition	600-15
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600.14	Stabilisation	600-19
600.15	Topsoil Reinstatement	600-20
600.16	Standards	600-21

600.1 General

Scope

- (a) This section sets out the technical and verification requirements for earthworks to be executed under the Contract.
- (b) The scope of this section includes:
 - i. Earthworks materials
 - ii. Site clearing and stripping of topsoil
 - iii. General earthworks
 - iv. Capping material
 - v. Geotextiles
 - vi. Stabilisation
 - vii. Topsoil reinstatement.

Referenced standards

- (c) Refer to *Section 600.16* Standards.

Definitions

- (d) For the purposes of this Specification the definitions given below apply.

Bad Ground	Ground unsuitable for the purposes of the works, refer <i>Section 600.7(a)</i>
Batter	The uniform side slope of a cut or a fill.
Capping	Material of low permeability placed immediately over the subgrade to minimise changes in moisture content in the material below.
Design CBR	The California Bearing Ratio (CBR) nominated on the drawings for a particular pavement design.
Cut	Excavation below the natural surface level after removal of stripping.
Discrepancy	<p>A difference between contract information about the site and conditions encountered on the site, including but not limited to discrepancies concerning the following:</p> <ul style="list-style-type: none"> (a) The nature or quantity of the material to be excavated or placed. (b) Existing site levels. (c) Services or other obstructions beneath the site surface.

Fill	The compacted embankment placed above natural surface level after removal of topsoil.
Geotechnical inspection and testing authority (GITA)	Organisation with the necessary independence, equipment, and competence to be able to undertake all Earthworks inspections and testing, as defined by AS 3798, Clause 8.4. A GITA may also operate as a GTA.
Lot	A lot will consist of a single layer, batch or area of like work which has been constructed or produced under essentially uniform conditions and is essentially homogeneous with respect to material and appearance.
Pavement	Controlled materials placed above the subgrade (e.g. subbase, base, surfacing courses, etc.)
Rock	Monolithic material with volume greater than 0.5m ³ which is non-rippable by CAT D9 or equivalent.
Silt	A material with properties below the 'A line' on the Plasticity Index (PI) / Liquid Limit (LL) graph per Table A1 in AS 1726—2017.
Subgrade	The prepared surface upon which pavement and / or capping material is to be placed.
Topsoil	The layer of fertile, organic soil immediately below natural surface or placed to the finished surface` level outside areas to be paved.
Unsuitable Material	Material that is soft, excessively wet, unstable or otherwise not suitable for the specified use, as defined in <i>Section 600.3(e)</i> .

As-found site conditions

HOLD POINT AND WITNESS POINT	
(e)	If any of the following are encountered, give notice immediately to the Principal’s Representative: <ul style="list-style-type: none"> i. Discrepancies ii. Bad Ground iii. Rock iv. Seepage / groundwater.
(f)	Where a discrepancy is encountered, provide sufficient evidence through survey report and/or other testing as necessary to allow verification of the reported discrepancy.
HOLD: All works within affected area(s) until HP has been released.	

600.2 Conformance with Design

Quality management system

- (a) The Contractor shall implement a quality management system for all works under the Contract in accordance with *Section 400 Specification Preliminaries*.

Inspection and Test Plan

HOLD POINT

- (b) Submit Earthworks ITP 5 business days prior to commencement.

HOLD: All earthworks activity until HP has been released.

Standard Supervision and Testing

- (c) The Contractor is required to engage a Geotechnical Inspection and Testing Authority (GITA) to carry out all sampling and testing as specified or as otherwise required.
- (d) The Contractor’s GITA shall attend site to undertake specified testing and observe all specified proof rolling.

MILESTONE

- (e) For all testing and for each site attendance, the Contractor’s GITA shall supply a test report and / or site inspection report indicating whether the results comply with the specification and drawings.

- (f) Where Bad Ground is encountered (refer *Section 600.7 Bad Ground*), unless otherwise directed by the Principal’s Representative, the Contractor’s GITA shall attend site and provide a site inspection report or letter containing recommendations for remediation to achieve the design requirements.

Test methods

- (g) All testing to be in accordance with Specification *Appendix A Test Methods*.

Tolerances

- (h) Formed earthworks surfaces: +0, -20mm from design
- (i) Permanent batters: maximum 1:5 (vertical:horizontal), unless noted otherwise.

Verification survey

- (j) Conformance with design to be demonstrated through verification survey in accordance with *Section 600.12*.

600.3 Materials

Material types

(a) General fill:

	Requirement
Source	Site-won material
Maximum particle size	75 mm

(b) Select fill:

	Requirement
Source	Imported
Grading	Well-graded
Maximum particle size	75 mm
Fines content	≤ 25%-passing 0.075 mm sieve
California Bearing Ratio	≥ 2%
Swell	≤ 2.5%
Plasticity index	2 – 25

(c) Capping material:

	Requirement	
Source	Imported	
Permeability	≤ 5 x 10 ⁻⁹ m/s	
California Bearing Ratio	≥ 8%	
Swell	≤ 1.5%	
Plasticity index	6 – 25	
Weighted PI	≤ 1000 (= PI x %-passing 0.425mm)	
Limits of grading	Sieve Size (mm) to AS 1152	%-passing by mass
	37.5	100
	4.75	60 – 80
	0.425	20 – 80
	0.075	10 – 40

Imported materials

HOLD POINT

(d) Imported materials must be sampled at-source and tested prior to delivery to site. Tests must be current (i.e. performed within 3 months of the date supplied).

HOLD: Ordering and delivery of imported material until HP has been released.

Unsuitable materials

- (e) The following materials are unsuitable as fill or for fill to be constructed upon:
 - i. organic materials, such as topsoils, severely root-affected subsoils and peat
 - ii. silts, or materials that have the deleterious engineering properties of silt
 - iii. material that contains boulders, wood, metal, plastic, or other deleterious material, in sufficient proportions to affect the required performance of the fill
 - iv. materials contaminated through past site usage
 - v. materials containing substances that can be dissolved or leached out in the presence of moisture (e.g. gypsum), or which undergo volume change or loss of strength when disturbed and exposed to moisture (e.g. shales, sandstones, etc.)
 - vi. other materials with properties that are unsuitable for the forming earthworks.

Material properties testing

- (f) Materials shall be tested to demonstrate compliance according to the following:

Material / Location	Test parameter	Minimum Test Frequency
Subgrade (pavement subject to vehicle traffic)	California Bearing Ratio (CBR) and Swell	1 test per 1,000m ² minimum 2 tests total per pavement type, per lot
Subgrade (pavement / profile not subject to vehicle traffic)	N/A	N/A
General Fill (site-won)	Unsuitable materials and maximum particle dimension	Visual inspection and assessment / measurement of larger rock particles
Select Fill (imported)	Soil classification tests (plasticity and grading)	1 test per 500 m ³
	California Bearing Ratio (CBR) and Swell	1 test per 500 m ³
Capping material (imported)	Soil classification tests (plasticity and grading)	1 test per 250 m ³
	California Bearing Ratio (CBR) and Swell	1 test per 250 m ³
	Permeability	1 test per 1000 m ³

600.4 Site Clearing

Extent

- (a) Unless otherwise specified in the Contract, the limits of clearing and grubbing shall be:
 - i. as shown on the drawings
 - ii. not more than as required for completion of the work under the Contract.
- (b) Clearing work or any type of disturbance outside of the specified limits of work shall not be undertaken unless approved by the Principal's Representative.

Protection of retained features

- (c) During site clearing operations, care shall be taken not to disturb any existing features to be retained, including structures, fences, vegetation, and survey marks.

Protection of trees and vegetation

- (d) Prior to commencement of any work, the Contractor and the Principal's Representative shall conduct a joint inspection of the site to identify vegetation to be retained and protected.
- (e) Existing trees, shrubs, and other areas of existing vegetation marked as 'to be protected and/or retained' on the drawings or as directed by the Principal's Representative shall be protected by temporary fencing and incorporated into the works by the Contractor.
 - i. Protective fencing for trees shall consist of minimum 1.8 m high rigid fence.
 - ii. Protective fencing for shrubs and vegetation shall consist of, as a minimum, star pickets with three strands of wire (top, middle and bottom) and barrier mesh.
- (f) No earthworks, travel of equipment, or storage compounds shall be established within 5 metres of the drip line of mature trees of trunk diameter greater than 200 mm.

Methodology

- (g) Remove everything on or above the site surface, including rubbish, vegetable matter and / organic debris, scrub, trees, timber, stumps, boulders and rubble. Remove standing grass to a depth sufficient to include the root zone. Strip surface grasses with the topsoil.
- (h) Grub out stumps and roots over 75 mm diameter to a minimum depth of 600 mm below subgrade level of buildings and pavements, or 300 mm below finished surface in other areas.
- (i) Remove redundant slabs, foundations, retaining walls, asphalt, paving, abandoned services and the like to a minimum depth of 300 mm below existing or finished surface, or 600 mm below subgrade level (whichever is greater).

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Earthworks

- (j) Pits which are no longer required shall be removed completely when within the footprint of pavement works, or broken back to a depth not less than 600 mm below the finished surface level for all other areas. Remaining pipe openings shall be sealed with concrete.
- (k) Holes resulting from clearing or grubbing and remnants of pits shall be backfilled with Select Fill, placed and compacted in accordance with *Section 600.8* Fill Construction.

Disposal of materials

- (l) Unless otherwise specified, cleared materials shall become the property of the Contractor to transport to a place of legal disposal.
- (m) Disposal of material by burning on site or burying of materials on site is not permitted.
- (n) Tree trunks and large branches shall be removed from the site. Small tree branches, shrubs and leaves, excluding noxious weeds, shall be disposed of by chipping and mulching to form mulch.
- (o) Clean salvaged concrete and other pavement materials may be reused on site in locations permitted by the drawings and specification.

600.5 Stripping of Topsoil

Extent

- (a) Topsoil, severely root-affected soils, and / organic material shall be stripped from the areas shown on the drawings, and as otherwise required by the following:
 - i. areas on which fill is to be placed
 - ii. areas from which cut is to be removed
 - iii. areas on which pavement is to be constructed.

Methodology

- (b) Treat and manage site topsoil before stripping to remove and/or minimise the spread of weeds and other pathogens and pest organisms throughout the site.
- (c) Topsoil, severely root-affected soils, and / organic material shall be stripped as unsuitable material to be disposed off-site.
- (d) In areas specified, the full depth of topsoil shall be stripped.
- (e) Topsoil shall be stripped by a means which avoids contamination with subsoil and does not increase the extent of unstable areas.
- (f) Stripped surfaces shall be graded to an even self-draining surface.

Stockpiling

- (g) If shown on the drawings or as otherwise approved by the Principal's Representative, clean topsoil may be stockpiled in sufficient quantity as required for subsequent revegetation.
- (h) Stripped materials deposited in temporary stockpiles must be stored such that there is no possibility of the material being unintentionally covered by, or incorporated in, the earthworks.
- (i) Stockpiles shall be maintained in a neat, well-shaped state capable of shedding water.
- (j) Topsoil shall be re-spread as soon as practicable.

600.6 Excavation

General

- (a) Excavation includes all excavation within the limits of the batters, pavements, open and underground drainage and services, and shall include the handling of excavated material to the point of disposal.

Methodology

- (b) Excavate as required or as shown on the drawings, including but not limited to the following:
- i. Excavate to pavement subgrade formation level.
 - ii. Excavate for pits to the required sizes and depths.
 - iii. Excavate trenches for drainage and services (refer *Section 600.9 Service Trenching*).
 - iv. Excavate topsoil reinstatement areas sufficient to allow minimum topsoil depth to be placed to design FSL (refer *Section 600.15 Topsoil Reinstatement*)
- (c) Excavated material conforming to the relevant requirements of *Section 600.3 Materials* may be used for fill construction (refer *Section 600.8 Fill Construction*).
- (d) Where recovery of existing granular pavement materials is noted on the drawings, carefully excavate by a means which avoids contamination with subsoil. Materials deposited in temporary stockpiles must be stored such that there is no possibility of the material being unintentionally covered by, or incorporated in, the earthworks.
- (e) Dispose of excess material off-site.

Treatment of cut subgrade

- (f) Material within 300 mm of subgrade level in cut shall be prepared in accordance with the specification and drawings, including:
- i. Identify presence of any unsuitable materials (refer *Section 600.3(e)*)
 - ii. Verify Design CBR (only if nominated on the drawings, refer *Section 600.3(f)*)
 - iii. Compaction and moisture conditioning (*Section 600.10*)
 - iv. Proof roll (*Section 600.11*)
 - v. Verification survey (*Section 600.12*)
- (g) Where material within 300 mm of subgrade level in cut is not able to be prepared in accordance with the specification and drawings, refer to *Section 600.7 Bad Ground*.

600.7 Bad Ground

General

- (a) Bad ground includes any of the following:
 - i. ground which is or becomes soft, wet or unstable
 - ii. ground containing Unsuitable Material (refer *Section 600.3(e)*)
 - iii. fill liable to subsidence
 - iv. ground containing cavities, faults or fissures
 - v. ground contaminated by harmful substances.
- (b) Bad ground or material otherwise unable to be prepared in accordance with the specification and drawings shall be treated in situ or excavated and replaced.
- (c) It is the responsibility of the Contractor and the Contractor's GITA to propose a methodology for remediation of bad ground.

HOLD POINT AND WITNESS POINT

- (d) Notify the Principal's Representative of the extent and nature of bad ground encountered, prior to remediation. Unless requested otherwise by the Principal's Representative, the Contractor's GITA shall attend site to inspect the bad ground and provide a written inspection report.

HOLD: Earthworks within the affected areas until HP has been released.

Subgrades affected by moisture

- (e) Where the subgrade is unable to support construction equipment, or unable to be compacted only because of a high moisture content, perform one or more of the following:
 - i. Allow the subgrade to dry until it will support equipment and allow compaction
 - ii. Rip / tyne the subgrade to a depth of 200 mm, work as necessary to accelerate drying, and recompact when the moisture content is satisfactory (refer *Section 600.10 Compaction and Moisture Conditioning*)
 - iii. Excavate the wet material to a minimum depth of 300 mm and dispose off-site, and backfill excavated areas with general or select fill (refer *Section 600.8 Fill Construction*)

HOLD POINT

(f) Submit the extent of proposed remediation and methodology, prior to the commencement of works.

HOLD: Earthworks within the affected areas until HP has been released.

Replacement of bad ground

- (g) Unless otherwise specified, material used to replace excavated unsuitable material shall be conforming General fill or Select fill (refer *Section 600.3 Materials*) and be placed in accordance with *Section 600.8 Fill Construction*.
- (h) Excavation of bad ground / unsuitable material shall be undertaken such that the extent of unstable areas is not increased.

HOLD POINT

(i) Submit the proposed extent of replacement, the material type and material source, prior to the commencement of works.

HOLD: All works within the affected areas until HP has been released.

Treatment in situ

- (j) Treatment of bad ground in situ must not diminish the stability of the subgrade (i.e. ability to support the pavements within required tolerances) over the design life (20 years if none stated).
- (k) Treatment in situ may include, but is not limited to, any of the following:
 - i. Stabilisation of in-situ material, design to be specified by the Contractor’s GITA.
 - ii. Over-excavation and construction of a working platform specified by the Contractor’s GITA.

HOLD POINT

(l) Submit the proposed in situ treatment methodology, including the proposed material properties, proprietary product details, and construction methodology.

Where stabilisation is proposed, specify the:

Minimum depth of stabilisation: ___ mm

Minimum CBR strength: ___ %

Maximum swell: ___ %

Maximum permeability: ___ m/sec

HOLD: Earthworks within the affected areas until HP has been released.

600.8 Fill Construction

General

- (a) Fill construction includes the preparation of areas upon which fills are to be constructed and the selection, placement, and compaction of material.

Methodology

- (b) Prior to placement of fill material, areas upon which fills are to be constructed shall be:
- i. Moisture conditioned and compacted (in accordance with *Section 600.10*), and
 - ii. Proof rolled (in accordance with *Section 600.11*).
- (c) The method of excavation, transport and depositing of fill material should ensure that the fill is placed in a mixture as uniform as practicable.
- (d) Fill material shall be placed in near-horizontal layers of uniform thickness, deposited systematically across the fill area.
- (e) Fill material shall be placed in layers of maximum 200 mm loose thickness.
- (f) Before any loose layer of fill is compacted, the material and its moisture condition should be as uniform as practicable throughout its depth.
- (g) Each layer of fill shall be:
- i. Moisture conditioned and compacted (in accordance with *Section 600.10*), and
 - ii. Proof rolled (in accordance with *Section 600.11*).
- (h) If there is a delay in the placement of subsequent fill layers, previously accepted layers must conform with the specification before further fill is placed to avoid compaction issues and / or heaving of subsequent layers.

Treatment of fill subgrade

- (i) Material within 300 mm of subgrade level in fill shall be prepared in accordance with the specification and drawings, including:
- i. Verify Design CBR (only if nominated on the drawings, refer *Section 600.3(f)*)
 - ii. Compaction and moisture conditioning (*Section 600.10*)
 - iii. Proof roll (*Section 600.11*)
 - iv. Verification survey (*Section 600.12*)

600.9 Service Trenching

General

- (a) Any specific requirements for installation of in-ground services outside of this Earthworks specification (including on the drawings) supersede the requirements listed in this section.

Materials

- (b) Bedding (unless noted otherwise):
 - i. Compacted sand \geq 50 mm thickness.
- (c) Surround (unless noted otherwise):
 - i. Clean sharp sand to level \geq 150 mm above service.
- (d) Backfill service trenches to design subgrade level with:
 - i. Class 3 FCR or cement-stabilised sand, where the trench crosses and existing or proposed pavement or trafficable area.
 - ii. General fill, with no stones larger than 25 mm occurring within 150 mm of the service, for all other areas.

Methodology

- (e) Excavate to the lines, levels and grades as required for underground services specified in the relevant sections. Make the trenches straight between manholes, inspection pits, junctions and the like, with vertical side and uniform grades.
- (f) Excavate trenches in sections of suitable length to allow service installation and backfilling on the same working day, if possible.
- (g) Subject to regulatory authority requirements, keep trench widths to the minimum consistent with the laying and bedding of the relevant service, and the construction of manholes and pits.
- (h) If trench excavation exceeds the correct depth, reinstate to the correct depth and bearing value using compacted bedding material or grade N20 concrete.
- (i) Place backfill in layers no greater than 200mm thick when loose and compact to the density which applies to the location of the service trench.
- (j) Compact so that the pipe is buttressed by the walls of the trench.

600.10 Compaction and Moisture Condition

General

- (a) All earthworks surfaces and materials (except topsoil) shall be moisture conditioned, compacted, and tested.

Methodology

- (b) Adjust the moisture content of subgrade and fill at the time of compaction to $\pm 3\%$ of the optimum moisture content determined by AS 1289.5.1.1.
- (c) Protect the works from damage due to compaction operations. Where necessary, limit the size of compaction equipment or compact by hand.
- (d) Apply uniform and sufficient compactive effort by appropriate equipment consistently over the whole area to be compacted to achieve the required density.

Acceptance criteria and testing frequency

- (e) Test compacted surfaces in accordance with the following table:

Location / Material	Acceptance criteria	Testing frequency
Subgrade (and fill within 300 mm of subgrade)	98% S.M.D.D. (not greater than 102% S.M.D.D. in reactive clays)	Whichever requires the greater number of tests: <ul style="list-style-type: none"> • 1 test per layer, per 2500 m² • 1 test per layer, per tennis / netball court (where applicable) • 3 tests per lot.
Fill (not within 300 mm of subgrade)	95% S.M.D.D.	
Areas upon which fill is to be placed	95% S.M.D.D.	
Drainage and service trenches	95% S.M.D.D.	1 test per 2 layers per 40 linear metres
Backfilling of grub holes	95% S.M.D.D.	N/A
Replacement of over-excavation	95% S.M.D.D.	N/A
Replacement of unsuitable material	95% S.M.D.D.	N/A
Cement treated subbase	98% S.M.D.D.	N/A

Final earthworks surfaces

- (f) Subgrade surfaces, top of capping, and top of fill material shall be prepared to level and shape within the tolerances specified in *Section 600.2 Conformance with Design* to produce a smooth, hard, tightly bound surface, free from depressions capable of holding water.
- (g) Material within 150 mm of subgrade shall be maintained such that its moisture content is not less than 70% of optimum moisture content prior to the placement of any pavement layer.

600.11 Proof Rolling

Extent

- (a) Areas upon which fills are to be constructed, all layers of fill, and subgrades should be compacted to be capable of withstanding proof rolling without visible deformation or springing.
- (b) Prior to placement of overlying material, proof roll areas upon which fills are to be constructed, all layers of fill, and materials within 150 mm of permanent subgrade level in cuttings to determine the extent of any bad ground.

HOLD POINT AND WITNESS POINT

- (c) The Contractor's GITA shall witness all proof rolling required under this specification. The GITA shall supply a test report and / or site inspection report indicating whether the proof rolling identified any areas of deformation or springing to be rectified.

HOLD: Any works on or within layers to be proof rolled until HP has been released.

Acceptable plant

- (d) Proof rolling shall be completed with any of the following plant:
 - i. Static smooth steel drummed rollers with a mass of not less than 12 tonnes and a load intensity under the drum of not less than 6 tonnes per metre width.
 - ii. Pneumatic tyre plant with a mass of not less than 20 tonnes and a ground contact pressure under either the front or rear wheels of not less than 450 kPa per tyre. The area over which this ground contact pressure is applied should be not less than 0.035 m² per tyre
 - iii. Highway truck with rear axle of axles loaded to not less than 8 tonnes each with tyres inflated to 550 kPa.

Methodology

- (e) Fill layers should be proof rolled immediately following completion of compaction. If further proof rolling is required at some later date, the surface should be moisture-conditioned, as required, and given not less than four coverages of the testing plant before proof rolling resumes.
- (f) Any areas where visible deformation or springing is detected by proof rolling are considered Bad Ground (refer *Section 600.7*) to be rectified before being presented for proof rolling again.
- (g) Where unstable areas exceed 20% of the area being considered by proof rolling, the whole of the area should be ripped, recompacted and re-presented for test rolling.

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600.12 Verification Survey

Extent

- (a) All completed earthworks surfaces shall be surveyed to verify the completed earthworks comply with the design and tolerances (refer *Section 600.2 Conformance with Design*).

Methodology

- (b) Verification surveys shall comply with the general requirements of *Section 400.1 Conformance with Design*.
- (c) Earthworks survey measurements to be taken:
 - i. At all changes in grade, steps in formation level, and other features
 - ii. Spot levels on a grid with spacing not greater than 5 x 5 metres.

HOLD POINT

- (d) Submit a verification survey report comparing the as-built levels with design levels, including highlighting any points that exceed the tolerances (refer *Section 600.2 Conformance with Design*).

HOLD: Placement of overlying materials until HP has been released.

600.13 Geotextiles

Extent

- (a) Geotextiles to be installed where indicated on the design drawings or as otherwise proposed for remediation of bad ground (refer *Section 600.7 Bad Ground*)

Materials

- (b) Geocomposite membranes:
 - i. Geocomposite membranes shall consist of two layers of A24 grade geofabric (or similar) bonded to either side of a polyethylene/PVC liner (thickness 0.2mm to 0.75mm)
- (c) Geofabric:
 - i. Geofabrics shall be minimum A24 grade, unless noted otherwise.
- (d) Geogrid:
 - i. Geogrids shall be Tensar TriAx T160, or approved equivalent.

HOLD POINT

- (e) Supply a sample of the product and relevant technical data prior to ordering.

HOLD: Ordering products until HP has been released.

Methodology

- (f) All products to be installed in accordance with the manufacturer’s requirements.
- (g) Geocomposite membranes shall be installed with:
 - i. Minimum lap of 300 mm
 - ii. The upper layer of laps at joints oriented to face down-grade
 - iii. All joints machine welded/glued.

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Earthworks

600.14 Stabilisation

Extent

- (a) Stabilise in situ materials where indicated on the design drawings or as otherwise proposed for remediation of bad ground (refer *Section 600.7* Bad Ground)

Standard

- (b) Stabilisation to be undertaken in accordance with all the requirements of the following Main Roads Western Australia documentation:
 - i. Specification 515 – In-Situ Stabilisation of Pavement Materials.

Methodology

HOLD POINT

- (c) Submit proposed construction methodology.

HOLD: Stabilisation works until HP has been released.

600.15 Topsoil Reinstatement

Site-won topsoil

- (a) Soil excavated from the site which contains organic matter, supports plant life, conforms generally to the fine to medium texture classification to AS 4419 (loam, silt, clay loam) and is free from:
 - i. Stones >25mm diameter.
 - ii. Clay lumps >75mm diameter.
 - iii. Weeds and tree roots.
 - iv. Sticks and rubbish.
 - v. Material toxic to plants.

Methodology

- (b) Topsoil shall not be placed over cut and fill areas until such areas are verified to comply with the requirements in *Section 600.2 Conformance with Design*.
- (c) All unpaved cut and fill areas within the limits of works and any other area disturbed by activities associated with the works shall be topsoiled to the following thicknesses measured normal to the slope:
 - i. landscape / garden areas: 200 mm minimum
 - ii. all other areas: 100 mm minimum.
- (d) Topsoil shall be placed and levelled but not compacted.
- (e) Topsoil on batters shall be placed to prevent rilling.
- (f) The surface level of topsoil shall match the design finished surface level, or level of back of kerb or concrete edging, as appropriate.

600.16 Standards

AS 1289 (series)	Methods of testing soil for engineering purposes
AS 1289.2.1.1—2005	Soil moisture content tests—Determination of the moisture content of a soil—Oven drying method (standard method)
AS 1289.3.1.1—2009 /Amdt 1 2015	Soil classification tests—Determination of the liquid limit of a soil—Four point Casagrande method
AS 1289.3.1.2—2009 /Amdt 1 2015	Soil classification tests—Determination of the liquid limit of a soil—One point Casagrande method (subsidiary method)
AS 1289.3.2.1—2009	Soil classification tests—Determination of the plastic limit of a soil—Standard method
AS 1289.3.3.1—2009	Soil classification tests—Calculation of the plasticity index of a soil
AS 1289.3.6.1—2009	Soil classification tests—Determination of the particle size distribution of a soil—Standard method of analysis by sieving
AS 1289.3.8.1—2006	Soil classification tests—Dispersion—Determination of Emerson class number of a soil
AS 1289.4.1.1—2019	Soil chemical tests—Determination of the organic matter content of a soil—Normal method
AS 1289.4.3.1—1997	Soil chemical tests—Determination of the pH value of a soil— Electrometric method
AS 1289.4.4.1—1997	Soil chemical tests—Determination of the electrical resistivity of a soil—Method for sands and granular materials
AS 1289.5.1.1—2017	Soil compaction and density tests—Determination of the dry density/moisture content relation of a soil using standard compactive effort
AS 1289.5.2.1—2017	Soil compaction and density tests—Determination of the dry density/moisture content relation of a soil using modified compactive effort
AS 1289.5.3.1—2004	Soil compaction and density tests—Determination of the field dry density of a soil—Sand replacement method using a sand—cone pouring apparatus
AS 1289.5.3.5—1997	Soil compaction and density tests —Determination of the field dry density of a soil—Water replacement method
AS1289.5.4.1—2007	Soil compaction and density test – Compaction control tests – Dry density ratio, moisture variation and moisture ratio
AS 1289.5.4.2—2007	Soil compaction and density tests—Compaction control test—Assignment of maximum dry density ratio and optimum moisture content values
AS 1289.5.6.1—1998	Soil compaction and density tests—Compaction control test —Density index method for a cohesionless material
AS 1289.5.7.1—2006	Soil compaction and density tests—Compaction control test—Hilf density ratio and Hilf moisture variation (rapid method)

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AS 1289.5.8.1—2007	Soil compaction and density tests—Determination of field density and field moisture content of a soil using a nuclear surface moisture density gauge – Direct transmission mode
AS 1289.5.8.3—1998	Soil compaction and density tests—Calibration of nuclear surface moisture—density gauge for field use
AS 1289.5.8.4—2012	Soil compaction and density tests—Nuclear surface moisture— density gauge—Calibration using standard blocks
AS 1289.6.1.1—2014	Soil strength and consolidation tests—Determination of the California bearing ratio of a soil—Standard laboratory method for a remoulded specimen
AS 1289.6.1.2—1998	Soil strength and consolidation tests—Determination of the California bearing ratio of a soil—Standard laboratory method for an undisturbed specimen
AS 1289.6.1.3—1998	Soil strength and consolidation tests—Determination of the California bearing ratio of a soil—Standard field—in—place method
AS 1289.6.2.2—1998	Soil strength and consolidation tests—Determination of the shear strength of a soil—Direct shear test using a shear box
AS 1289.6.7.1—2001	Soil strength and consolidation tests—Determination of the permeability of a soil—Constant head method for a remoulded specimen
AS 1289.6.7.2—2001	Soil strength and consolidation tests—Determination of the permeability of a soil—Falling head method for a remoulded specimen
AS 1726—2017	Geotechnical site investigations
AS 3798—2007	Guidelines on earthworks for commercial and residential developments
AS 4419—2018	Soils for landscaping and garden use

900. Stormwater Drainage

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900.1 General

Scope

- (a) This section sets out the technical and verification requirements for stormwater drainage to be executed under the Contract.
- (b) The scope of this section includes:
 - i. Drainage structures
 - ii. Pipe drainage
 - iii. Subsurface drainage (general)
 - iv. Proprietary drainage systems.

Referenced Standards

- (c) Supply, install, test and commission the drainage systems specified in this section and the related documentation to the requirements of the regulatory authorities and the relevant provisions of AS 3500.3.
- (d) Refer to *Section 900.9* Standards.

As-found site conditions

HOLD POINT AND WITNESS POINT

- (e) If any of the following are encountered, give notice immediately to the Principal's Representative:
 - i. Discrepancies
 - ii. Bad Ground
 - iii. Rock
 - iv. Seepage / groundwater.
- (f) Where a discrepancy is encountered, provide sufficient evidence through survey report and/or other testing as necessary to allow verification of the reported discrepancy.

HOLD: All works within and upstream of affected area(s) until HP has been released.

900.2 Conformance with Design

Quality management system

- (a) The Contractor shall implement a quality management system for all works under the Contract in accordance with *Section 400 Specification Preliminaries*.

Inspection and Test Plan

<p>HOLD POINT</p> <p>(b) Submit Stormwater Drainage ITP 5 business days prior to commencement.</p> <p>HOLD: All stormwater drainage construction until HP has been released.</p>
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Test Methods

- (c) All testing to be in accordance with Specification *Appendix A Test Methods*.

Tolerances

- (d) Stormwater drainage shall be constructed to the following tolerances:

	Description	Tolerance
Structures	plan offset of structures required to match lines of kerbs/edges/pavements	±20 mm
	plan location of structures, any other location	±100 mm
	cover level at every point of the perimeter, and the line of the kerb	±10 mm
Pipes	invert level of pipes at pits	±50 mm
	departure from design grade of pipe runs	±0.1%
Subsurface drainage	invert level	+/-25 mm
	horizontal position	+/- 50 mm
	changes in grade	< 10 mm / 3 m

- (e) The specified tolerances are conditional on positive falls to outlets being maintained and no part of a pipeline having less than the minimum allowable gradient per AS 3500.3 Table 6.3.4, unless documented otherwise.

Verification survey

<p>MILESTONE</p> <p>(f) The location of each run of underground drainage shall be verified by survey prior to backfilling the pipes.</p>
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900.3 Materials

Filter material

- (a) Granular filter material shall consist of hard, durable and clean sand, gravel, or crushed rock screening, which is free from clay balls and / organic matter complying with the stated limits of grading:

Limits of grading	Sieve Size (mm) to AS 1152	Grade A3	Grade A4
		% -passing by mass	
	9.50	100	100
	4.75	90 - 100	70 - 100
	2.36	70 - 100	0 - 50
	1.18	40 - 65	0 - 10
	0.600	12 - 40	-
	0.300	0 - 16	0 - 5
	0.150	0 - 4	-
	0.075	0 - 3	0 - 3

No fines concrete

- (b) No fines concrete shall consist of Type GP cement (4.0% by volume), water and coarse aggregate.
- (c) Type GP Cement shall comply with AS 3972.
- (d) Coarse aggregate shall comply with the requirements of *Section 1500 In-situ Concrete*.
- (e) Coarse aggregate grading limits shall be:

Limits of grading	Sieve Size (mm) to AS 1152	% -passing by mass
	26.5	100
	19.0	70 - 100
	13.2	0 - 70
	9.50	0 - 25
	2.36	0 - 5
	0.075	0 - 3

- (f) The water/cement (W/C) ratio shall be in the range of 0.35 to 0.5.
- (g) The W/C ratio shall provide for complete cementitious paste coverage of the aggregate. The water and paste content shall be such that it does not cause the paste to flow during mixing, handling or placing.

Embedment materials

- (h) Pipe bedding, haunch, support, overlay, and/or embedment materials vary by pipe type, as specified in *Section 900.5 Pipe Drainage*.

Backfill materials

- (i) Drainage trench backfill shall be a 20 mm nom. size crushed rock lower subbase material, in accordance with Section 1600.3.
- (j) Where pipes are installed in topsoiled and/or hydroseeded reinstatement areas not subject to vehicular traffic, backfill material may be general fill (refer Section 600.3).

Cementitious mortar

- (k) Cementitious mortar shall be shrinkage compensating proprietary products with a consistency appropriate for the required use, and able to be placed and compacted to achieve full encapsulation.
- (l) Cementitious mortars shall have a minimum 28-day compressive strength of not less than 40 MPa.
- (m) Mortar shall be cured in accordance with the manufacturer’s requirements.

Material properties testing

- (n) Materials shall be tested to demonstrate compliance according to the following:

Material / Location	Test parameter(s)	Minimum Test Frequency
Filter material	Grading	1 test per 500 m ³ minimum 2 tests total
No fines concrete coarse aggregate	Grading	1 test per 500 m ³ minimum 2 tests total
Embedment materials	Grading Atterberg limits (if specified)	1 test per 500 m ³ minimum 2 tests total per material type
Backfill (imported crushed rock)	Grading	1 test per 1000 m ³ minimum 2 tests total
Backfill (site-won)	Unsuitable materials and maximum particle dimension	Visual inspection and assessment / measurement of larger rock particles

900.4 Drainage Structures

General

- (a) Provide drainage structures as documented including the following: junction pits, inlet (gully) pits, inspection openings, outlet structures, and other supplementary structures as shown on the drawings.

Materials

- (b) Drainage structures shall be precast reinforced concrete, unless specified otherwise.

Precast pits

- (c) Precast drainage pits shall be installed at the locations and to the dimensions shown on the drawings.
- (d) Precast concrete units for pits shall conform to all the following criteria of AS 4198:
 - i. Support, for a minimum of 30 seconds, without structural failure or significant cracking, the applicable pit lid design loads in accordance with AS 3996 (where a precast unit has knock-out panels, this requirement shall apply with the knock-out panels removed)
 - ii. Be classified and marked in accordance with the pit lid classification of AS 3996 for which they are designed.
- (e) Provision shall be made for the connection of all stormwater drainage, culverts and subsurface drains as shown on the drawings.
- (f) Weepholes of 50 mm diameter shall be provided in all precast pits and shall be placed between the midpoint and top of the stormwater drain in those walls which have openings for drains.
- (g) If a precast pit is cast in segments, each segment of the pit shall be rebated a minimum of 15 mm to ensure correct alignment and to prevent horizontal movement.

Step irons

- (h) Unless otherwise specified, step irons are to be installed in all pits with a depth in excess 900 mm.

Installation

- (i) Excavations for drainage structure shall provide 400 mm minimum clearance from all external faces of the pit to each face of the excavation.
- (j) Bedding of granular pavement base or equivalent material shall be placed and compacted to minimum thickness of 100 mm and compacted to minimum 95% modified maximum dry density.
- (k) Pipes shall be trimmed flush with the internal pit wall and the joint made watertight with a cementitious mortar to provide a smooth, seamless finish uniform with the inner surfaces of the structure.

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Stormwater Drainage

- (l) Drainage pit floors shall be smoothly shaped from the inlets to the outlet for a height of one-third of the diameter of the outlet pipe with cementitious mortar, to provide a profile that will ensure smooth flow conditions between inlet and outlet pipes and prevent any snagging of debris.
- (m) Backfill the excavation in accordance with the requirements of *Section 600 Earthworks*.

Covers, grates, frames and lintels

- (n) Access covers, grates, and lintels shall be of the specified type and load class in accordance with AS 3996.
- (o) All grates located in a walking surface shall comply with AS 1428.2 Clause 9(c) for grate openings and alignment.
- (p) Frames for drainage structures shall be cast into the top of the drainage pit or bedded on fresh mortar, minimum 5 mm thick.
- (q) The level at every point of the perimeter shall be within 10 mm of the design level for that point, and the line of the cover shall be within 10 mm of the design setout line (kerb line or similar).

900.5 Pipe Drainage

General

- (a) Install pipe drainage as shown on the drawings and in accordance with AS3500.3 Sections 6 and 7.

Reinforced concrete pipes (RCP)

- (b) Reinforced concrete pipes shall be:
- i. Reinforced concrete pipe (RCP) conforming to AS 4058
 - ii. Class 2, unless specified otherwise.
- (c) RCP shall be rubber-ring jointed (RRJ), unless specified otherwise.
- (d) Installation shall be in accordance with AS3725 Design for installation of buried concrete pipes.
- (e) Install with HS2 bedding and support as shown on the drawings, unless specified otherwise.
- (f) Excavate slots for joint bells.

Flexible pipes (PVC-U, PP, HDPE)

- (g) Flexible pipes shall be either:
- i. PVC-U pipe conforming to AS 1260
 - ii. PP pipe conforming to AS 5065
 - iii. HDPE conforming to AS 5065.
- (h) All flexible pipes shall be stiffness SN8, unless noted otherwise.
- (i) Flexible pipes shall be jointed with:
- i. Rubber-ring joints (RRJ), for pipes with diameter ≥ 150 mm.
 - ii. Solvent cement joints (SCW), for pipes with diameter < 150 mm.
- (j) Installation shall be as shown on the drawings and in accordance with AS 2566.2 Buried flexible pipelines – Part 2: Installation.
- (k) Embedment material may consist of:
- i. selected cohesionless materials (as per AS 2566.2 Appendix G)
 - ii. controlled low-strength materials (CLSM, per AS 2566.2 Appendix K)
 - iii. stabilised soils (as per AS 2566.2 Appendix L).

Reinforced concrete box culverts (RCBC)

- (l) Supply and installation of precast reinforced concrete box culverts up to 1200 mm in width shall be in accordance with the requirements of AS 1597.1.

Backfill

- (m) Backfill material shall be as nominated in *Section 900.3 Materials*.
- (n) Backfill shall be placed and compacted in layers not exceeding 150 mm loose thickness.

Junctions

- (o) Junctions in stormwater drainage pipes, where no drainage structure is nominated, shall be made by means of pipe-to-pipe connection.
- (p) The connection type shall vary depending on the pipe materials:
 - i. PVC-U to PVC-U: PVC-U moulded fitting
 - ii. PVC-U to PP: grommet, saddle or PP moulded fitting
 - iii. PP to PP: PP moulded fitting
 - iv. Subsurface to PVC-U: PVC-U moulded fitting.

Testing

HOLD POINT

- (q) Undertake compaction and moisture testing in accordance with *Section 600.10(e)*.

HOLD: Placement of material layers over drainage trenches until HP has been released.

WITNESS POINT

- (r) A flushing test shall be carried out on each drainage line after completion of the works.

- (s) Each drain shall be flushed with sufficient water to remove material that has entered the pipes during construction and to ensure that the drainage line is free from obstruction.

900.6 Subsurface Drainage

General

- (a) Subsurface drainage is shown on the drawings schematically and installation must comply with both the plan locations shown and the typical details provided.
- (b) The requirements of this section are not applicable for natural turf and synthetic turf subsurface drainage systems
- (c) Construct trenches and other necessary excavations and backfill in accordance with the relevant sections of the *Section 600 Earthworks*.

Subsurface drainage pipes

- (d) Subsurface drainage pipes shall be Class 400 (SN8) perforated drainage pipe complying with AS 2439.1.
- (e) Pipes shall be supplied fitted with filter sock, unless specified otherwise.

Installation

- (f) The grade of subsurface drainage pipes shall be not flatter than 1 in 250.
- (g) Pipe bedding shall be filter material, at least 50 mm thick after compaction.
- (h) Pipes shall be placed centrally in the trench on the prepared bedding and held firmly in place.
- (i) Slotted pipes shall be laid with the openings in the lower half of the pipe.
- (j) Filter material shall be placed moist and compacted with minimal disturbance to pipes, geotextiles and trench walls. The loose thickness of layers shall not exceed 300 mm.

Flushout risers

- (k) All subsurface drainage pipes shall be installed with access points at the beginning and end of the drainage run.
- (l) Where the upstream end of a subsurface pipe cannot be connected to a stormwater pit, a flushout riser shall be installed in accordance with the typical detail provided.

Flushing test

WITNESS POINT

- (m) A flushing test shall be carried out on each subsurface drainage line after completion of the works.
- (n) Each drain shall be flushed with sufficient water to remove material that has entered the pipes during construction and to ensure that the drainage line is free from obstruction.

900.7 Proprietary Drainage Systems

General

- (a) Proprietary drainage systems include grated trench drain systems, drainage cells, tank systems, stormwater treatment devices and the like.
- (b) Proprietary drainage systems shall be installed as shown on the drawings and in accordance with the manufacturer's requirements. Where conflicts exist, the more onerous requirement will apply.
- (c) Specified systems and products may only be varied if approved in writing by the Principal's Representative, following review by the designer.

900.8 Inspection

General

- (a) At the completion of all works, the Contractor shall flush out and undertake CCTV inspection of all new and existing drainage pipes within the scope of works boundary.
- (b) The CCTV inspection should demonstrate that the stormwater drainage system is:
 - i. constructed to a high standard in accordance with the drawings and specification
 - ii. clear of debris and sediment
 - iii. undamaged from any activities associated with the works.

MILESTONE

- (c) The Contractor shall provide CCTV inspection recordings (.mp4 file format) and inspection report (PDF file format).

Flushing

- (d) The Contractor shall flush clear all new and existing stormwater drainage conduits within the scope of works and physically remove all solid debris, litter and silt from conduits prior to commencing any CCTV inspection.

CCTV Requirements

- (e) CCTV inspection report shall be in accordance with the requirements of *WSA 05-2013 V3.1 Conduit Inspection Reporting Code of Australia*.
- (f) All reporting (including recorded videos files and inspection report) must be clearly labelled with the pit numbering system shown on the drawings.
- (g) Do not abandon any CCTV inspection due to any obstruction that could reasonably have been removed during flushing, refer *Clause 900.8(d)*.
- (h) In the event of encountering a blockage in the stormwater conduits which leads to abandoning the CCTV inspection, the must conduct the CCTV inspection from the other end of the pipe at least to the point where it was abandoned previously

Defects

- (i) Any debris, sediment, damage, or poor workmanship is considered a defect and shall be dealt with in accordance with *Section 400.1*.
- (j) If applicable, complete additional CCTV inspection to verify any identified defects are correctly rectified.

900.9 Standards

AS 1254—2010	PVC pipes and fittings for stormwater and surface water applications
AS 1428.2—1992	Design for access and mobility – Part 2: Enhanced and additional requirements—Buildings and facilities
AS 1597.1—2010	Precast reinforced concrete box culverts - Small culverts
AS 2032—2006	Installation of PVC pipe systems
AS 2033—2008	Installation of polyethylene pipe systems
AS 2566.1—1998	Buried flexible pipelines – Part 1: Structural design
AS 2566.2—2002	Buried flexible pipelines – Part 2: Installation
AS 3500.3—2018	Plumbing and drainage – Part 3: Stormwater drainage
AS 3725—2007	Design for installation of buried concrete pipes
AS 3972—2010	General purpose and blended cements
AS 3996—2019	Access covers and grates
AS 4058—2007	Precast concrete pipes (pressure and non-pressure)
AS 5065—2005	Polyethylene and polypropylene pipes and fittings for drainage and sewerage applications

1500. In-situ Concrete

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In-situ Concrete

1500.1 General

Scope

- (a) This section sets out the technical and verification requirements for in-situ concrete to be executed under the Contract.
- (b) The scope of this section includes:
 - i. Kerbs and edging
 - ii. Concrete pavements
 - iii. Footings.

Referenced Standards

- (c) Supply, install, and test in-situ concrete works specified in this section and the related documentation to the requirements of AS 1379.
- (d) Refer to *Section 1500.12* Standards.

1500.2 Conformance with Design

Quality management system

- (a) The Contractor shall implement a quality management system for all works under the Contract in accordance with *Section 400 Specification Preliminaries*.

Inspection and Test Plan

HOLD POINT

- (b) Submit Concrete ITP 5 business days prior to commencement.

HOLD: All concrete preparation and construction until HP has been released.

- (c) Record details of each placement of concrete, including the following:
 - i. Date placed
 - ii. The portion or area of work
 - iii. Specified strength grade and source of concrete
 - iv. Slump measurements
 - v. Ambient temperature and concrete temperature (if applicable)
 - vi. Volume placed.

Testing requirements

- (d) All supplied concrete shall be subject to production assessment by the supplier in accordance with the relevant sections of AS 1379.

HOLD POINT

- (e) Register the project in accordance with AS 1379 clause 6.4.3 and apply to receive production assessment information from the concrete supplier.

HOLD: All concrete works until HP has been released.

MILESTONE

- (f) Provide production assessment reports received from the concrete supplier for each reporting period.

- (g) N32 grade concrete is subject to additional project assessment (refer to clause 1500.3(b)). Project assessment shall be in accordance with AS 1379 Section 6.5.

Test methods

(h) All testing to be in accordance with Specification *Appendix A Test Methods*.

Tolerances

(i) Concrete shall be constructed to the following tolerances from design:

Element	Description	Tolerance
Pavements	Surface level	±5 mm
	Thickness	+5 / -0 mm
	Flatness	No greater than 5 mm beneath a 3 m straight edge
Kerbs	Horizontal position	±10 mm
	Surface level	±10 mm
	Rate of change from line or level	10 mm in 10 metres
All other visible surfaces (e.g. hard landscape features, etc.)	Any specified height, and plan or cross-sectional dimension	±5 mm
Footings (concealed)	Any specified height, and plan or cross-sectional dimension	±5 mm, or 0.5% of the specified dimension, whichever is greater

(j) Notwithstanding clause 1500.2(i), all accessible paths of travel shall conform to the requirements of AS 1428.1 and AS 1428.2.

Verification survey

(k) Conformance with design to be demonstrated through verification survey in accordance with *Section 1500.11600.12*.

1500.3 Materials

Pre-mixed concrete

- (a) Portland cement-based concrete shall be either N20, N25, or N32 standard strength grade as specified, complying with the requirements of AS 1379.
- (b) Standard concrete parameters, in accordance with AS 1379, are:

	Grade Designation		
	N20	N25	N32
Slump	80 mm ± 15 mm		
Maximum nominal size of aggregate	20 mm		
Intended method of placement	Pump, or as specified by Contractor		
Project assessment (per AS 1379 Clause 6.5)	Not required		Required
Air entrainment	N/A	2% ± 1.5%	

- (c) No additional water shall be added to the concrete mix after batching.
- (d) No additives are to be placed in concrete mix when acrylic surfacing is intended to be installed on the slab.

Concrete testing on site

- (e) The frequency of sampling shall be minimum one sample from each 50 m³ of concrete.
- (f) Test slump for at least one sample from each batch before placing concrete from that batch in the work. Take the samples at the point of discharge on site.
- (g) N32 grade concrete is subject to additional strength assessment:
 - i. From each sample intended for strength grade assessment, at least two standard cylinder specimens shall be made and cured in accordance with AS 1012.8.1 and AS 1012.8.2.
 - ii. The compressive strength of each cylinder specimen shall be determined, recorded and reported in accordance with AS 1012.9.
 - iii. The test strength of the sample is as per AS 1379 Clause 6.2.5.
 - iv. Acceptance criteria is as per AS 1379 Clauses 6.5.2(c), for three or more samples, or 6.5.2(d), for less than three samples.

Aggregates

- (h) Concrete aggregates shall comply with the requirements of AS 2758.1.

Steel reinforcement

- (i) Steel reinforcement shall comply with the requirements of AS 4671.

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In-situ Concrete

- (j) Galvanising, where specified, shall be in accordance with the requirements of AS 4680.

Vapour barrier

- (k) The material for vapour barriers shall be 200 µm (0.2 mm) thick polyethylene film, medium impact resistance, complying with the requirements of AS 2870 Section 5.3.3.

1500.4 Preparation

Excavation

- (a) Any necessary excavations and disposal of excavated material to be in accordance with *Section 600 Earthworks*.
- (b) Box out to a sufficient depth to allow for the required compacted thickness of bedding material under the full width of concrete paving or edging, allowing not less than 150 mm extension beyond edge of concrete, unless documented otherwise on the drawings.
- (c) Where it is necessary to excavate existing pavement, the excavation shall not extend more than 150mm from the edge of the adjacent face.
- (d) Existing asphalt or bituminous surfacing shall be saw cut for a sufficient depth to produce a neat vertical face.

Bedding

- (e) Unless shown otherwise on the drawings, bedding material used for cast in place concrete works shall be compacted 20 mm Class 3 crushed rock, in accordance with *Section 901 Flexible Pavements*.
- (f) Unless shown otherwise on the drawings, bedding shall be not less than:
 - i. 100 mm compacted thickness for edging.
 - ii. 150 mm compacted thickness for pavements and other concrete.
- (g) Compacted bedding shall extend not less than 150 mm beyond the edge of concrete, unless documented otherwise on the drawings.
- (h) Where edgings are constructed over pavement layers, the edging shall be thickened to match the pavement layer, or bedding shall be provided between the pavement layer and the underside of the edging.
- (i) Bedding shall be trimmed to the appropriate levels, moistened as necessary, and firmly compacted.
- (j) Immediately before concrete is placed, the bedding shall be moist but shall have no free water on the surface.

Formwork

- (k) The materials, design, construction and stripping of formwork shall comply with the relevant requirements of AS 3610.
- (l) Joints in formwork shall be constructed such that loss of mortar is prevented.
- (m) Prior to placing concrete in an earth excavation, formwork shall be erected so that fresh concrete is not placed directly against the sides of the excavation.

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In-situ Concrete

- (n) Formwork shall not be stripped until the minimum times specified in AS 3610 Table 5.4.1 have elapsed from the time of completion of the placing of concrete. The minimum time shall also not be less than:
 - i. 2 days for vertical formwork on external surfaces
 - ii. 1 day for vertical forms on permanently hidden surfaces.

Underlay

- (o) Under slabs on ground, provide a vapour barrier underlay.
- (p) The material shall be placed beneath the slab so that the bottom surface of the slab is entirely underlaid.
- (q) The material shall extend under the formwork, beyond the extent of slab.
- (r) Lapping for continuity at joints shall be not less than 200 mm.

Steel reinforcement

- (s) The minimum cover of any steel reinforcement to the nearest concrete surface shall be 50 mm unless shown on the drawings.
- (t) Reinforcement shall be supported using either concrete or plastic chairs.
- (u) Mesh reinforcement shall be nested when lapped to minimise the overall depth of lapped section (i.e. alternative sheets of mesh turned over and wires nested between adjoining sheets).

Embedded elements

- (v) For elements to be fixed to or supported on the concrete (e.g. steelwork and the like), provide embedded elements for the required fixings.
- (w) Fix embedded items to prevent movement during concrete placing.
- (x) In locating embedded items, do not cut or displace reinforcement, or cut hardened concrete.

Inspection

WITNESS POINT

- (y) Complete all necessary works under this section (*Section 1500.4 Preparation*) for inspection prior to placing concrete.

1500.5 Placement and Compaction

General

- (a) Use placing methods which minimise segregation, plastic settlement, and shrinkage cracking.
- (b) Commence placing from the lowest corner or edge of the formwork.
- (c) Place concrete uniformly over the width of the slab so that the face is generally vertical and normal to the direction of placing.
- (d) Deposit concrete into the face of that already placed.
- (e) If placing in multiple layers, place concrete in uniform layers no greater than 300 mm and blend each layer into the preceding one through the compaction process.

Kerb and channel

- (f) Kerb and channel and other edgings shall comply with the requirements of AS 2876.

Avoid segregation

- (g) Concrete should be placed vertically and from as near as possible to its final position.
- (h) Concrete should not be made to flow into position.
- (i) Where concrete must be moved it should be shovelled into position.

Compaction

- (j) Remove air bubbles and fully compact the mix.
- (k) Use immersion and screed vibrators accompanied by hand methods as appropriate.
- (l) Limit the forward speed of screed vibrators to between 0.5 m / min. and 1.0 m / min.
- (m) Avoid under-vibration, which may adversely affect strength and durability.
- (n) Avoid over-vibration, which may cause segregation.

Transitions and matching existing

- (o) Match surface levels and grades at abutting pavement slabs and other traversable surfaces (including any existing pavements or surfaces) such that a continuous surface is formed.
- (p) Kerbs transitions shall be made smoothly at a rate of 10 to 20 mm per metre, unless noted otherwise on the drawings.
- (q) Concrete walkways and ramps shall be constructed with sharply defined grade transitions perpendicular to the direction of travel, in compliance with AS 1428.

1500.6 Hot Weather Concreting

General

- (a) Concrete shall not be placed when the air temperature measured at the point of placement is above 30°C, unless special precautions as detailed in the following clauses are implemented to reduce the concrete temperature and facilitate hot weather concreting works.

Methodology

- (b) Mix, transport, place and compact the concrete as rapidly as possible to prevent premature stiffening of the fresh mix and reduce water absorption and evaporation losses.
- (c) Before and during placing, maintain the formwork and reinforcement at $\leq 30^{\circ}\text{C}$ using shade protection, cold water spraying, or other effective means.
- (d) When being placed in the forms, the temperature of the concrete must not exceed:
- i. Normal concrete in footings and slabs: 30°C
 - ii. Concrete of strength ≥ 40 MPa, exceeding 600 mm in thickness: 27°C
- (e) Select one or more of the following methods of maintaining the specified temperature of the placed concrete:
- i. use chilled mixing water
 - ii. spray the coarse aggregate using cold water
 - iii. cover the container in which the concrete is transported to the forms
 - iv. cool the concrete using liquid nitrogen injection before placing.

1500.7 Cold Weather Concreting

General

- (a) Maintain the temperature of the freshly mixed concrete within the following limits:

Air temperature measured at the point of placement	Temperature of concrete	
	Minimum	Maximum
≥ 5°C	10°C	30°C
< 5°C	18°C	30°C

Methodology

- (b) Heat the concrete materials, other than cement, to the minimum temperature necessary to ensure that the temperature of the placed concrete is within the limits specified.
- (c) Maximum temperature of water: 60°C when it is placed in the mixer.
- (d) Do not provide calcium chloride, salts, chemicals or other material in the mix to lower the freezing point of the concrete.
- (e) Do not allow frozen materials or materials containing ice to enter the mixer, and keep free of frost and ice any forms, materials, and equipment coming in contact with the concrete.
- (f) Maintain concrete temperature until safe strength reached by means of form insulation, insulated covers or heated enclosures.
- (g) Delay striking of formwork for as long as possible.
- (h) Avoid thermal shocks and temperature variations within the concrete element. This includes not using cold water for curing and removing thermal protection measures gradually.

High early strength concrete

- (i) Use high early strength concrete in severe weather conditions to enable the concrete to develop sufficient strength to permit formwork removal within the specified time.
- (j) Do not use high early strength concrete as a substitute for the heating of materials or for adequate protection of placed concrete against low temperatures.
- (k) Do not provide high alumina cement.

1500.8 Joints

General

- (a) Provide the joints where nominated on the drawings or as otherwise required:

Construction joints

- (b) Do not relocate or eliminate construction joints or make construction joints not shown on the drawings. This includes emergency construction joints made necessary by unforeseen interruptions to the concrete pour.
- (c) Roughen and clean the hardened concrete joint surface, remove loose or soft material, free water, foreign matter and laitance. Dampen the surface just before placing the fresh concrete.
- (d) Butt join the surfaces of adjoining pours. In visually important surfaces make the joint straight and true, and free from impermissible blemishes relevant to its surface finish class.

Expansion joints

- (e) All dowels used in expansion joints shall be galvanised.

Isolation joints

- (f) Isolation joints consisting of 10 mm expansion foam to the full depth of slab, sealed with polyurethane, shall be constructed at all interfaces with rigid structures such as buildings, pits, hard landscaping, and the like.

Contraction (saw-cut) joints

- (g) Saw-cut joints in concrete pavements shall be made within 12 – 24 hours of the concrete being placed.

Kerbs and edging

- (h) Shrinkage-control joints shall be formed at spacings of 2.5 m to 3.0 m.
- (i) Expansion joints shall be provided where kerbs abut rigid structures, including pits, pavements, and the like.
- (j) For kerbs adjacent rigid pavements, expansion joints shall coincide with expansion joints in the pavement.

Sealing joints

- (k) All concrete joints shall be sealed with polyurethane sealant in accordance with the manufacturer's requirements, unless noted otherwise.
- (l) Where acrylic surfacing or synthetic grass is to be placed over the concrete, use a sealant which has been approved by the manufacturer for that application.

1500.9 Surface Finishes

General

- (a) Screed, float and apply surface treatment as necessary to achieve the design levels and grades, as well as the specified surface finishes.
- (b) After finishing, all work shall present a consistently neat appearance of uniform colour.
- (c) All edges shall be sharp and clean, and bullnoses shall be regular and of uniform radius.
- (d) All discoloured concrete shall be cleaned or replaced.

Edgings

- (e) All edgings shall be rendered and have a steel trowel finish:
 - i. Rendering shall be applied within 30 minutes of placing or extruding concrete.
 - ii. The mortar used shall consist of two parts of fine aggregate, one part of cement, and sufficient water to produce a mix of suitable consistency.
 - iii. The thickness of rendering shall not exceed 3 mm.

Pavements and other surfaces

- (f) Unless otherwise required by the proprietary product supplier, concrete pavements upon which sports surfacing is to be installed shall have the following finish:
 - i. synthetic grass: dense steel trowelled finish
 - ii. acrylic surfaces: stippled finish (approx. 2 mm texture).
- (g) General concrete pavements and other trafficable surfaces shall have a stippled or lightly broomed finish to produce a lightly textured, non-slip surface.
- (h) All outside edges of slabs and all joints shall be finished with a suitable edging tool.

Other visible surfaces

- (i) All other visible concrete surfaces shall have a Class 2 surface finish in accordance with AS 3610.

Hidden surfaces

WITNESS POINT

- (j) Permanently hidden concrete surfaces shall have a Class 4 surface finish in accordance with AS 3610.

HOLD: Concealment of concrete elements until WP is released.

1500.10 Curing

General

- (a) Protect fresh concrete, during the curing period, from premature drying and from excessively hot or cold temperatures.
- (b) Freshly finished exposed concrete surfaces shall be effectively protected from rain or damage from other sources, until hard set has occurred.

Methodology

- (c) Concrete shall be cured either by water curing, wet hessian, polyethylene sheeting which is adequately sealed, or a combination of these.
- (d) The curing of exposed concrete surfaces shall commence immediately after finishing operations are progressively completed and shall continue uninterrupted for a period of not less than:
 - i. 3 days after placing the concrete, for concrete edgings and fully enclosed internal surfaces.
 - ii. 7 days after placing the concrete, for all other concrete.
- (e) At the end of the curing period, concrete paving and shared use paths shall provide a dense, hard-wearing surface.

Curing compounds

- (f) Curing compounds shall not be used for curing pavement slabs and other flat surfaces.
- (g) Where permitted for us, curing compounds shall comply with AS 3799.
- (h) The curing compound shall be applied in two coats using a fine spray at the rate stated on the certificate of compliance.
- (i) The curing membrane shall be maintained intact for not less than the specified period of curing.
- (j) Any damage to the curing membrane during the period of curing shall be repaired immediately at the original rate of application.

Hot weather curing

- (k) Where ambient temperatures are expected to exceed 35 degrees:
 - i. Do not use curing compounds.
 - ii. Cover the concrete using an impervious membrane or wet hessian immediately after placement.
 - iii. For pavement slabs, use water curing for at least the first 24 hours.

1500.11 Verification Survey

Extent

- (a) The finished surfaces of all in-situ concrete shall be surveyed to verify the completed works comply with the design and tolerances (refer *Section 1500.2 Conformance with Design*).

Methodology

- (b) Verification surveys shall comply with the general requirements of *Section 400.1 Conformance with Design*.
- (c) In-situ concrete survey measurements to be taken:
 - i. Along lines of kerb, edging, pavement edges, steps, ramps, and the like, at spacing not greater than 3 metres.
 - ii. Pavement spot levels on a grid with spacing not greater than 3 x 3 metres
 - iii. At all changes in direction, changes in grade, steps, and other features.

HOLD POINT

- (d) Submit a verification survey report comparing the as-built levels with design levels, including highlighting any points that exceed the tolerances (refer *Section 1500.2 Conformance with Design*).

HOLD: Flood testing (where applicable), placement of pavement materials adjacent concrete, and installation of acrylic or synthetic surfacing (where applicable) until HP has been released.

1500.12 Standards

AS 1012.8.1—2014	Methods of testing concrete – Method 8.1: Method for making and curing concrete – Compression and indirect tensile test specimens
AS 1012.8.2—2014	Methods of testing concrete – Method 8.2: Method for making and curing concrete – Flexure test specimens
AS 1012.9—2014	Methods of testing concrete – Method 9: Compressive strength tests – Concrete, mortar and grout specimens
AS 1379—2007	Specification and supply of concrete
AS 1428.1—2021	Design for access and mobility General requirements for access – New building work
AS 1428.2—1992	Design for access and mobility Enhanced and additional requirements – Buildings and facilities
AS 2758.1—2014	Aggregates and rock for engineering purposes – Part 1: Concrete aggregates
AS 2870—2011	Residential slabs and footings
AS 2876—2000	Concrete kerbs and channels (gutters) – Manually or machine placed
AS 3610—1995	Formwork for concrete
AS 3799—1998	Liquid membrane-forming curing compounds for concrete
AS 3972—2010	General purpose and blended cements
AS 4671—2019	Steel for the reinforcement of concrete
AS 4680—2006	Hot-dip galvanized (zinc) coatings on fabricated ferrous articles

1600. Flexible Pavements

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1600.1 General

Scope

- (a) This section sets out the technical and verification requirements for flexible pavements work to be executed under the Contract.
- (b) The scope of this section includes:
 - i. Gravel, crushed rock or crushed concrete pavement materials.
 - ii. Placement of pavement materials.

Referenced standards

- (c) The following state road authority specifications are referenced:
 - i. Main Roads Western Australia Specification 501 - Pavements

Definitions

- (d) For the purposes of this specification the definitions given below apply.

Base	Layer(s) of material forming the uppermost structural element of a pavement and on which the surfacing may be placed.
Flexible pavement	A pavement which obtains its load-spreading properties from intergranular pressure, mechanical interlock and cohesion between the particles of the pavement material.
Gravel	Naturally occurring mixture of angular or rounded rock fragments substantially retained on a 4.75 mm AS sieve, with or without some finer material, and all passing a 75 mm AS sieve.
Sand	Product of rock weathering substantially passing a 4.75 mm AS sieve, and is generally siliceous and free from appreciable quantities of clay and silt.
Segregation	Uneven distribution of particle sizes in a given material layer.
Subbase	Material laid on the subgrade, below the base, either for the purpose of making up additional pavement thickness, to prevent intrusion of the subgrade into the base, or to provide a working platform.

1600.2 Conformance with Design

Quality Management System

- (a) The Contractor shall implement a quality management system for all works under the Contract in accordance with *Section 400 Specification Preliminaries*.

Inspection and Test Plan

<p>HOLD POINT</p> <ul style="list-style-type: none"> (b) Submit Flexible Pavements ITP 5 business days prior to commencement. <p>HOLD: All pavement works until HP has been released.</p>
--

- (c) Record details of each placement of pavement material, including the following:
 - i. Date placed
 - ii. The portion or area of work
 - iii. Specified material
 - iv. Volume placed
 - v. Delivery docket.

Test Methods

- (d) All testing to be in accordance with Specification *Appendix A Test Methods*.

Tolerances

- (e) Flexible pavement layers shall be constructed to the following tolerances from design:

Element	Description	Tolerance
Base	Surface level	+0 / -10 mm
	Thickness	+5 / -0 mm
	Flatness	No greater than 5 mm beneath a 3 m straight edge
Subbase	Surface level	±5 mm
	Thickness	+5 / -0 mm

Verification survey

- (f) Conformance with design to be demonstrated through verification survey in accordance with *Section 1600.7*

1600.3 Materials

General

- (a) Specified materials shall conform with all the requirements of the state road authority documentation referenced in this section.

Flexible pavement materials

- (b) Material designations:
 - i. Gravel Subbase
 - ii. Crushed Limestone Subbase
 - iii. Crushed Rock Base (CRB) Subbase
 - iv. Gravel Basecourse
 - v. Crush Rock Base (CRB) Basecourse
- (c) Materials shall be supplied in accordance with all the requirements of the following Main Roads Western Australia documentation:
 - i. Specification 501 – Pavements (Sections 501.06 – 501.14).

Material properties testing

- (d) The Contractor shall the materials at such a frequency to ensure that the supplied material consistently complies with the specified requirements.
- (e) Testing requirements, including type and minimum frequency of testing, shall be as per the specified state road authority documentation.

MILESTONE

- (f) Submit material source details including material properties test results.

1600.4 Placement

General

- (a) Prior to placing any pavement material, the area shall be cleared, stripped of topsoil, and the subgrade prepared in accordance with *Section 600 Earthworks*.
- (b) Place flexible pavement materials as indicated on the design drawings.
- (c) Do not place material on a surface which has been so weakened by moisture that it will not support, without damage, the construction plant required to perform the work.

Methodology

- (d) Spread material in uniform layers as near as practicable to the required thickness by direct tipping from suitable vehicles or using a mechanical spreader.
- (e) Avoid segregation of material during tipping and spreading.
- (f) Avoid tipping materials in heaps and then spreading by grader.
- (g) If material becomes segregated, remix as directed using a rotary hoe or other suitable equipment.

Moisture control

- (h) Moisten prepared subgrades and preceding layers of subbase immediately before spreading subbase or base material.
- (i) Keep leading edges of subbase or base material moist until new material is added.
- (j) Add water to dry-mixed materials through fine sprays to the entire surface of the layer after spreading, to bring the material to the required moisture content.
- (k) Maintain wet-mixed materials at the required moisture content until completion.

Layer thicknesses

- (l) Compacted layer thicknesses shall be no less than 75 mm and no greater than 200 mm.

Joints

- (m) Plan delivery and spreading to minimise the number of joints.
- (n) Offset joints in successive layers by at least 300 mm.

Delivery Dockets

MILESTONE

- (o) Provide delivery docket for each load of pavement material delivered to site.

1600.5 Compaction and Moisture Condition

General

- (a) Apply uniform and sufficient compactive effort by appropriate equipment over the whole area to be compacted, to achieve the required densities.

Methodology

- (b) Maintain the specified moisture content during compaction and until proof rolling.
- (c) Apply uniform and sufficient compactive effort by appropriate equipment consistently over the whole area to be compacted to achieve the required density.
- (d) Protect the works from damage due to compaction operations. Where necessary, limit the size of compaction equipment or compact by hand.
- (e) If a section of pavement material fails to meet the required density or moisture content, remove the non-complying material, replace with new material, and recompact.

Acceptance criteria and testing frequency

- (f) Test compacted surfaces in accordance with the following table:

Layer / Location	Acceptance criteria	Testing frequency
Base	98% M.M.D.D. 85% of OMC Degree of Saturation < 70%	Whichever requires the greater number of tests: • 1 test per material layer, per 2,000 m ² • 3 tests per layer.
Subbase	98% M.M.D.D. 85% of OMC Degree of Saturation < 70%	Whichever requires the greater number of tests: • 1 test per 100 lineal metres • 1 test per 6 m ³ material.
Other crushed rock materials, e.g. bedding for kerbs, pits, backfill, etc.	95% M.M.D.D. unless noted otherwise on the drawings	Whichever requires the greater number of tests: • 1 test per 100 lineal metres • 1 test per 6 m ³ material.

Finishing surfaces

- (g) Granular materials shall be prepared to level and shape within the tolerances specified in *Section 1600.2 Conformance with Design* to produce a smooth, hard, tightly bound surface, free from depressions capable of holding water.
- (h) Any material that has been compacted and then trimmed from the compacted surface to conform to the correct level or thickness as shown on the drawings shall not be re-used in the pavement construction without the approval of the Superintendent.

HOLD POINT

- (i) Submit complying compaction and moisture content test results.

HOLD: Any works on or within layers to be proof rolled until HP has been released.

1600.6 Proof Rolling

Extent

- (a) All pavement layers should be compacted to be capable of withstanding proof rolling without visible deformation or springing.
- (b) Prior to priming and / or placement of overlying material, proof roll flexible pavement layers to determine the extent of any bad ground.

HOLD POINT AND WITNESS POINT

- (c) The Contractor's GITA shall witness all proof rolling required under this specification. The GITA shall supply a test report and / or site inspection report indicating whether the proof rolling identified any areas of deformation or springing to be rectified.

HOLD: Any works on or within layers to be proof rolled until HP has been released.

Methodology

- (d) Proof rolling shall be carried out in accordance with *Section 600.11 Proof Rolling*.

1600.7 Verification Survey

Extent

- (a) The surfaces of all pavement layers shall be surveyed to verify the completed works comply with the design and tolerances (refer *Section 1600.2 Conformance with Design*).

Methodology

- (b) Verification surveys shall comply with the general requirements of *Section 400.1 Conformance with Design*.
- (c) Pavement layer survey measurements to be taken:
 - i. Along lines of kerb, edging, pavement edges, steps, ramps, and the like, at spacing not greater than 3 metres.
 - ii. Pavement spot levels on a grid with spacing not greater than 3 x 3 metres
 - iii. At all changes in direction, changes in grade, steps, and other features.

HOLD POINT

- (d) Submit a verification survey report comparing the as-built levels with design levels, including highlighting any points that exceed the tolerances (refer *Section 1500.2 Conformance with Design*).

HOLD: Priming, placement of overlying pavement layers, and construction of concrete kerbs and edging (where applicable) until HP has been released.

12234 Quairading Sports Precinct - Netball Courts Specification

Asphalt

1700. Asphalt

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1700-1

1700.1 General

Scope

- (a) This section sets out the technical and verification requirements for asphalt and bituminous surfacing work to be executed under the Contract.
- (b) The scope of this section includes:
 - i. Preparation for asphalt surfacing (dry back and priming)
 - ii. Placement of thin asphalt surfacing.

Referenced standards

- (c) Works under this section shall be constructed in accordance with all the requirements of the following Main Roads Western Australia documentation:
 - i. Specification 503 – Bituminous Surfacing
 - ii. Specification 504 – Asphalt Wearing Course
 - iii. Specification 511 – Materials for Bituminous Treatments.

Definitions

- (d) For the purposes of this specification the definitions given below apply.

Asphalt	Asphalt is a designed and controlled mixture of coarse and fine aggregates, filler, binder and other additives which is mixed, spread and compacted to a uniform layer while hot.
Binder	Binder is bitumen or polymer modified binder (PMB) used to hold a mixture of aggregates together as a cohesive mass.
Prime	The application of a bituminous primer to a prepared granular pavement base or concrete surface without cover aggregate.
Reclaimed Asphalt Pavement (RAP)	Reclaimed asphalt pavement is asphalt removed from an existing asphalt pavement/plant returns that is re-processed by crushing and/or screening for recycling into new asphalt.
Tack Coat	The light application of a bituminous material to promote adhesion between an existing surface and a new asphalt layer.

1700.2 Conformance with Design

Quality management system

- (a) The Contractor shall implement a quality management system for all works under the Contract in accordance with *Section 400 Specification Preliminaries*.

Inspection and Test Plan

<p>HOLD POINT</p> <p>(b) Submit Asphalt ITP 5 business days prior to commencement.</p> <p>HOLD: All asphalt and bituminous surfacing works, including preparation until HP has been released.</p>

Test methods

- (c) All testing to be in accordance with Specification *Appendix A Test Methods*.

Tolerances

- (d) Asphalt and bituminous surfaces shall adhere to the following tolerances from design:

Element	Description	Tolerance
Asphalt layer (field of play surface)	Surface level	±5 mm
	Thickness	+5 / -0 mm
	Flatness	No greater than 4 mm beneath a 3 m straight edge in all directions. No greater than 2 mm under a 1 m straight edge in all directions. No step like irregularities greater than 1 mm. Surface to be free draining (i.e. no ponding).
Asphalt layer (general)	All tolerances and measures of conformance as per the state road authority documents referenced in <i>Clause 1700.1 (c)</i>	

Verification survey

- (e) Conformance with design to be demonstrated through verification survey in accordance with *Section 1700.6*.

1700.3 Materials

General

- (a) Specified materials shall conform with all the requirements of the state road authority documentation referenced in this section.
- (b) All bituminous binders shall be Class 320.

Pyrites

- (c) If asphalt forms part of an acrylic surface pavement, the aggregate within the asphalt mix shall be free of pyrites and any other foreign substances that could lead to staining, blister sports, or other defects in the acrylic surface system.

HOLD POINT:

- (d) Submit evidence from a local asphalt supplier that the geographical source of their product is known to be free of ferrous bearing contaminants (i.e. pyrites).

HOLD: Delivery and placement of asphalt until HP has been released.

Asphalt and bituminous materials

- (e) Materials shall be supplied in accordance with the state road authority documents referenced in *Clause 1700.1(c)*.

Material properties testing

- (f) The Contractor shall the materials at such a frequency to ensure that the supplied material consistently complies with the specified requirements.
- (g) Testing requirements, including type and minimum frequency of testing, shall be as per the specified state road authority documentation.

MILESTONE

- (h) Submit material source details including material properties test results.

12234 Quairading Sports Precinct - Netball Courts Specification

Asphalt

1700.4 Preparation

General

- (a) The pavement base shall be prepared to produce a surface that is:
- i. constructed to meet specified shape and level requirements
 - ii. uniform in texture
 - iii. free of loose and foreign materials
 - iv. free of lamination on or within 75 mm of the finished surface
 - v. a hard dense and tight surface capable of being swept with a rotary road broom or similar
 - vi. dried back to the moisture content requirements specified in Clause 1700.4(b).

Drying back

WITNESS POINT

- (b) After preparation of the surface and prior to priming, the uppermost 10 mm of granular material shall be allowed to dry back to a moisture content less than 60% of OMC.

Priming

- (c) Unbound granular bases shall be primed prior to placement of asphalt.
- (d) Primer shall be AMC0 or AMC00 cutback bitumen complying with AS 2157.
- (e) Apply uniformly with a machine sprayer at a typical rate of 1.0 L/m² (measured at 15°C), or as otherwise necessary to achieve consistent penetration of primer into the base.
- (f) Allow prime to cure for at least 72 hours prior to asphaltting.
- (g) Complete placement of asphalt layer(s) within four weeks of priming.

1700.5 Placement and Compaction

General

- (a) Place and compact asphalt in locations as indicated on the drawings and in accordance with the requirements of the state road authority documents referenced in *Clause 1700.1(c)*.

HOLD POINT

- (b) Any Hold Points, Witness Points and Milestones in the referenced state road authority documentation shall be treated as Hold Points, Witness Points and Milestones in this specification.

HOLD: (as per state road authority documentation).

Asphalt Stains

- (c) If staining of the asphalt surface be witnessed after the asphalt has been laid – due to pyrites, or any other foreign materials – perform one or more of the following:
 - i. Remove and replace the affected asphalt (minimum depth 25 mm)
 - ii. Apply stain blocker across the entire asphalt surface.

HOLD POINT

- (d) Submit the extent of proposed remediation and methodology, prior to the commencement of works.

HOLD: Verification survey and flood test (if applicable) until HP has been released.

12234 Quairading Sports Precinct - Netball Courts Specification

Asphalt

1700.6 Verification Survey

Extent

- (a) The surfaces of all asphalt layers shall be surveyed to verify the completed works comply with the design and tolerances (refer *Section 1700.2 Conformance with Design*).

Methodology

- (b) Verification surveys shall comply with the general requirements of *Section 400.1 Conformance with Design*.
- (c) Pavement layer survey measurements to be taken:
- i. Along lines of kerb, edging, pavement edges, steps, ramps, and the like, at spacing not greater than 3 metres.
 - ii. Pavement spot levels on a grid with spacing not greater than 3 x 3 metres
 - iii. At all changes in direction, changes in grade, steps, and other features.

HOLD POINT

- (d) Submit a verification survey report comparing the as-built levels with design levels, including highlighting any points that exceed the tolerances (refer *Section 1700.2 Conformance with Design*).

HOLD: Works on or associated with the given asphalt layer subject to verification until HP has been released.

1700.7 Flood Test

General

HOLD POINT

- (a) Following completion of the asphalt layer and prior to any additional surfacing works, a flood test shall be undertaken.

HOLD: Any further works on asphalt surface until HP has been released.

Methodology

WITNESS POINT

- (b) Flood the entire asphalt surface with potable water by any appropriate means in the presence of the Principal's Representative.

- (c) Identify and document any defects visible on the flooded surface including the following:

- i. Depressions that may hold water
- ii. High-points, ridges or similar that may divert and / or prevent surface water run-off.

Remedial works

- (d) Undertake remedial works if any of the defects are identified.

HOLD POINT

- (e) Provide the proposed remediation methodology prior to works commencing.

HOLD: Remedial works until HP has been released.

- (f) Repeat the flood test following remedial works.

12234 Quairading Sports Precinct - Netball Courts Specification

Acrylic Surfacing

6000. Acrylic Surfacing

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6000.1 General

Scope

- (a) This section sets out the technical and verification requirements for acrylic surfacing to be executed under the Contract.
- (b) The scope of this section includes:
 - i. Installation of a multi-layered acrylic court surfacing system to meet all requirements of the relevant sports governing body standards.

Standards

- (c) Works shall meet all quality and performance requirements of the following documents:
 - i. AS 4586—2004 Slip Resistance Classifications of New Pedestrian Surface Materials
 - ii. AS 4633—2004 Slip Resistance Classification of Existing Pedestrian Surface Materials
 - iii. International Netball Federation (INF), Facilities and Equipment Requirements, July 2015
 - iv. Netball Australia, National Facilities Policy, Version 02 March 2016

Project particulars

- (d) The colour scheme shall be:
 - i. court surface: two-tone blue as shown on the drawings
 - ii. line marking: white.

6000.2 Conformance with Design

Quality Management System

- (a) The Contractor shall implement a quality management system for all works under the Contract in accordance with *Section 400 Specification Preliminaries*.

Inspection and Test Plan

HOLD POINT

- (b) Submit Acrylic Surfacing ITP 5 business days prior to commencement.

HOLD: All Acrylic Surfacing works until HP has been released.

Acceptance criteria

- (c) Acceptance of the acrylic surface is subject to:
 - i. visual inspection, exhibiting a high quality of workmanship
 - ii. performance testing (refer *Section 6000.5*)
 - iii. verification survey (refer *Section 6000.6*)
 - iv. flood test (refer *Section 6000.7*).

Tolerances

- (d) Acrylic surfaces shall adhere to the following tolerances from design:
 - i. Surface level: ± 5 mm
 - ii. Flatness: No greater than 4 mm beneath a 3 m straight edge in all directions.
No greater than 2 mm under a 1 m straight edge in all directions.
No step like irregularities greater than 1 mm.
Surface to be free draining (i.e. no ponding from flood test, refer to *Section 6000.7 Flood Test*).
- (e) Line marking in the acrylic surface shall adhere to the following tolerances from design:
 - i. Straightness: ± 5 mm over any 10m length
No horizontal step-like irregularities greater than 0.5 mm
 - ii. Location: ± 5 mm

6000.3 Materials

General

HOLD POINT

- (a) Provide technical details, including product technical and safety data sheets, for all elements of the proposed acrylic court system.
- (b) Provide physical samples for the nominated colours, 100 x 100 mm minimum size.

HOLD: Installation of acrylic products until HP has been released.

Acrylic surface system

- (c) The surface shall be:
 - i. a multi-layer acrylic resin system (minimum 3 layers)
 - ii. suitable for the climatic conditions and environment of the proposed site
 - iii. able to comply with all sports governing body requirements for outdoor netball courts for all categories of competition and training
 - iv. able to sustain regular and intensive use
 - v. selected to avoid delamination from either the base strata (asphalt/concrete) or between acrylic layers.
- (d) All products shall be delivered to site in sealed, clearly identified containers.
- (e) Containers shall be stored in a dry, shaded location (e.g. site shed, under awning, etc.) not subject to rainfall.
- (f) The colour scheme for the acrylic surface shall be as specified in the project particulars, refer *Section 6000.1*.

6000.4 Installation

General

HOLD POINT

- (a) Provide layout plan showing dimensions and colours of all areas, lines, and marks.

HOLD: Preparation and application of acrylic surface until HP has been released.

Surface application

- (a) The installation methods shall ensure the resulting acrylic surface is of the highest standard and quality possible.
- (b) Repair any cracks in the base (if required), provide methodology for crack repair for approval prior to commencement.
- (c) Prepare the surface by cleaning, filling, and priming as required.
- (d) Throughout installation, ensure the base surface remains clean and clear of debris.
- (e) Apply the acrylic products in accordance with the product manufacturer's recommendations and requirements to ensure uniformity and quality.
- (f) Do not apply in adverse weather conditions that may affect the installation quality.

WITNESS POINT

- (g) Each layer of the acrylic surface shall be applied to a high standard and be free of streaks, patches, and visible squeegee applicator directions.

Lines and marks

- (h) Lines and marks shall be in accordance with the drawings and relevant sports governing body standards.
- (i) Set out of the lines shall be undertaken by a licensed surveyor.
- (j) All lines and marks shall be:
- i. 50 mm wide, unbroken lines
 - ii. coloured as specified in the project particulars, refer *Section 6000.1 General*
 - iii. painted with approved acrylic material compatible with the acrylic surface
 - iv. applied according to the manufacturer's recommendations, flush with the surface of the court, with distinct edges and without overspray or bleeding of the paint.
- (k) Lines and marks shall be repainted at the end of the Defects Liability Period.

6000.5 Performance Testing

General

- (a) The completed court surface must be fit for purpose, which includes 'all weather' use in outdoor settings.

Slip resistance testing for INF compliance

- (b) The following tests shall be undertaken by a NATA accredited testing company.
- (c) A minimum of 5 individual locations shall be slip resistance tested on each court, in both wet and dry conditions, and using both slider 55 and slider 96 (a total of 4 tests in each location).
- (d) The acrylic surface shall meet one of the following performance standards:
 - i. A temperature correction value (TCV) for a mean British Pendulum Number (BPN) of at least 75 for wet slip resistance testing - in line with AS 4663:2004 Slip Resistance measurement of existing pedestrian surfaces.
 - ii. AS 4586-2013 Slip Resistance Classification of New Pedestrian Surface Materials: Appendix A (Wet Pendulum Test Method) achieving a P5 Classification as a minimum.

MILESTONE

- (e) Provide test results demonstrating compliance with the performance requirements.

6000.6 Verification Survey

Extent

- (a) The completed acrylic surface(s) shall be surveyed to verify the completed works comply with the design and tolerances (refer *Section 6000.2 Conformance with Design*).

Methodology

- (a) Surface survey measurements to be taken:
 - i. At the start, end, and at maximum 3 metre intervals along all lines and marks
 - ii. At all changes in grade, edges of pavement, and other features
 - iii. Spot levels on a grid with spacing not greater than 3 x 3 metres.
- (b) The survey shall incorporate any additional measurements required to demonstrate compliance with the relevant sports governing body standards.

MILESTONE

- (c) Submit a verification survey report comparing the as-built levels and grades with design, including highlighting any points that exceed the tolerances (refer *Section 6000.2 Conformance with Design*).
- (d) Provide the survey as an as-built plan of linemarking and acrylic court layouts.

6000.7 Flood Test

General

MILESTONE

- (a) A flood test shall be undertaken at completion of the acrylic surfacing works.

Methodology

WITNESS POINT

- (b) Flood the entire surface with potable water by any appropriate means.
- (c) Identify and document any defects visible on the flooded surface including the following:
 - i. Depressions that may hold water
 - ii. High-points, ridges or similar that may divert and / or prevent surface water run-off.

Remedial works

- (d) Undertake remedial works if any of the defects are identified.

HOLD POINT

- (e) Provide the proposed remediation methodology prior to works commencing.

HOLD: Remedial works until HP has been released.

- (f) Repeat the flood test following remedial works.

6000.8 Maintenance Manuals and Warranty

Maintenance Manuals

MILESTONE

- (a) Provide electronic (PDF format) maintenance manuals for the acrylic surface(s) installed under the Contract prior to Practical Completion.
- (b) Maintenance manuals must specify:
 - i. all routine and periodic maintenance procedures
 - ii. limitations of use / intended uses for preservation of warranty.

Instructional session

WITNESS POINT

- (c) Provide a single instructional session for the acrylic court system attended by up to two people as nominated by the Principal’s Representative, to outline and demonstrate key elements of the maintenance manuals.

Warranty

MILESTONE

- (d) The Contractor shall provide a 7-year warranty in favour of the Principal.
- (e) The following shall be warranted:
 - i. The acrylic surface shall remain compliant with the tolerances and performance requirements of the nominated sports governing body throughout the warranty period.

12234 Quairading Sports Precinct - Netball Courts Specification

Fencing, Netting, and Enclosures

8000. Fencing, Netting, and Enclosures

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8000.1 General

Scope

- (a) This section sets out the technical and verification requirements for fencing, netting, and chain mesh enclosure works to be executed under the Contract.
- (b) The scope of this section includes:
 - i. installation of fencing, netting, enclosures, gates, and all associated equipment
 - ii. detailed design of 1.05m and 1.8m High Chain Mesh Fence (including footings) in accordance with the reference design drawings(s) and specified performance requirements
- (c) Where works are within the scope of the National Construction Code (NCC), all permits and certifications in accordance with local laws and regulations is the responsibility of the Contractor.

Referenced standards

- (d) AS 1627.4-1989 Metal finishing - Preparation and pre-treatment of surfaces
- (e) AS 1725.1-2010 Security fences and gates – General requirements
- (f) AS 1725.2-2010 Tennis court Fencing – Commercial
- (g) AS 1725.4-2010 Chain link fabric fencing – Cricket net fencing enclosures
- (h) AS 1725.5-2010 Sports ground fencing – General requirements
- (i) AS 4100-2020 Steel structures
- (j) AS 4506-2005 Metal finishing – Thermoset powder coatings

8000.2 Conformance with Design

Quality Management System

- (a) The Contractor shall implement a quality management system for all works under the Contract in accordance with *Section 400 Specification Preliminaries*.

Inspection and Test Plan

<p>HOLD POINT</p> <ul style="list-style-type: none"> (b) Submit Fencing ITP 5 business days prior to commencement. <p>HOLD: All fencing works until HP has been released.</p>
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Tolerances

- (c) Works shall be constructed to the following tolerances from design:

Element	Description	Tolerance
Posts	Horizontal position	± 20 mm
	Height	± 10 mm
	Straightness	≤ 2 mm per metre from true vertical
Rails	Vertical position	± 50 mm
	Straightness	≤ 3 mm per metre from true horizontal
Suspended netting	Support height	± 20 mm
Tension Cables	Sag	≤ 100mm from a straight line between cable supports
Clearance	Fence to ground-level and / or adjacent structures	20 – 40 mm, unless noted otherwise on the drawings

- (d) Notwithstanding the above tolerances, no part of the fencing, netting, enclosure, or associated equipment shall encroach into the minimum specified unobstructed areas surrounding fields of play (i.e. run-off zones).

8000.3 Materials

General

- (a) All materials to comply with the referenced Australian Standard(s).
- (b) Fencing, netting, enclosures, and associated equipment shall have a functional life of:
 - i. 10 years for chain link fabric (including tie wires)
 - ii. 15 years for netting fabric and suspension cables
 - iii. 20 years for structural components (footings, posts, rails, brackets, and fixings)

Footings

- (c) All concrete post footings shall be normal class (N class) with a standard strength grade of 25 MPa (28-day compressive strength) and maximum aggregate size of 20 mm.

Steel

- (a) All steel components shall comply with AS 4100 Steel Structures.
- (b) All fittings and fixtures shall be galvanised or stainless steel.

Posts and Rails

- (c) All posts, rails and associated fittings shall be black powder-coated galvanised steel, or otherwise shall be stainless steel.
- (d) All elements must be powder coated (or painted if specified) prior to installation.

Chain Link Fabric

- (e) Chain link fabric to be heavy duty fabric made from 3.15mm black fuse-bonded polymer-coated wire
- (f) Chain link fabric pitch shall be:
 - i. 40 mm for the rear of all cricket practice net enclosures
 - ii. 45 mm for facilities containing tennis court(s)
 - iii. 50 mm pitch for all other installations.

Netting Fabric

- (g) Netting fabric shall be black-coloured nylon with the following properties:
 - i. Construction: Raschel Knitted (knotless)
 - ii. UV Stability: High
 - iii. Mesh Dimensions: 100 mm X 100 mm

12234 Quairading Sports Precinct - Netball Courts Specification

Fencing, Netting, and Enclosures

- iv. Twine: 96 ply (2.5 mm)
- v. Strand Break Load: 88 kg
- vi. Weight: 120 g/m²
- vii. Porosity: 91%

Painted Elements

- (h) Elements noted as 'painted' shall be prepared as follows:
 - i. Surface preparation: Class 2.5 blast to AS 1627.4.
 - ii. Single coat Dulux: Durebuild STE to a minimum dry thickness of 125 micron.
 - iii. Single coat Dulux: Weathermax HBR to a minimum dry thickness of 100 micron.

12234 Quairading Sports Precinct - Netball Courts Specification

Fencing, Netting, and Enclosures

8000.4 Installation

General

- (a) Construct fencing, netting, enclosures, and associated equipment in locations and for the extent shown on the drawings.
- (b) Construct pedestrian and vehicle access gates in locations shown on the drawings.

WITNESS POINT

- (c) All installations to comply with the referenced Australian Standard(s), the drawings and this specification.

8000.5 Maintenance Manuals and Warranty

Maintenance Manuals

MILESTONE

(a) Provide electronic (PDF format) maintenance manuals for all installed fencing, netting, enclosures, and associated equipment prior to Practical Completion.

(b) Maintenance manuals must specify:

- i. all routine and periodic maintenance procedures
- ii. limitations of use / intended uses for preservation of warranty.

Warranty

MILESTONE

(c) The Contractor shall provide documentation of all necessary warranties prior to Practical Completion.

(d) All fencing, netting, enclosures, and associated equipment shall be warranted in favour of the Principal for the following minimum timeframes:

- i. fencing, netting, enclosures, and associated equipment: 5 years

(e) The following shall be warranted:

- i. performance of the equipment to satisfy the Principal's requirements
- ii. any faults due to poor workmanship in the manufacture and installation of the equipment.

12234 Quairading Sports Precinct - Netball Courts Specification

Sports Equipment – Combined Basketball and Netball

9650. Sports Equipment – Combined Basketball and Netball

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12234 Quairading Sports Precinct - Netball Courts Specification

Sports Equipment – Combined Basketball and Netball

9650.1 General

Scope

- (a) This section sets out the technical and verification requirements for Sports Equipment – Combined Basketball and Netball works to be executed under the Contract.
- (b) The scope of this section includes:
 - i. Supply and installation of sports equipment as nominated on the drawings.
 - ii. Provision of maintenance manuals and warranty documentation for the sports equipment.

Standards

- (c) International Netball Federation (INF) Facilities and Equipment Requirement
- (d) FIBA 2022 Official Basketball Rules – Basketball Equipment.

Quality Management System

- (e) The Contractor shall implement a quality management system for all works under the Contract in accordance with *Section 400 Specification Preliminaries*.

Tolerances

- (f) All installed products must meet the comply with and/or pass the relevant test methods issued by the sport governing body.

9650.2 Products and Materials

General

HOLD POINT

- (a) Provide product details including manufacturer, product name/number, and samples if required, for each element to be installed under the contract.

HOLD: Ordering and installation of sports equipment until HP has been released.

Combined Basketball and Netball goals

- (b) Combined basketball and netball goals shall be supplied as specified on the drawings, and complying with the following:
- i. 3.05 m high basketball ring and backboard and netball ring for proposed courts
 - ii. 2.4 m outreach for basketball to enable 1.0 m (minimum) clearance from the basketball baseline to the pole face
 - iii. Hot dipped galvanised post and arm
 - iv. 300 kg (min.) load rating ring
 - v. Base cast into concrete footing.
- (c) Safety padding shall be supplied with all posts:
- i. 3.0 m min. height, 50 mm thickness.
- (d) Example products meeting the above requirements (in alphabetical order):
- i. Play Hard Sports S125R Rotating Basketball / Netball Tower – 2.4m Outreach
 - ii. Approved equivalent.

12234 Quairading Sports Precinct - Netball Courts Specification

Sports Equipment – Combined Basketball and Netball

9650.3 Installation

General

- (a) All equipment shall be installed in accordance with the manufacturer's requirements.
- (b) Site-specific design of structural footings is the responsibility of the Contractor.
- (c) Where works are within the scope of the National Construction Code (i.e. Class 10b structures), it is the responsibility of the Contractor to obtain permits and certifications in accordance with local laws and regulations.

HOLD POINT

- (d) Provide shop drawings and building permit documentation (if required) prior to ordering and installation of equipment.

HOLD: Ordering of products and materials until HP has been released.

12234 Quairading Sports Precinct - Netball Courts Specification

Sports Equipment – Combined Basketball and Netball

9650.4 Maintenance Manuals and Warranty

Maintenance Manuals

MILESTONE

(a) Provide electronic (PDF format) maintenance manuals for all sports equipment supplied and/or installed under the Contract prior to Practical Completion.

(b) Maintenance manuals must specify:

- i. all routine and periodic maintenance procedures
- ii. limitations of use / intended uses for preservation of warranty.

Warranty

MILESTONE

(c) The Contractor shall provide a minimum 10-year warranty in favour of the Principal.

(d) The following shall be warranted:

- i. Equipment shall remain fit for the intended purpose and comply with the relevant sport governing body requirements (current at time of installation) for the duration of the warranty period.
- ii. Faults due to poor workmanship in the manufacture and / or installation of the equipment.

12234 Quairading Sports Precinct - Netball Courts Specification

Appendix A

Appendix A - Test Methods

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A1. General

Introduction

- (a) The test methods contained in this section are to be used for all works under the Sections listed below, unless otherwise varied by specific clauses elsewhere in the specification:
 - i. Section 600 Earthworks*
 - ii. Section 900 Drainage*
 - iii. Section 1500 In-situ concrete*
 - iv. Section 1600 Flexible pavements*
 - v. Section 1700 Asphalt*
- (b) Wherever possible, the specification makes use of Australian Standard test methods and classifications.

Accreditation of testing

- (c) All testing to be undertaken by a NATA-accredited laboratory.

Acceptance of results

- (d) Unless otherwise specified (e.g. 'Assigned' value, 'Characteristic' value, or otherwise), acceptance of a test shall require all specified test results to comply with the relevant requirement.

Test lots

- (e) Unless otherwise specified, acceptance of material and work will be based on testing of the material or work in lots.
- (f) A lot will consist of a single layer, batch or area of like work which has been constructed or produced under essentially uniform conditions and is essentially homogeneous with respect to material and appearance.
- (g) Unless otherwise specified, a lot shall be one day's production or 10,000 m² in a single layer, whichever is the lesser.
- (h) Discrete portions of a lot which are non-homogeneous with respect to material and appearance shall be excluded from the lot and shall be either treated as separate lots, or reworked. Where the areas excluded from a lot as non-homogeneous exceed 10% of the total lot area or at other specified percentages of the total lot area, the whole of the lot shall be rejected.

A2. Soils and crushed rock

Material sampling and preparation

- (a) All sampling of materials shall be carried out in accordance with the appropriate Australian Standards
- (b) Soils shall be prepared in accordance with AS 1289.1.1.
- (c) Unless otherwise specified, Standard compactive effort shall be used for soils and earthworks materials (including General Fill, Select Fill and Capping material), and Modified compactive effort shall be used for all pavement materials.

Compaction and moisture content

- (d) Relative compaction shall be determined using the minimum dry density ratio (cohesive soils) or minimum density index (cohesionless materials).
- (e) Dry Density Ratio (cohesive soils) shall be determined using:
 - i. AS 1289.5.4.1-2007 (R2016) Soil compaction and density tests – Compaction control test – Dry density ratio, moisture variation and moisture ratio
- (f) Density Index (cohesionless materials) shall be determined using:
 - i. AS 1289.5.6.1-1998 (R2016) – Soil compaction and density tests – Compaction control test – Density index method for a cohesionless material
- (g) Field Dry Density shall be determined using either:
 - i. AS 1289.5.3.5-1997 (R2013) Soil compaction and density tests – Determination of the field dry density of a soil – Water replacement method
 - ii. AS 1289.5.8.1-2007 Soil compaction and density tests – Determination of field density and field moisture content of a soil using a nuclear surface moisture – Density gauge – Direct transmission mode
- (h) Reference Maximum Dry Density shall be determined using either:
 - i. AS 1289.5.1.1-2017 Soil compaction and density tests – Determination of the dry density/moisture content relation of a soil using standard compactive effort
 - ii. AS 1289.5.7.1-2006 Soil compaction and density tests – Compaction control test – Hilf density ration and Hilf moisture variation (rapid method)

Soil classification tests

- (i) Soil to be tested for plasticity tests shall be prepared in accordance with AS 1289.1.1, Clause 5.3.3, and classified in accordance with AS 1726 Appendix A.
- (j) Liquid Limit tests on pavement materials such as Class 1 to Class 4 crushed rocks and granular Type A fills shall be in accordance with AS 1289.3.1.1.

- (k) When testing soils or crushed rock for particle size distribution, samples shall be washed as detailed in the test methods. Particle size distribution tests shall be performed in accordance with AS 1289.3.6.1; however, tests for crushed rock and aggregates may also be performed in accordance with AS 1141.11.1.
- (l) When testing crushed rock for flakiness index, AS 1141.11.1 and AS 1141.15 shall be used.

Permeability

- (m) Permeability tests are to be performed on the fraction of material passing the 19.0 mm sieve. Material retained on the 19.0 mm sieve shall be discarded and not crushed and returned to the sample.
- (n) Soil classification tests (plasticity index and grading) shall be performed for each sample to be tested for permeability.
- (o) Permeability shall be determined using either:
 - i. AS 1289.6.7.1 Soil strength and consolidation tests – Determination of permeability of a soil – Constant head method for a remoulded specimen.
 - ii. AS 1289.6.7.2 Soil strength and consolidation tests – Determination of permeability of a soil – Falling head method for a remoulded specimen.

California bearing ratio and swell

- (p) The determination of the CBR and Swell of a soil shall be in accordance with AS 1289.6.1.1 Soil strength and consolidation tests – Determination of the California bearing ratio of a soil – Standard laboratory method for a remoulded specimen.
- (q) Soil classification tests (plasticity index and grading) shall be performed for each sample to be tested for CBR and Swell.
- (r) Specimens for CBR testing shall be re-moulded in the laboratory in accordance with the following requirements:
 - i. Density Ratio at 98 % \pm 1 % of the MDD for the material; and
 - ii. Moisture Ratio within the range 95 % to 105 % of the OMC for the material.

Porosity

- (s) Material porosity = Void volume / Total volume.

A3. Aggregates

General

- (a) Aggregates shall be tested in accordance with the relevant methods listed in AS 1141.

Unsound and marginal particles

- (b) AS 1141.30.1 (changes as per VicRoads RC 372.01 for works in Victoria) shall be used to determine the amount of unsound and marginal particles in aggregates.

Alkali Aggregate Reactivity (AAR)

- (c) Petrographic examination of aggregate, where required, is to be carried out in accordance with ASTM C295 - Petrographic Examination of Aggregates for Concrete.
- (d) Potential Alkali-Silica Reactivity (ASR) of concrete aggregates shall be determined using RC 376.03 (for works in Victoria).
- (e) Alkali Aggregate Reactivity (AAR), shall be determined using AS 1012.14 (changes as per VicRoads RC 376.04 for works in Victoria).
- (f) Note: for works in Victoria, VicRoads RC 376.04 can also be used to measure Aggregate Carbonate Reactivity (ACR).

Sealing aggregates

- (g) Code of Practice RC 500.09 details test methods to be used for testing sealing aggregates.

A4. Concrete

Sampling

- (a) The method of sampling shall be in accordance with AS 1012.1.

Testing

- (b) Slump of concrete shall be determined in accordance with AS 1012.3.1.
- (c) Entrained air in freshly mixed concrete shall be determined in accordance with AS 1012.4.
- (d) Test specimens used to test for compressive, indirect tensile or flexural strength shall be made and cured in accordance with AS 1012.8.1 or AS 1012.8.2.
- (e) Compressive strength of concrete specimens shall be determined in accordance with AS 1012.9.
- (f) The drying shrinkage of concrete shall be determined in accordance with AS 1012.13.
- (g) The compressive and tensile strength of concrete cores extracted from hardened concrete shall be determined in accordance with AS 1012.14.
- (h) The chloride and sulphate in hardened concrete and concrete aggregates shall be determined in accordance with AS 1012.20.1 or AS 1012.20.2.
- (i) The VPV (volume of permeable voids) of either concrete cylinders or concrete cores shall be determined in accordance with AS 1012.21.
- (j) The slump flow, T500 time and passing ability of Self Compacting Concrete (SCC) shall be in accordance with AS 1012.3.5.
- (k) Other relevant test methods in the series AS 1012 – Methods of Testing Concrete shall be used to test concrete as required.

A5. Asphalt and Bituminous Products

Sampling

- (a) Sampling of loose asphalt shall comply with AS 2891.1.

Binder content and particle size distribution

- (b) Tests shall be performed in accordance with either:
- i. Austroads AGPT/T234, or
 - ii. AS 2891.3.3.

Asphalt performance testing

- (c) AS 2891.13.1 shall be used to determine resilient modulus of asphalt using repeated load indirect tensile techniques.
- (d) Austroads AGPT/T232 shall be used to determine wet and dry strength and tensile strength ratio.
- (e) Austroads AGPT/T233 shall be used to determine resistance to fatigue by repeated flexural bending.

Field compaction.

- (f) Use a thin-layer asphalt gauge, with the probe at the test position, set the reading thickness at nominal layer thickness.
- (g) When using a thin-layer gauge, one four-minute count shall be taken at each site.
- (h) Testing shall be performed in accordance with:
- i. AS 2891.14.1.1 for direct transmission mode
 - ii. AS 2891.14.1.2 for backscatter mode
 - iii. AS 2891.14.2 when using a thin-layer gauge.

Bituminous products

- (i) Australian Standards and Austroads Test Methods shall be used.
- (j) Viscosity at 135°C shall be determined in accordance with ASTM D88.

GENERAL CONDITIONS

THIS DRAWING IS A SUMMARY OF THE GENERAL REQUIREMENTS FOR THE PROJECT, THE CONTRACTOR SHALL REFER TO THE TECHNICAL SPECIFICATION FOR FURTHER DETAILED INFORMATION. IT IS THE CONTRACTOR'S RESPONSIBILITY TO FULLY UNDERSTAND THE WORKS PRIOR TO SUBMISSION OF TENDERS. THE CONTRACTOR MUST CONDUCT ALL SURVEYS AND INSPECTIONS NECESSARY TO UNDERSTAND THE WORKS OUTLINED IN THE DRAWINGS AND OTHER ASSOCIATED DOCUMENTATION. THE CONTRACTOR IS TO MAKE ALLOWANCES IN THE SERVICES FOR ALL ASPECTS COVERED UNDER THIS SPECIFICATION AND COORDINATE THE LOCATION OF ALL ELECTRICAL EQUIPMENT/SERVICES WITH OTHER TRADES, STRUCTURES, AND ALL OTHER SERVICES.

SCOPE OF WORK

THE SCOPE OF WORK INCLUDES THE SUPPLY, DELIVERY, INSTALLATION, TESTING, COMMISSIONING AND DEFECT RECTIFICATION WORK OF THE FOLLOWING SYSTEMS AND EQUIPMENT AND AS SHOWN ON THE ELECTRICAL SERVICES DRAWINGS AND SPECIFICATION. SUPPLY ALL THE REQUIRED MATERIALS UNLESS OTHERWISE SPECIFIED. THE ELECTRICAL CONTRACTOR SHALL ALLOW FOR ANY INCIDENTAL ITEMS THAT HAVE BEEN OMITTED TO PROVIDE A COMPLETE WORKING SYSTEM INCLUSIVE OF:

- SWITCHBOARDS
- LIGHTING AND ASSOCIATED WIRING
- POWER AND ASSOCIATED WIRING
- COORDINATION OF LIGHTING POLE, FOOTING, CROSSARM, etc

ENVIRONMENTAL CONDITIONS

THE EQUIPMENT SUPPLIED BY THE CONTRACTOR SHALL BE SUITABLE FOR CONTINUOUS OPERATION IN AN INDOOR OR OUTDOOR ENVIRONMENT AS APPLICABLE. THE CONTRACTOR IS WHOLLY RESPONSIBLE FOR ENSURING THAT THE EQUIPMENT SUPPLIED UNDER THIS CONTRACT SHALL BE CAPABLE OF DELIVERING CONTINUOUS FULL RATED LOAD UNDER THE SITE CONDITIONS LISTED BELOW:

MAXIMUM AMBIENT TEMPERATURE	45°C
MINIMUM AMBIENT TEMPERATURE	-5°C
RELATIVE HUMIDITY	80% (MAX), 10% (MIN)
ALTITUDE	1000m (NOT EXCEEDING)

REGULATIONS, STANDARDS AND CODES

ALL MATERIALS, SUPPLIES AND ALL WORK INSTALLED SHALL COMPLY WITH THE CURRENT CODES, STANDARDS, RULES AND REGULATIONS OF ALL STANDARD AUTHORITIES INCLUDING, BUT NOT NECESSARILY LIMITED TO:

- NATIONAL CONSTRUCTION CODE 2022
- AS/NZS 3000, AS/NZS 3008 (LV POWER RETICULATION)
- AS 3017 ELECTRICAL INSTALLATIONS - TESTING GUIDELINES
- AS 61439 (LV SWITCHBOARDS)
- AS 2560.2 SPORTS LIGHTING NETBALL
- AS 4282 CONTROL OF OBTRUSIVE LIGHTING
- WESTERN AUSTRALIA BUILDING REGULATIONS
- WESTERN AUSTRALIA ELECTRICAL REQUIREMENTS

MAKE ALL APPLICATIONS AND PAY ALL FEES REQUIRED TO COMPLY WITH RELEVANT AUTHORITY AND REGULATORY REQUIREMENTS INCLUDING METERING COSTS, BUILDING PERMITS AND SELF-CERTIFICATION COSTS FOR ELECTRICAL AND COMMUNICATION SYSTEMS, AND ALL WORKS REQUIRED FOR BUILDING PERMIT APPROVAL.

INSPECTION AND LOCATION OF SERVICES

THE LOCATION AND MOUNTING HEIGHTS OF THE SERVICES SHOWN ON THE DRAWING/S ARE APPROXIMATE ONLY. FINAL LOCATIONS AND MOUNTING HEIGHTS SHALL BE DETERMINED ON SITE TO SUIT THE PRINCIPAL/CLIENT AND TO PROVIDE OPTIMUM OPERATING PERFORMANCE AND FUNCTIONALITY.

THE CONTRACTOR IS TO BE FULLY INFORMED OF THE CONTRACT WORK BY INSPECTION OF THE SITE AND BY OTHER MEANS CONSIDERED NECESSARY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING FROM SITE ALL REQUIRED INFORMATION TO ALLOW THE NEW INSTALLATION TO BE COMPLETE AND CONSTRUCTIBLE. THIS INCLUDES, BUT IS NOT LIMITED TO EXISTING EQUIPMENT LOCATIONS, SITE ACCESS LIMITATIONS, SUITABLE CABLE ROUTES AND ROUTE LENGTHS. THE CONTRACTOR SHALL ALLOW TO RECONNECT ALL EXISTING EQUIPMENT, WHERE THAT EQUIPMENT IS NOT BEING REPLACED OR REMOVED. UNFORESEEN DIFFICULTIES DUE TO NEGLECT OF THIS PRECAUTION SHALL IN NO WAY RELIEVE THE RESPONSIBILITY FOR FULL PROPER EXECUTION OF THE WORKS.

WORKMANSHIP

ALL PERSONNEL SHALL BE APPROPRIATELY SKILLED AND LICENSED FOR THEIR PARTICULAR TASKS, AND ALL WORK SHALL BE IN ACCORDANCE WITH ACCEPTABLE TRADE PRACTICES FOR WORKS OF THIS KIND. LICENSES SHALL SATISFY THE REQUIREMENTS OF THE STATE OR TERRITORY AUTHORITY HAVING JURISDICTION OVER THE WORKS.

ALL WORKMANSHIP AND MATERIALS SHALL BE OF A HIGH INDUSTRY STANDARD USING NEW MATERIALS. ANY MATERIALS OR WORKMANSHIP, WHICH ARE CONSIDERED INFERIOR OR NON-CONFORMING, SHALL BE REPLACED AT THE CONTRACTOR COST.

ALL DIMENSIONS SHOWN IN MM. DO NOT SCALE FROM DRAWINGS. DIMENSIONS TAKE PRECEDENCE. IF IN DOUBT REFER TO HK SOLUTIONS.

ASSOCIATED WORK/CO-ORDINATION

CO-ORDINATE ELECTRICAL REQUIREMENTS WITH MAIN CONTRACTOR AND ALL OTHER TRADES. BECOME FULLY INFORMED OF THE CONTRACT WORK BY INSPECTION OF THE SITE AND BY OTHER MEANS CONSIDERED NECESSARY. UNFORESEEN DIFFICULTIES DUE TO NEGLECT OF THIS PRECAUTION SHALL IN NO WAY RELIEVE THE RESPONSIBILITY FOR FULL PROPER EXECUTION OF THE WORKS. NO CLAIM FOR ADDITIONAL WORK ARISING FROM NEGLECT OF A THOROUGH INSPECTION WILL BE APPROVED.

TESTING AND COMMISSIONING

SUPPLY ALL NECESSARY LABOUR AND ASSISTANCE FOR TESTING, LIGHTING MEASUREMENT TEST LOAD BALANCING, OPERATING AND ADJUSTING THE SYSTEM AND EQUIPMENT. CERTIFICATE OF COMPLIANCE AND FOR FULLY INSTRUCTING THE CLIENT OR ITS REPRESENTATIVE IN THE OPERATION OF THE SYSTEM AND EQUIPMENT. PROVIDE FULL OPERATORS MANUAL COMPLETE WITH AS-BUILT DRAWINGS AND ALL TESTS RESULTS.

THE CONTRACTOR SHALL CARRY OUT TESTING AND COMMISSIONING OF THE NEW LIGHTING SYSTEM INCLUSIVE OF:

- NIGHT TIME COMMISSIONING TO TEST OPERATION AND FUNCTIONALITY OF LUMINAIRES.
- RECORDING AND PROVIDING PRINCIPAL OF FIELD OF PLAY HORIZONTAL ILLUMINANCE LEVELS AT ALL SWITCHING LEVELS (TRAINING AND COMPETITION) IN ACCORDANCE WITH AS2560 SERIES
- ONE NIGHT OF SPORTS LIGHTING COMMISSIONING FOR FINAL ADJUSTMENT OF LUMINAIRE AIMING TO ACHIEVE COMPLIANCE AND TO INCREASE PERFORMANCE IN ACCORDANCE WITH AS2560 SERIES ILLUMINANCE AND UNIFORMITY REQUIREMENTS.

IN ADDITION, AS PART OF COMMISSIONING THE CONTRACTOR SHALL TAKE HIGH RESOLUTION PHOTOS (MIN. 4MP) CLEARLY DETAILING:

- LOCALITY AND POSITION OF LIGHTING POLE FOOTINGS
- LIGHTING POLE FOOTING EXCAVATION PRIOR TO CAGE/REG INSTALLATION
- LIGHTING POLE FOOTING PRIOR TO CONCRETE POUR
- REPRESENTATIVE PHOTOS OF UNDERGROUND CONDUIT INSTALLATION SHOWING NUMBER/SIZE CONDUITS INSTALLED AND BURY DEPTH
- PRIOR STANDING EACH LIGHT TOWER, A PHOTO OF EACH LIGHTING POLE HEADMAST INSTALLATION SHOWING ALL INSTALLED LUMINAIRES AND THEIR CONNECTIONS
- CLOSE UP OF LUMINAIRE MOUNTING TO HEADMAST
- CLOSE UP OF ARMoured CONDUIT CONNECTION BETWEEN LUMINAIRE AND HEADMAST
- INSIDE EACH ACCESS PANEL SHOWING SWITCHGEAR AND DRIVER INSTALLATIONS
- FINAL INSTALLATION OF SWITCHGEAR AND CONTROL PANEL INSTALLATIONS

CABLE SUPPORT AND PROTECTION

- CABLES SHALL BE ADEQUATELY SUPPORTED ALONG THEIR ENTIRE LENGTH TO THE APPROVAL OF THE SUPERINTENDENT. SUPPORTS SHALL BE INSTALLED AT MAXIMUM INTERVALS OF 1000 MM AND AT LESSER INTERVALS WHERE REQUIRED TO PREVENT UNDUE SAGGING. CABLES IN VERTICAL RUNS SHALL BE SUPPORTED EVERY 600 MM.
- WHERE NOT INSTALLED ON CABLE TRAY, CABLES SHALL BE SADDLED TO CONCRETE MASONRY OR STEELWORK OR CLIPPED BY CABLE CLAMPS TO UNISTRUT CHANNELS. CHANNELS SHALL BE OF SUFFICIENT WIDTH TO ACCOMMODATE ALL CABLES IN THE RUN PLUS A 20% SPARE CAPACITY.
- STRUCTURAL STEELWORK SHALL NOT BE DRILLED, WELDED OR CUT TO FACILITATE CABLE INSTALLATION WITHOUT THE SUPERINTENDENT'S WRITTEN PERMISSION.

CABLES

CABLES SHALL COMPLY WITH AS/NZS 5000.1 'ELECTRIC CABLES - POLYMERIC INSULATED - FOR WORKING VOLTAGES UP TO AND INCLUDING 0.6/1 KV'. UNLESS OTHERWISE INDICATED ALL CABLES SHALL HAVE STRANDED COPPER CONDUCTORS.

ALL CABLES AND WIRING SHALL BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH THE APPLICABLE STANDARDS, IN PARTICULAR AS 3000 AND AS 3008.

CABLES SHALL BE OF THE SIZE REQUIRED TO MEET THE CURRENT RATING AND VOLTAGE DROP REQUIREMENTS OF AS/NZS 3000 AND AS/NZS 3008 FOR THE ACTUAL CIRCUIT LOADING AND METHOD OF INSTALLATION, OR AS SPECIFIED.

CABLE INSTALLATION:

UPON DELIVERY OF THE CABLE DRUMS, THEY SHALL BE VISUALLY INSPECTED FOR DAMAGE INCURRED DURING TRANSPORT OR STORAGE. THE SEAL ON THE INNER AND OUTER CABLE END SHALL BE EXAMINED AND THE CONDITION OF ARMOURING, SERVING OR SHEATH INSPECTED FOR DAMAGE, CORROSION OR LEAKAGE OF IMPREGNATING OIL. ANY DAMAGE DISCOVERED SHALL BE REPORTED TO THE SUPERINTENDENT.

DURING INSTALLATION CABLES SHALL BE HANDLED WITH DUE CARE. WHEN PULLING CABLES, ANY WINCH USED SHALL HAVE AUTOMATIC TENSION LIMITERS AND THE TENSION SHALL NOT EXCEED THAT SPECIFIED BY THE MANUFACTURERS FOR THE PARTICULAR CABLE AND CONDITIONS OF INSTALLATION. WINCHING ROPES SHALL BE ATTACHED TO THE CABLE ARMOUR WITH STEEL MESH SLEEVES AND CARE SHALL BE TAKEN THAT CABLE SHEATHS ARE NOT DAMAGED IN ANY WAY.

CABLES SHALL NOT BE BENT TO A RADIUS LESS THAN THAT RECOMMENDED BY THE

MANUFACTURER.

SHOULD ANY DAMAGE OCCUR TO ANY PART OF A CABLE (INCLUDING SERVING) DURING HANDLING OR INSTALLATION, THE SUPERINTENDENT SHALL BE INFORMED AND WORK SHALL ONLY PROCEED AFTER HIS INSPECTION AND AUTHORISATION TO CONTINUE HAS BEEN GIVEN.

CUT-OFFS AND JOINTING:

DURING INSTALLATION, ALL CABLES SHALL BE CUT FROM DRUMS IN SUCH A MANNER THAT CUT-OFFS ARE A MINIMUM AND ANY SURPLUS CABLE REMAINING IS IN A SINGLE LENGTH.

CABLES SHALL BE INSTALLED IN CONTINUOUS LENGTHS.

CABLE GLANDS:

CABLE GLANDS SHALL BE OF AN APPROVED WEATHERPROOF TYPE OF A TYPE THAT IS CONSISTENT WITH THE IP RATING OF THE ENCLOSURE.

AS A MINIMUM, GLANDS IN GENERAL AREAS SHALL BE CONSTRUCTED FROM:

- CABLES UP TO 25MM OVERALL DIA: NYLON OR PVC
- CABLES LARGER THAN 25MM OVERALL DIA: NICKEL-PLATED BRASS

NICKEL PLATED BRASS GLANDS SHALL NOT BE USED IN CONJUNCTION WITH ALUMINIUM ALLOY BOXES OR ALUMINIUM GLAND PLATES.

DAMAGE AND REINSTATEMENT:

ANY DAMAGE TO CIVIL WORKS OR STEEL, INCLUDING PAINTWORK CAUSED BY ELECTRICAL INSTALLATION WORK SHALL BE MADE GOOD BY THE CONTRACTOR.

AFTER ERECTION ALL HOLES IN FLOORS AND WALLS AND IN CABLE PIPES THROUGH WHICH PASS CABLES, CONDUITS OR EARTH BARS SHALL BE SEALED. ALL PENETRATIONS SHALL BE SEALED WITH A FIRE RESISTANT TWO PART EXPANDING SILICON RUBBER. THE CONTRACTOR SHALL ENSURE THAT ALL PENETRATIONS ARE FIRE, WEATHER AND RODENT PROOF.

UNDERGROUND ELECTRICAL INSTALLATION

TRENCHING:

ALL TRENCHES, UNLESS OTHERWISE DIRECTED BY THE SUPERINTENDENT, SHALL BE EXCAVATED IN GROUND AS FOUND ALONG THE LINE AND TO THE DEPTHS AND WIDTHS SHOWN ON THE DRAWINGS. FINAL LOCATIONS OF UNDERGROUND INFRASTRUCTURE TO BE SURVEYED AND ALIGNMENTS SHALL BE ACCURATELY PRESENTED IN AS-BUILT DRAWINGS

THE LINE OF THE TRENCH MUST BE KEPT PERFECTLY STRAIGHT AND PARALLEL TO THE PLANNED ALIGNMENT. THE BOTTOM MUST BE KEPT LEVEL ACROSS THE TRENCH AND THE SIDES AS NEAR THE VERTICAL AS IS PRACTICABLE. ANY CAVITIES IN THE BOTTOM OF THE TRENCH MUST BE FILLED WITH SELECTED STONE FREE MATERIAL, PROPERLY COMPACTED TO THE PROPER GRADE.

THE CONTRACTOR SHALL TAKE CARE TO ERECT SHORING AS NECESSARY TO EFFECTIVELY PREVENT THE SIDES OF THE TRENCH FROM RUNNING OR FALLING INTO THE EXCAVATION AND TO KEEP TRENCHES FREE FROM WATER DURING ALL CABLE/CONDUIT LAYING OPERATIONS. SPOIL FROM THE TRENCH EXCAVATION NOT REQUIRED FOR BACKFILL IN THE TRENCH SHALL BE MOUND ABOVE THE BACKFILLED TRENCH. WHERE ELECTRICAL TRENCHES ARE TO BE EXCAVATED ACROSS SPORTING FIELD OF PLAY, THE CONTRACTOR SHALL ENSURE THAT THE BACKFILL DOES NOT INTERFERE WITH SPORTING PLAY SURFACES AND SUB-SURFACES.

THE CONTRACTOR SHALL TAKE EVERY PRECAUTION THAT IS NECESSARY FOR THE PROTECTION FROM INJURY OF ALL EXISTING DRAIN PIPES, ELECTRIC AND COMMUNICATIONS CONDUITS AND OTHER EXISTING WORKS AND SERVICES WHEREVER MET WITH, OR WHICH ARE ADJACENT TO THE WORK, AND TO AVOID DAMAGING SUCH DRAINS, CONDUITS OR SERVICE CONNECTIONS OR ANY FITTINGS ATTACHED THERETO.

THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR THE KEEPING CLEAN AND THE MAINTENANCE OF THE TRENCHES IN GOOD ORDER AND CONDITION BETWEEN THE TIME OF EXCAVATION AND LAYING AND SHALL OBTAIN THE SUPERINTENDENT'S APPROVAL BEFORE COMMENCING TO LAY CABLES.

INSTALLATION:

ALL CABLES SHALL BE INSTALLED IN THE PRESENCE OF THE SUPERINTENDENT OR ITS REPRESENTATIVE AND THE CONTRACTOR SHALL GIVE A MINIMUM OF 48 HOURS NOTICE OF INTENTION TO PULL THE CABLES. ANY CABLES NOT INSTALLED TO THE ABOVE REQUIREMENTS MAY BE REQUIRED TO BE EXCAVATED AND RELAID. AFTER THE EXCAVATION HAS BEEN COMPLETED AND APPROVED THE TRENCH SHALL BE CLEARED OF ALL SHARP OBJECTS AND A FOUNDATION LAYER OF STONE-FREE BEDDING MATERIAL SHALL BE PLACED.

CABLE DRUMS SHALL BE ARRANGED SO THAT THE CABLE IS ALWAYS PULLED FROM THE TOP OF THE DRUM USING SUITABLE SHOTTERS, HOOKS OR CUMALONGS AND A SWIVEL TO PREVENT DAMAGE TO THE CABLE. THE CABLE SHALL BE PULLED JUST FAST ENOUGH TO KEEP THE DRUM ROTATING SMOOTHLY AND SUDDEN STOPPING SHALL BE AVOIDED. WHEN PULLING CABLES INTO TRENCHES, ROLLERS SHALL BE SPACED TO PREVENT THE CABLE DRAGGING ON THE GROUND. AT BENDS AN ASSEMBLY OF ROLLERS AND SKIDS OR ROLLERS AND ANGLE ROLLERS SHALL BE USED AND THE CABLE SHALL NOT BE BENT TO LESS THAN 15 TIMES OD. ALL CHANGES IN DIRECTION OR GRADE SHALL BE IN EASY STAGES.

PITS:

CABLE PITS SHALL CONSIST OF HIGH DENSITY POLYETHYLENE PITS WITH

CONCRETE/STEEL LIDS, UNLESS OTHERWISE INDICATED. PITS, LIDS AND THE METHOD OF INSTALLATION SHALL BE SUITABLE FOR THE ANTICIPATED WHEEL LOADINGS IN THE AREA IN WHICH THEY ARE INSTALLED OR SHOWN IN THE DRAWINGS, WHICHEVER IS GREATER.

LIDS TO ELECTRICAL PITS SHALL BE MARKED 'ELECTRICAL'. LIDS FOR COMMUNICATIONS PITS SHALL BE MARKED 'COMMUNICATIONS'.

CONTRACTORS DOCUMENTATION

THE CONTRACTOR SHALL DEVELOP THE FOLLOWING DOCUMENTATION AS PART OF THE WORK AND SUBMIT TO SITE SUPERINTENDENT DOCUMENTATION IN A COMPLETE CONSOLIDATED SET. THROUGHOUT THE PROGRESS OF THE WORKS THE CONTRACTOR SHALL MAINTAIN RECORDS OF ANY CHANGE TO ITS DOCUMENTATION WHICH MAY HAVE BEEN APPROVED FOR CONSTRUCTION PURPOSES SUCH THAT ON COMPLETION OF THE WORKS ACCURATE 'AS CONSTRUCTED' INFORMATION IS AVAILABLE.

AS-CONSTRUCTED DRAWINGS

PROVIDE A FULL SET AND A 'DWG' (AUTOCAD LATEST VERSION) USB OF AS-BUILT DRAWINGS, TO THE SATISFACTION OF THE SUPERINTENDENT, WITHIN 7 DAYS OF PRACTICAL COMPLETION. THE AS BUILT DRAWINGS SHALL COMPREHENSIVELY REFLECT DETAILS OF ALL INSTALLED SYSTEMS AND COMPONENTS, AS DETAILED IN THE SCOPE OF WORK.

OPERATION AND MAINTENANCE MANUALS

PROVIDE TWO SETS OF OPERATION AND MAINTENANCE MANUALS, THE AIM OF THESE BEING TO PROVIDE A DETAILED UNDERSTANDING OF THE ITEMS OF EQUIPMENT, TESTS RESULTS AND ITS OPERATION. AN AID FOR TRAINING OF OPERATORS, A REFERENCE FOR FAULT DIAGNOSIS AND A FRAMEWORK FOR PREVENTIVE AND BREAKDOWN MAINTENANCE THE MANUALS SHALL INCLUDE AS A MINIMUM.

NAME, ADDRESS, TELEPHONE NUMBERS, EMAIL ADDRESS AND WEB PAGE ADDRESS OF THE MANUFACTURER AND SUPPLIER OF ITEMS OF EQUIPMENT INSTALLED, TOGETHER WITH CATALOGUE LIST NUMBERS. INCLUDE DETAILS FOR ALL CONSULTANTS AND CONTRACTORS INVOLVED IN THE DESIGN AND CONSTRUCTION PHASE.

TECHNICAL DESCRIPTION AND MODES OF OPERATION OF THE SYSTEMS INSTALLED.

PRODUCT LITERATURE FOR THE SYSTEMS INSTALLED AND CONTACT DETAILS FOR SUPPLIERS AND MANUFACTURERS OF THESE SYSTEMS.

CONTROL AND SWITCHING SEQUENCES AND FLOW DIAGRAMS FOR THE SYSTEM INSTALLED, INCLUDING SAFETY FEATURES. ALSO PROVIDE INSTRUCTIONS FOR FOR OPERATING AND ADJUSTING CONTROL SYSTEMS.

MANUFACTURER'S OPERATIONAL AND SAFETY LITERATURE, AS APPROPRIATE.

EMERGENCY MAINTENANCE PROCEDURES, INCLUDING TELEPHONE NUMBERS FOR EMERGENCY SERVICES AND AFTER HOURS CONTACTS FOR SUPPLIERS AND CONTRACTORS AND PROCEDURE FOR FAULT FINDING.

STATUTORY CERTIFICATES OF COMPLIANCE FOR ALL ELECTRICAL AND COMMUNICATION WORK, COPIES OF MANUFACTURER'S WARRANTIES.

CERTIFICATES FROM AUTHORITIES AND UTILITIES, PRODUCT CERTIFICATION, COPIES OF TEST CERTIFICATES, ETC.

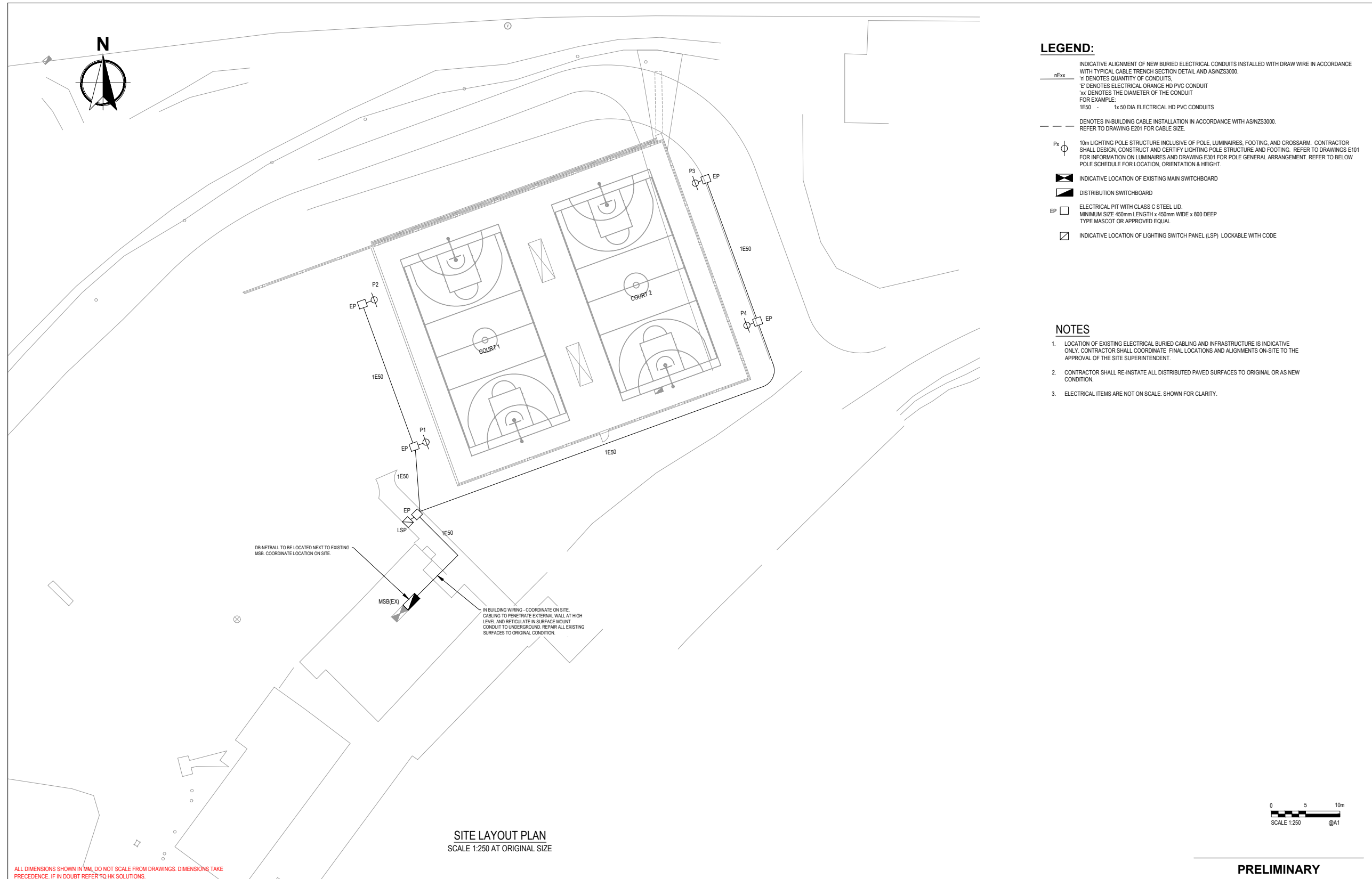
COMMISSIONING PHOTOS

AS-BUILT DRAWINGS, SYSTEM SCHEMATICS, ETC.

INSPECTION AND TEST PLANS, TEST SHEETS AND COMMISSIONING RECORDS.

PRELIMINARY

B A	CONTRACT DOCUMENTATION	18.11.24	JT	HKS	 ENGINEERING PROJECT MANAGEMENT DARWIN, GEELONG, CAIRNS, TOWNSVILLE, PERTH, BALLARAT admin@hksolutions.com.au www.hksolutions.com.au	DRAWN	SK	SHIRE OF QUAIRADING QUAIRADING NETBALL COURTS LIGHTING MCLENNAN STREET									
	PRELIMINARY	11.10.24	JT	HKS		CHECKED	JT		ELECTRICAL SERVICES								
REV	DESCRIPTION	DATE	INT	COMPANY	Conditions of use. This document may only be used by Harris Kmon Solutions clients for the purpose for which it was prepared and must not be used by any other person or for any other purpose.	APPROVED	XX	GENERAL NOTES									
	REVISIONS					Date Approved	MM YY	THIS DRAWING MUST NOT BE USED FOR CONSTRUCTION UNLESS SIGNED AS APPROVED									
						PAGE No	01 of 06	PROJECT No	24285 - E001	DRAWING No		DISCIPLINE	ELECTRICAL	REV.	B	SHEET SIZE	A1

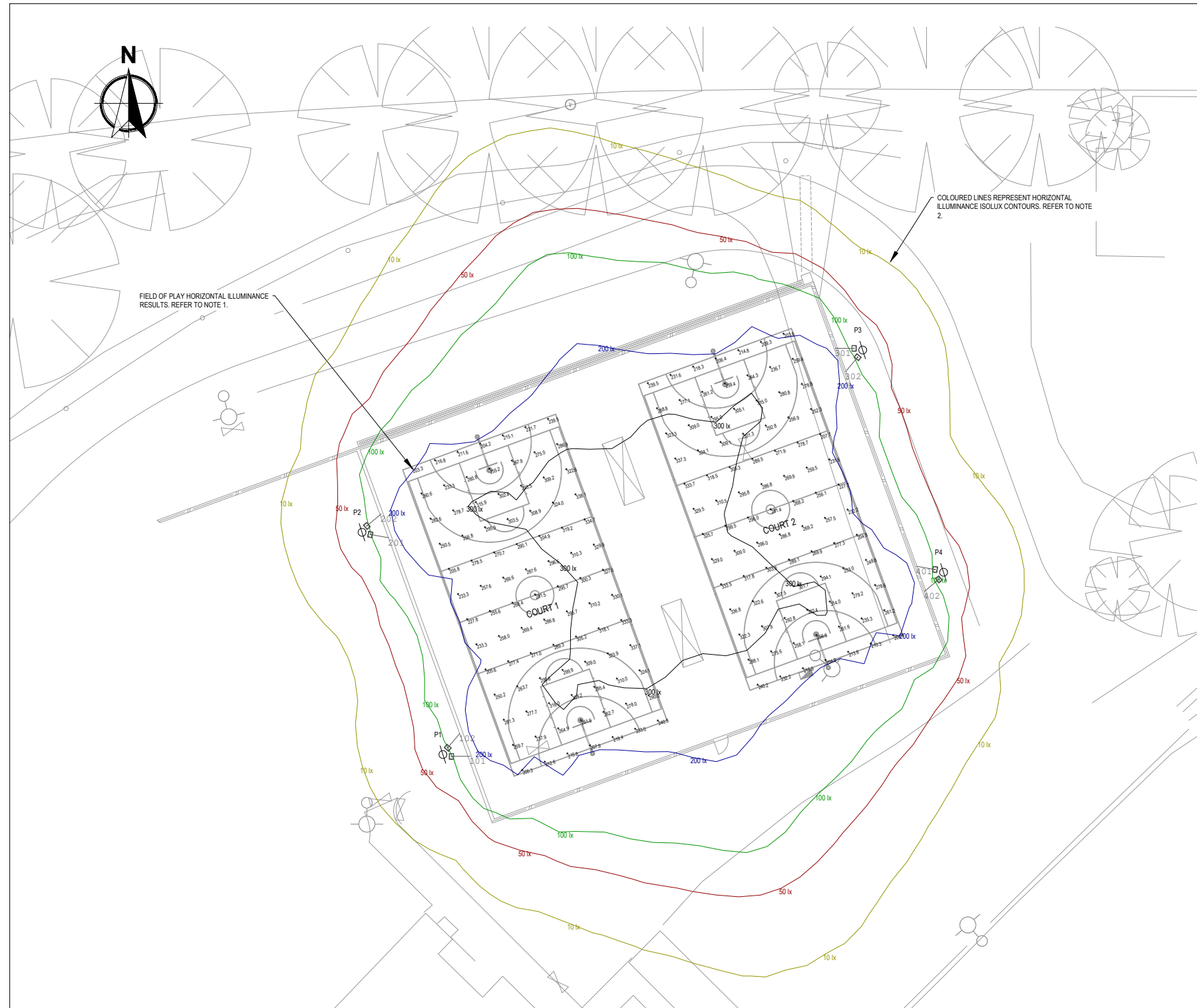


SITE LAYOUT PLAN
SCALE 1:250 AT ORIGINAL SIZE

ALL DIMENSIONS SHOWN IN MM, DO NOT SCALE FROM DRAWINGS. DIMENSIONS TAKE PRECEDENCE. IF IN DOUBT REFER TO HK SOLUTIONS.

PRELIMINARY

B CONTRACT DOCUMENTATION A PRELIMINARY		18.11.24 11.10.24	JT JT	HKS HKS	Conditions of use. This document may only be used by Harris Kmon Solutions clients for the purpose for which it was prepared and must not be used by any other person or for any other purpose.	HK Solutions ENGINEERING PROJECT MANAGEMENT DARWIN, GEELONG, CAIRNS, TOWNSVILLE, PERTH, BALLARAT admin@hksolutions.com.au www.hksolutions.com.au	DRAWN SK CHECKED JT DESIGNED SK CHECKED JT APPROVED XX Date Approved MM YY THIS DRAWING MUST NOT BE USED FOR CONSTRUCTION UNLESS SIGNED AS APPROVED	SHIRE OF QUAIRADING QUAIRADING NETBALL COURTS LIGHTING MCLENNAN STREET ELECTRICAL SERVICES ELECTRICAL SITE LAYOUT	PAGE No 02 of 06	PROJECT No 24285 - E002	DRAWING No DISCIPLINE ELECTRICAL	REV. B	SHEET SIZE A1
REVISIONS													



NOTES

1. FIELD OF PLAY CALCULATED POINTS ARE HORIZONTAL ILLUMINANCE MADE AT GROUND LEVEL.
2. ISOLUX LINES ARE CALCULATED HORIZONTAL ILLUMINANCE VALUES SHOWN AT GROUND LEVEL.
3. LUMINAIRE ID NOTATION P-x-y, WHERE
x-DENOTES POLE NUMBER I.E. P1
y-DENOTES LUMINAIRE CROSSARM POSITION. POSITIONS ARE RELATIVE TO FINAL CROSSARM SIZE AND POSITION.
4. TILT SHALL BE IN ACCORDANCE TO LUMINAIRE TILT DIAGRAM AND THE CONTRACTOR SHALL CALIBRATE LUMINAIRE TILT 0 DEGREE ANGLE AS LEVEL AND IN ACCORDANCE TO MANUFACTURERS REQUIREMENTS.
5. ORIENTATION MAY NOT ALIGN PRECISELY WITH TRUE NORTH. REFER TO DIRECTION DIAGRAM FOR ORIENTATION. THE CONTRACTOR SHALL PRECISELY ORIENTATE IN ACCORDANCE WITH THE DIRECTION DIAGRAM.

LUMINAIRE TYPE & AIMING SCHEDULE

POLE ID	POLE HEIGHT (m)	LUMINAIRE ID (NOTE 3)	MODEL	OPTICS	TILT (NOTE 4)	ORIENTATION (NOTE 5)
P1	10	P1-1	3PH 400V 600W SYLVANIA RAPTOR SR1A1G4	A1-APRON HOOD	10°	0°
		P1-2	3PH 400V 600W SYLVANIA RAPTOR SR1A1G4	A1-APRON HOOD	10°	50°
P2	10	P2-1	3PH 400V 600W SYLVANIA RAPTOR SR1A1G4	A1-APRON HOOD	10°	350°
		P2-2	3PH 400V 600W SYLVANIA RAPTOR SR1A1G4	A1-APRON HOOD	10°	40°
P3	10	P3-1	3PH 400V 600W SYLVANIA RAPTOR SR1A1G4	A1-APRON HOOD	10°	180°
		P3-2	3PH 400V 600W SYLVANIA RAPTOR SR1A1G4	A1-APRON HOOD	10°	230°
P4	10	P4-1	3PH 400V 600W SYLVANIA RAPTOR SR1A1G4	A1-APRON HOOD	10°	170°
		P4-2	3PH 400V 600W SYLVANIA RAPTOR SR1A1G4	A1-APRON HOOD	10°	220°

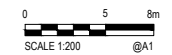
ELECTRICAL LOAD 4.8kW

FIELD OF PLAY CALCULATION SUMMARY

APPLICABLE STANDARD: AS2560.2
LEVEL OF PLAY: COMPETITION 200 LUX
LUMINAIRE LLF: 0.85

SEGMENT LABEL	CALC TYPE	UNITS	AVG	MAX	MIN	U1 (MIN/AVG)	U2 (MIN/MAX)
COURT 1	HORIZONTAL ILLUMINANCE	LUX	275.1	338.2	203.3	0.74	0.60
COURT 2	HORIZONTAL ILLUMINANCE	LUX	274.6	337.3	203.6	0.74	0.60

FIELD OF PLAY LIGHTING SUMMARY 200 LUX
1:200 AT ORIGINAL SIZE



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DRAWN	SK	SHIRE OF QUAIRADING
CHECKED	JT	QUAIRADING NETBALL COURTS LIGHTING
DESIGNED	SK	MCLENNAN STREET
CHECKED	JT	ELECTRICAL SERVICES
APPROVED	XX	LIGHTING AND LUMINAIRE DESIGN SUMMARY
Date Approved	MM YY	
THIS DRAWING MUST NOT BE USED FOR CONSTRUCTION UNLESS SIGNED AS APPROVED		
PAGE No	PROJECT No	DRAWING No
03 of 06	24285-E101	ELECTRICAL
REV.	SHEET SIZE	
B	A1	



NOTES

- SEE DRAWING E101 FOR LUMINAIRE TYPE AND AIMING SCHEDULE.
- OBTRUSIVE LIGHTING BOUNDARY SEGMENT WAS ASSESSED USING THE LIGHTING LEVEL OF 200LUX. THE CALCULATIONS WERE PERFORMED WITH AG32 SOFTWARE USING A LIGHTING ZONE 'A3' & L1 CURFEW CONDITIONS AS PER AS4282-2023.

OBTRUSIVE LIGHTING CALCULATION SUMMARY

APPLICABLE STANDARD: AS/NZS 4282:2023
 ENVIRONMENTAL ZONE: A3
 CONDITIONS: NON-CURFEW L1
 LUMINAIRE LFL: 1.0

SEGMENT LABEL	CALC TYPE	UNITS	CALC MAX	AS4282 LIMIT	AS4282 COMPLIANT?
OBTRUSIVE LIGHT RES BOUNDARY NORTH	LUMINOUS INTENSITY	Cd	443	12500	YES
	VERTICAL ILLUMINANCE	LUX	0	10	YES
OBTRUSIVE LIGHT RES BOUNDARY WEST	LUMINOUS INTENSITY	Cd	110	12500	YES
	VERTICAL ILLUMINANCE	LUX	0	10	YES

Obtrusive Light - Compliance Report
 AS/NZS 4282:2023, A3 - Medium District Brightness, Non-Curfew L1
 Filename: 24285
 14/11/2024 11:21:34 AM

Illuminance
 Maximum Allowable Value: 10 Lux

Calculations Tested (4):

Calculation Label	Test Results	Max. Illum.
ObtrusiveLight_North_M_Seg1	PASS	0.0
ObtrusiveLight_North_M_Seg2	PASS	0.0
ObtrusiveLight_North_M_Seg3	PASS	0.0
ObtrusiveLight_West_M_Seg1	PASS	0.0

Luminous Intensity (Cd) At Vertical Planes
 Maximum Allowable Value: 12500 Cd

Calculations Tested (4):

Calculation Label	Test Results
ObtrusiveLight_North_Cd_Seg1	PASS
ObtrusiveLight_North_Cd_Seg2	PASS
ObtrusiveLight_North_Cd_Seg3	PASS
ObtrusiveLight_West_Cd_Seg1	PASS

Threshold Increment (TI)
 Maximum Allowable Value: 20 %

Calculations Tested (6):

Calculation Label	Adaptation Luminance	Test Results
ObtrusiveLight_TI_WS_EB	1	PASS
ObtrusiveLight_TI_WS_WB	1	PASS
ObtrusiveLight_TI_WFS_EB	1	PASS
ObtrusiveLight_TI_WFS_WB	1	PASS
ObtrusiveLight_TI_MLS_SB	1	PASS
ObtrusiveLight_TI_MLS_NB	1	PASS

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HK Solutions
 ENGINEERING PROJECT MANAGEMENT
 DARWIN, GEELONG, CAIRNS, TOWNSVILLE, PERTH, BALLARAT
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OBTRUSIVE LIGHTING SUMMARY
 200 LUX
 1:750 AT ORIGINAL SIZE

SCALE 1:750 @A1

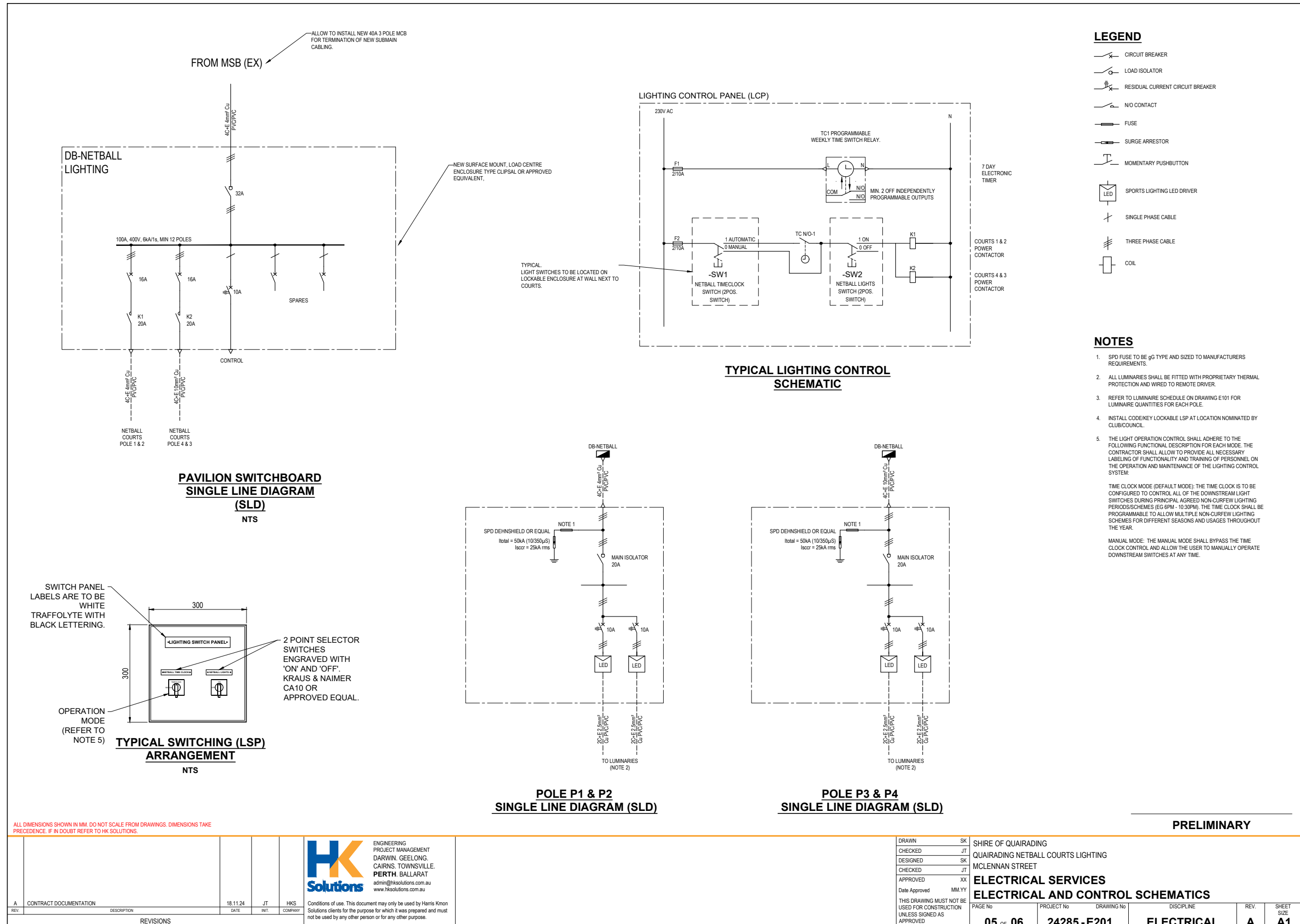
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DESIGNED	SK
CHECKED	JT
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Date Approved	MM YY

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SHIRE OF QUAIRADING
 QUAIRADING NETBALL COURTS LIGHTING
 MCLENNAN STREET
ELECTRICAL SERVICES
OBTRUSIVE LIGHTING DESIGN SUMMARY

PAGE No	PROJECT No	DRAWING No	DISCIPLINE	REV.	SHEET SIZE
04 of 06	24285 - E102		ELECTRICAL	B	A1



**INDICATIVE LIGHTING POLE
GENERAL ARRANGEMENT**
NOT TO SCALE

**LIGHTING POLE TYPICAL CROSSARM
& LUMINAIRE POSITION**
(LOOKING FRONT ON AT POLE)

TYPICAL CABLE PIT DETAIL
NOT TO SCALE

TYPICAL CABLE TRENCH SECTION
NOT TO SCALE

LIGHTING POLE NOTES:

- CROSSARM TO BE DESIGNED TO CAUSE NO LIGHTING INTERFERENCE OR SHADOWING FROM ANOTHER LUMINAIRE AND LIGHTING POLE. COORDINATE LUMINAIRE CROSSARM MOUNTING RECOMMENDATIONS WITH LUMINAIRE SUPPLIER.
- SUPPLY AND INSTALL BIRD RESISTANT FLEXIBLE CONDUIT AND FITTINGS (ATKORE FLEXICON OR APPROVED EQUAL) ON ALL EXPOSED SECTIONS OF LIGHTING CABLE FROM LIGHTING POLE STRUCTURE TO LUMINARIES. THE CONTRACTOR SHALL PROVIDE SUPPORTS TO ALL EXPOSED FLEXIBLE CONDUITS AT MAXIMUM 600mm CENTRES (PLASTIC STRAPS/TIES WILL NOT BE ACCEPTED). ALL FLEXIBLE CONDUIT SHALL ENTER THE POLE STRUCTURE AND CONTINUE MINIMUM 100mm INTO THE STRUCTURE. ALL CONDUIT OPENINGS AND CONDUIT ENTRIES INTO POLE STRUCTURE SHALL BE WEATHERPROOF SEALED.
- CONCEPT GENERAL ARRANGEMENTS SHOWN ONLY, THE CONTRACTOR SHALL ENSURE SHOP DRAWINGS TO BE SUBMITTED FOR ACCEPTANCE PRIOR TO MANUFACTURE.
- FINAL EQUIPMENT SELECTION TO BE SUITABLE FOR APPLICATION

PRELIMINARY

DRAWN	SK	SHIRE OF QUAIRADING			
CHECKED	JT	QUAIRADING NETBALL COURTS LIGHTING			
DESIGNED	SK	MCLENNAN STREET			
CHECKED	JT	ELECTRICAL SERVICES			
APPROVED	XX	GENERAL ARRANGEMENTS AND POLE DETAILS			
Date Approved	MM YY				
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		06 of 06	24285 - E301		ELECTRICAL
		REV.	SHEET SIZE		
		A	A1		

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Date 15/11/2024
 Revision A
 SPORTENG ref. 12234
 Author JCG
 Approved by BWL

OPINION OF PROBABLE COST
Quairading Sports Precinct - Netball Courts
Shire of Quairading

Construction Contract Costs	Amount
CONSTRUCTION PRELIMINARIES	\$ 28,500
SITE CLEARING and BULK EARTHWORKS	\$ 19,332
STORMWATER DRAINAGE	\$ 34,252
SERVICES	\$ 123,000
PAVEMENTS and NATURAL TURF	\$ 197,209
FENCING, EQUIPMENT, AND MISC.	\$ 99,586
(A) Sub-total Opinion of Probable Construction Contract Cost (excl. GST)	\$ 501,879

Optional Items	Unit	Qty.	Rate	Amount
i (none)				
(B) Sub-total Optional Items (excl. GST)				\$ -



Costs Outside Construction Contract (as % of Construction Contract Cost)	Amount
0% Site Investigations	\$ -
0% Design Contract Documentation	\$ -
0% Project Management / Contract Administration	\$ -
15% Contingencies	\$ 75,282
(C) Sub-total Costs Outside Construction Contract (excl. GST)	\$ 75,282
Total Opinion of Probable Cost (excl. GST) (A) + (B) + (C)	\$ 577,161
Total Opinion of Probable Cost without Optional Items (excl. GST) (A) + (C)	\$ 577,161



Line QUALIFICATIONS AND ASSUMPTIONS

- A The Opinion of Probable Cost (OPC) is based on:
- B OPCs from proprietary product suppliers (e.g. synthetic surface, sports equipment etc.)
- C SPORTENG project experience, where similar in nature to the proposed development, and adjusted to accommodate factors known at the time the OPC was prepared.
- D Rates will be subject to variation depending on a range of factors including timing, competitive bidding, market conditions, labour and material costs, all of which are outside the control of SPORTENG.
- E The OPC is based on quantities derived from the design at the time of issue.
- F Unless otherwise indicated, the OPC excludes GST, escalation, location-based uplift, interest costs, holding fees, legal fees, flora/fauna/heritage conservation, and management of soil contamination.
- G The OPC is supplied only for the guidance of the Client, and represents SPORTENG’s best judgment as a professional design organisation.
- H SPORTENG does not guarantee the accuracy of the OPC as compared to actual bids or cost to the Client.
- I It is assumed there is an existing stormwater drainage outlet within the site boundary with sufficient capacity to discharge runoff from the proposed development. No allowance for upgrades, unless specifically itemised.
- J It is assumed no stormwater on-site detention and WSUD is required, unless specifically itemised in this document.
- K It is assumed no subgrade improvement works are required, unless specifically itemised in this document.
- L Existing pavements to be retained/reused as part of the works are suitable (condition and settlement characteristics) for the proposed development.
- M No allowance has been made to test for, dispose, or otherwise manage asbestos and asbestos containing materials, unless specifically itemised.
- N It is assumed there are existing water and sewer property connections to the site with sufficient capacity for the proposed development. No allowance for upgrades, unless specifically itemised.
- O It is assumed there is an existing electricity connection / service line to the site with sufficient capacity for the proposed development. No allowance for upgrades, unless specifically itemised.



Line	Description	Unit	Qty.	Rate	Amount
001	CONSTRUCTION PRELIMINARIES				
002	Construction preliminaries inclusive of:	Item	1	\$ 28,500.00	\$ 28,500
003	Engagement of licensed surveyor for set-out and verification surveys.				
004	Engagement of building surveyor for building permit(s) as applicable.				
005	Engagement of authorised sports testing and certification organisation(s), as specified.				
006	Site establishment including temporary fencing, erosion controls, water quality controls, signage, tree protection, construction site access, dilapidation surveys, and the like.				
007	Provision of Construction Management Plan, Environmental Management Plan, Workplace Health and Safety Plan, and any other compliance documentation.				
008	Traffic management, as necessary.				
009	Quality systems documentation, including ITPs, Hold Point and Milestone submissions, and the like.				
010	Production of "As-Constructed" drawings.				
011	Any other preliminaries including insurances, dis-establishment, defect rectification, and the like.				
012	SUBTOTAL CONSTRUCTION PRELIMINARIES				\$ 28,500



Line	Description	Unit	Qty.	Rate	Amount
013	<u>SITE CLEARING and BULK EARTHWORKS</u>				
014	<u>Notes</u>				
015	- Refer to SPORTENG drawings F100 and F150				
016	- All works undertaken in accordance with section 600 of the specification				
017	- All volumes are unbulked (i.e. solid). Contractor to make appropriate allowances				
018	<u>Clearing</u>				
019	Light pole and footing to be removed and disposed off-site	Item	4	\$ 2,000.00	\$ 8,000
020	Remove fence and footings	m	82	\$ 43.00	\$ 3,526
021	Remove asphalt pavement and dispose off-site	m ²	23	\$ 50.00	\$ 1,150
022	<u>Bulk Earthworks</u>				
023	Natural ground to be ripped to a depth of 150mm, compacted and moisture conditioned	m ²	832	\$ 5.00	\$ 4,160
024	<u>Subgrade preparation</u>				
025	Prepare final subgrade (final trim)	m ²	832	\$ 3.00	\$ 2,496
026	SUBTOTAL SITE CLEARING and BULK EARTHWORKS				\$ 19,332



Line	Description	Unit	Qty.	Rate	Amount
027	STORMWATER DRAINAGE				
028	<u>Notes</u>				
029	- Refer to SPORTENG F300 drawing series.				
030	- All works undertaken in accordance with section 900 and/or 910 of the specificaton.				
031	- All rates to include bedding, embedment materials and backfill.				
032	- All rates to include disposal of excavated material.				
033	<u>Stormwater pipes</u>				
034	DN300 RCP (Class 4)	m	15	\$ 500.00	\$ 7,500
035	<u>Stormwater pits</u>				
036	Grated pit, length/width 600 to 900mm	Item	1	\$ 2,132.00	\$ 2,132
037	<u>Grated trench drains</u>				
038	Trench drain, 200mm wide, class B grate	m	44	\$ 480.00	\$ 21,120
039	<u>Concrete headwalls</u>				
040	Concrete headwall outlet including riprap pad for pipe ≤450mm dia.	Item	1	\$ 3,500.00	\$ 3,500
041	SUBTOTAL STORMWATER DRAINAGE				\$ 34,252



Line	Description	Unit	Qty.	Rate	Amount
042	SERVICES				
043	<u>Notes</u>				
044	- Refer to HKS drawings for electrical / lighting.				
045	- All rates to include compaction of trenches including bedding and backfill.				
046	- All rates to include disposal of excavated trench material.				
047	<u>Electrical, comms, and lighting</u>				
048	Installation of sports lighting system as per HKS documentation	Item	1	\$ 120,000.00	\$ 120,000
049	Relocation of communication pit	Item	1	\$ 3,000.00	\$ 3,000
050	SUBTOTAL SERVICES				\$ 123,000



Line	Description	Unit	Qty.	Rate	Amount
051	PAVEMENTS and NATURAL TURF				
052	<u>Notes</u>				
053	- Refer to SPORTENG drawings F200, F600, and F650.				
054	- All works undertaken in accordance with section 1500, 1600, 1700 and 6000 of the specification.				
055	- All rates to include survey and compaction verification of each layer as per the specification.				
056	- All volumes are unbulked (i.e. solid). Contractor to make appropriate allowances				
057	<u>Concrete kerbs and miscellaneous in-situ concrete works</u>				
058	Concrete kerb ≤ 300 mm wide	m	183	\$ 100.00	\$ 18,300
059	<u>Acrylic asphalt pavement</u>				
060	Multi-layered acrylic sports surface	m ²	1,648	\$ 28.00	\$ 46,144
061	30mm thick 7mm nom. size dense graded asphalt	m ²	1,648	\$ 25.00	\$ 41,200
062	CRB basecourse (20mm nom. size)	m ³	500	\$ 150.00	\$ 75,000
063	Supply and install geotextile	m ²	1,648	\$ 5.00	\$ 8,240
064	<u>Asphalt pavement profile</u>				
065	30mm thick 7mm nom. size dense graded asphalt	m ²	63	\$ 25.00	\$ 1,575
066	CRB basecourse (20mm nom. size)	m ³	10	\$ 150.00	\$ 1,500
067	<u>Crushed rock pavement</u>				
068	CRB basecourse (20mm nom. size)	m ³	35	\$ 150.00	\$ 5,250
069	SUBTOTAL PAVEMENTS and NATURAL TURF				\$ 197,209



Line	Description	Unit	Qty.	Rate	Amount
070	<u>FENCING, EQUIPMENT, AND MISC.</u>				
071	- Refer to SPORTENG drawing F200 for equipment list and fencing layout, F700 series for fencing.				
072	- All works undertaken in accordance with sections 8000 and 9650 of the specification.				
073	- All rates are to include operations and maintenance manuals.				
074	<u>Fencing / netting</u>				
075	1.05m chain link fence	m	44	\$ 210.00	\$ 9,240
076	1.8m chain link fence	m	102	\$ 286.00	\$ 29,172
077	1.35m-wide pedestrian access gate including footings and disposal of excess soil	Item	1	\$ 780.00	\$ 780
078	<u>Sports equipment</u>				
079	Reversible netball/basketball tower	Item	4	\$ 7,500.00	\$ 30,000
080	<u>Shelters</u>				
081	Players shelter	Item	2	\$ 14,234.00	\$ 28,468
082	<u>Other</u>				
083	Acrylic court linemarking	Court	2	\$ 963.00	\$ 1,926
084	SUBTOTAL FENCING, EQUIPMENT, AND MISC.				\$ 99,586



Populate Fields
Formulas
Set as per RFQ

1	2	3	4
Demonstrated record of delivering similar projects	Demonstrated understanding of the required tasks / Project methodology	Capacity to perform the works	Value for money
20%	25%	25%	30%

TENDERER		Total Cost (ex GST)	Delivering similar projects Score (0-10)	Delivery similar projects score	Required tasks / project methodology score (0-10)	Required tasks / project methodology Score	Capacity to perform Score (0-10)	Capacity to perform score	Value for money score (0-5)	Value for money score	Total Price Score	TOTAL weighted score	RANK
											Total Price Score		
Road Contractors	Provided a revised quote within Shire budget. Using a different roadbase and paint is made / mixed locally.	\$421,000.00	7.0	14.0%	6.0	15.0%	6.40	16.0%	3.00	18.0%	22.4	63.0%	1
WCP Civil	Pulled out of Tender on the 14/01/2025 Via email	\$954,735.56											
Sports Surfaces	Revised quote still above Shire Budget	\$543,297.00	8.0	16.0%	1.0	2.5%	5.40	13.5%	2.00	12.0%	16.4	44.0%	2

SCORE PANEL	Score (0-10)
Exceeds requirements, or the evaluation panel is very confident that the supplier has more than the necessary capability	10 points
Meets the requirement and exceeds in some aspects or the evaluation panel is quite confident that the supplier has more than the necessary capability	8-9 points
Meets the requirement and no more – solution ‘complies’	6-7 points
Does not meet the requirement, but may be adaptable or made acceptable - or the evaluation panel is somewhat confident that the supplier has the necessary capability – partially complies	4-5 points
Does not meet the requirement except for a few aspects or the evaluation panel is not very confident that the supplier has the necessary capability	2-3 point
Does not meet the requirement at all or no response to this criteria or the evaluation panel has no confidence that the supplier has the necessary capability - where a “No” is given where a “Yes” was expected or the solution “Does Not Comply”	0-1 points

Price Value for	Score (/5)	Definition of the
	5 points	Outcomes in terms of efficiency and effectiveness greatly exceeds price
	4 points	Outcomes in terms of efficiency and effectiveness exceeds price
	3 points	Outcomes in terms of efficiency and effectiveness are expected or good for price
	2 points	Outcomes in terms of efficiency and effectiveness are fair for price
	1 point	Outcomes in terms of efficiency and effectiveness are low for price
	0 points	Outcomes in terms of efficiency and effectiveness are very low for price



CIVIL DESIGN
CONSTRUCTION & PLANT HIRE

Attention: Jen Green
CEO- Shire of Quairading

email: jen.green@quairading.wa.gov.au

ALTERNATIVE TENDER

QUOTE TO REPLACE EXISTING NETBALL/BASKETBALL COURTS

1. Mobilisation/Demobilisation, site establishment, insurances 7 weeks x \$3000 per week	\$ 21,000.00
2. Demolish, Fencing and cart away	\$ 8,500.00
3. Remove asphalt and base course	\$ 12,000.00
4. Regrade/Compact Subgrade 1648 m2 x \$6.10	\$ 10,052.80
5. Supply 600 Tonne Road Base x \$61 tonne	\$ 36,600.00
6. Grade, Compact base course 1648 m2 x \$5.10	\$ 8,404.80
7. Spray for Puff Balls 1648 m2 x \$1.20	\$ 1,977.60
8. Supply Lay 300mm Flush Kerb 183m x \$526	\$ 9,625.80
9. Supply Lay 30mm AC7 Asphalt 1648m2 x \$32.50	\$ 53,560.00
10. Supply Erect 44m @ 1.05m fencing	
11. 102m @ 1.8m plus 2 gates and fencing	\$ 49,128.00
12. Supply install 2 6 person shelters	\$ 13,400.00
13. Supply install acrylic system	\$ 47,775.00
14. Supply/erect 4 combination netball/basketball tower 2.4m reach plus padding	
15. Supply/install 4 lighting towers and associated electrical wiring	<u>\$ 98,530.00</u>
	\$406,554.00
	<u>\$ 40,655.40</u>
	<u>\$447,209.40</u>

Rohan Howard
Director

7 December 2024

Rohan J Howard

M: 0418 902 276

E: rohyh@bigpond.com

PO Box 759 Mandurah WA 6210

ABN: 18 087 324 785

QUAIRADING SPORTS, RECREATION & CULTURAL PRESENT
 STAGE 1
 TENDER.

Date
 Revision

BILL OF QUANTITIES

Company: ROAD CONTRACTORS PTY LTD	Date completed: 7 TH DEC 2024
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NOTES

- 1 Quantities supplied in this Bill of Quantities are for information only (FIO), unless otherwise stipulated in the Contract.
- 2 All quantities are provided as estimates only. The Tenderer shall verify and enter their own quantity in the 'Tenderer's Qty.' column.
- 3 If the Bill of Quantities forms part of the Contract, for all intents and purposes the 'Tenderer's Qty.' is the final contract quantity.
- 4 Variations to the contract will not be considered if 'Tenderer's Qty.' is left blank.

Category Sub-totals	Amount
#REF! CONSTRUCTION PRELIMINARIES	\$41,700 \$-
#REF! SITE CLEARING & BULK E/WORKS	\$14,570 \$-
#REF! STORM WATER DRAINAGE	\$27,316 \$-
#REF! SERVICES	\$125,686 \$-
#REF! PAVEMENTS	\$189,168.63 \$-
#REF! FENCING, EQUIPMENT & MISC.	\$97,175 \$-
(A) Sub-total All Categories (excl. GST)	\$495,615.63 \$-

Optional Items	Unit	Estimated Qty.	Tenderer's Qty.	Rate	Amount
i (none)					
(B) Sub-total Optional Items (excl. GST)					\$-
(C) Grand Total including Optional Items (excl. GST) (A) + (B)					\$ 495,615.63

Line	Description	Unit	Estimated Qty.	Tenderer's Qty.	Rate	Amount
001	CONSTRUCTION PRELIMINARIES					
002	Construction preliminaries inclusive of:	Item	1		\$-	\$-
003	Engagement of licensed surveyor for set-out and verification surveys.					
004	Engagement of building surveyor for building permit(s) as applicable.					
005	Engagement of authorised sports testing and certification organisation(s), as specified.					
006	Site establishment including temporary fencing, erosion controls, water quality controls, signage, tree protection, construction site access, dilapidation surveys, and the like.					
007	Provision of Construction Management Plan, Environmental Management Plan, Workplace Health and Safety Plan, and any other compliance documentation.					
008	Traffic management, as necessary.					
009	Quality systems documentation, including ITPs, Hold Point and Milestone submissions, and the like.					
010	Production of "As-Constructed" drawings.					
011	Any other preliminaries including insurances, dis-establishment, defect rectification, and the like.					
012	SUBTOTAL CONSTRUCTION PRELIMINARIES					\$- \$ 41,770

Line	Description	Unit	Estimated Qty.	Tenderer's Qty.	Rate	Amount
013	SITE CLEARING and BULK EARTHWORKS					
014	Notes					

015 - Refer to SPORTENG drawings F100 and F150

016 - All works undertaken in accordance with section 600 of the specification

017 - All volumes are unbulked (i.e. solid). Contractor to make appropriate allowances

018 Clearing

019	Light pole and footing to be removed and disposed off-site	Item	4 x 750	\$- 3000	\$-
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020	Remove fence and footings	m	82	\$- 3500	\$-
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021	Remove asphalt pavement and dispose off-site	m ²	23 1000	\$- 1000	\$-
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022 Bulk Earthworks

023	Natural ground to be ripped to a depth of 150mm, compacted and moisture conditioned	m ²	832	\$- 3744	\$-
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024 Subgrade preparation

025	Prepare final subgrade (final trim)	m ²	832	\$- 4326.90	\$-
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026	SUBTOTAL SITE CLEARING and BULK EARTHWORKS			\$- 14,570.40	
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14 570.40

Line	Description	Unit	Estimated Qty.	Tenderer's Qty.	Rate	Amount
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027 **STORMWATER DRAINAGE**

028 Notes

029 - Refer to SPORTENG F300 drawing series.

030 - All works undertaken in accordance with section 900 and/or 910 of the specification.

031 - All rates to include bedding, embedment materials and backfill.

032 - All rates to include disposal of excavated material.

033 Stormwater pipes

034	DN300 RCP (Class 4)	m	15	\$- 5940	\$-
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035 Stormwater pits

036	Grated pit, length/width 600 to 900mm	Item	1 1780	\$- 1780	\$-
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037	<u>Grated trench drains</u>					
038	Trench drain, 200mm wide, class B grate	m	44	4390	\$- 17160	\$-
039	<u>Concrete headwalls</u>					
040	Concrete headwall outlet including riprap pad for pipe ≤450mm dia.	Item	1		\$- 2436	\$-
041	SUBTOTAL STORMWATER DRAINAGE					\$- 27,316

Line	Description	Unit	Estimated Qty.	Tenderer's Qty.	Rate	Amount
042	SERVICES					
043	<u>Notes</u>					
044	- Refer to HKS drawings for electrical / lighting.					
045	- All rates to include compaction of trenches including bedding and backfill.					
046	- All rates to include disposal of excavated trench material.					
047	<u>Electrical, comms, and lighting</u>					
048	Installation of sports lighting system as per HKS documentation	Item	1		\$- 108,836	\$-
049	Relocation of communication pit	Item	1		\$- 16,850	\$-
050	SUBTOTAL SERVICES					\$- 125,686

Line	Description	Unit	Estimated Qty.	Tenderer's Qty.	Rate	Amount
051	PAVEMENTS and NATURAL TURF					
052	<u>Notes</u>					
053	- Refer to SPORTENG drawings F200, F600, and F650.					
054	- All works undertaken in accordance with section 1500, 1600, 1700 and 6000 of the specification.					
055	- All rates to include survey and compaction verification of each layer as per the specification.					
056	- All volumes are unbulked (i.e. solid). Contractor to make appropriate allowances					

057 <u>Concrete kerbs and miscellaneous in-situ concrete works</u>							
058	Concrete kerb ≤ 300 mm wide	m	183		\$- 11 895	\$-	
059 <u>Acrylic asphalt pavement</u>							
060	Multi-layered acrylic sports surface	m ²	1,648	x 26	\$- 37904	\$-	
061	30mm thick 7mm nom. size dense graded asphalt	m ²	1,648		\$- 51,846.08	\$-	
062	CRB basecourse (20mm nom. size)	m ³	500	x 28	\$- 75,836.75	\$-	
063	Supply and install geotextile	m ²	1,648		\$- 3 500	\$-	
064 <u>Asphalt pavement profile</u>							
065	30mm thick 7mm nom. size dense graded asphalt	m ²	63		\$- 1981.98	\$-	
066	CRB basecourse (20mm nom. size)	m ³	10		\$- 1378.35	\$-	
067 <u>Crushed rock pavement</u>							
068	CRB basecourse (20mm nom. size)	m ³	35		\$- 4025.97	\$-	
069	SUBTOTAL PAVEMENTS and NATURAL TURF						\$-

189,168.63

Line	Description	Unit	Estimated Qty.	Tenderer's Qty.	Rate	Amount	
070 FENCING, EQUIPMENT, AND MISC.							
071	- Refer to SPORTENG drawing F200 for equipment list and fencing layout, F700 series for fencing.						
072	- All works undertaken in accordance with sections 8000 and 9650 of the specification.						
073	- All rates are to include operations and maintenance manuals.						
074 <u>Fencing / netting</u>							
075	1.05m chain link fence	m	44		\$- 13 870	\$-	
076	1.8m chain link fence	m	102		\$- 32, 935	\$-	
077	1.35m-wide pedestrian access gate including footings and disposal of excess soil	Item	1		\$- 780	\$-	
078	<u>Sports equipment</u>						\$- 47,555

079	Reversible netball/basketball tower	Item	4	\$-36,000	\$-
080	<u>Shelters</u>				
081	Players shelter	Item	2	\$- 13,400	\$-
082	<u>Other</u>				
083	Acrylic court linemarking	Court	2	\$- 47,775	\$-
084	SUBTOTAL FENCING, EQUIPMENT, AND MISC.			\$ 97,175	\$-



QUAIRADING CRITERIA

(A) Two similar projects completed in country WA include design and construct 3 tennis courts and 1 combination basketball/netball/tennis with lighting in the townsite of Trayning for the Trayning Shire Council. Reference from CEO. Leanne Parola phone: 0428 831 035.

Similarly, two netball/basketball courts were completed for the Morawa Shire Council at the recreation complex in the townsite of Morawa. Lighting was also installed with 4 towers similar to the towers in Quairading.

(B) Dilapidation survey will be carried out first, then demolition activities completed. Set out survey then initiated with line and level pegs and recovery pegs. Work area then delineated. Remove asphalt and stockpile. Trim to line and level, then compact to 98%. Install Bidia\im green geo fabric. Import road base, trim to line and level. Dig out install drainage channels and well. Install well then setup form work, to line and level, and pour concrete channel. Install fence posts to line and level. Then construct kerb around and between posts.

Next install drainage. Manhole to line and level. Form up grated drain from manhole to upstream end. Water test finished base course and rectify bumps and hollows. Install fence mesh and stitch.

Then supply lay asphalt to line and level. Water test for bumps and hollows. Install shelters, then use corrector to rectify any hollows and paint. Line mark as required.

(C) Road Contractors Pty Ltd was established in 1998 with Rohan Howard as Director and major shareholder. Some notable Contracts completed include Surfers Point Margaret River access roads and car parks and construction and refurbishment of 126 tennis, netball, basketball courts.

(ii) The team that will be involved in Quairading project are:

Rohan Howard, Supervisor, Plant Operator, Labourer.

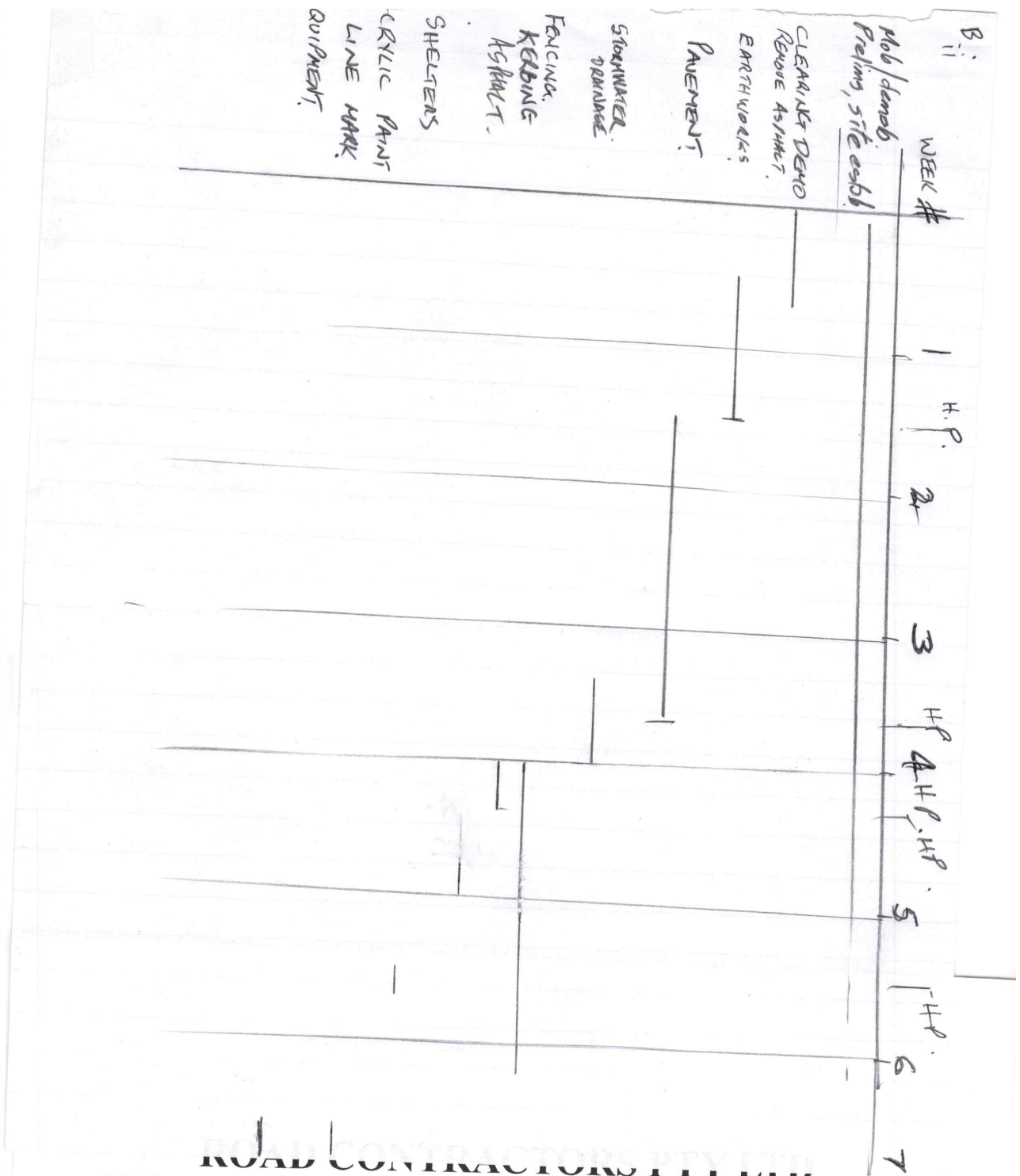
Ed Olkowski, Plant Operator, Fencing labourer, Truck Driver.

John Whittle, Plant Operator, Fencing labourer, Labourer.

(iii) Equipment used include: 2 x Positrac Bobcats with grading and auger attachments, 2 x Combo Compaction rollers, Tiptruck.

(iv) After hours contact is Rohan Howard 0418 902 276. Road Contractors Pty Ltd also does work with Bouvar Earthmoving Pty Ltd who would step in if needed.

Contact Mark Bennett phone: 0429 195 532.



ROAD CONTRACTORS PTY LTD

ABN: 18 087 324 785

RELEVANT EXPERIENCE

Road Contractors Pty Ltd have successfully completed...

ROAD CONTRACTORS PTY LTD

ENVIRONMENTAL POLICY

Road Contractors Pty Ltd understands that care of the environment is an essential part of conducting its business operations.

Road Contractors Pty Ltd is committed to continuous improvement in our business operations in order to protect the environment, in accordance with the requirements of the law, our clients, and expectations of the general community.

In applying this Policy, Road Contractors Pty Ltd activities shall be controlled by the following principles:

- Road Contractors Pty Ltd shall abide by all relevant laws, Acts, regulations and standards. Road Contractors Pty Ltd shall plan, develop, implement and monitor relevant procedures and standards to minimise any unfavourable environmental impact that may result from our business.
- Our employees shall be encouraged to develop a sense of responsibility for the protection of the environment.
- We will ensure that our employees are informed of our policy and are aware of their environmental responsibilities in relation to the Road Contractors Pty Ltd business activities.

Director:

Date:

SAFETY MANAGEMENT PLAN – ROAD CONTRACTORS PTY LTD

INTRODUCTION

Road Contractors Pty Ltd, is committed to Occupational Safety and Health. We believe that having sound OSH systems in place is good business practice.

The Occupational Safety and Health Policy, plan and procedures have been developed with the aim of providing and maintaining a safe work environment for all our employees and clients.

This Safety Management Plan introduction describes the policies and procedures that we will use to implement Occupational Safety and Health at our various sites and locations.

We are totally committed to Occupational Safety and Health. We will ensure that we comply with all OSH Legislative requirements, and our Safety procedures.

This Plan is intended as a practical document for reference by management, employees to understand and achieve our company safety objectives.

OUR COMPANY OSH OBJECTIVES

Road Contractos Pty Ltd aim to:

- Provide and maintain a safe work environment and systems of work.
- Identify and manage the risks to our employee's and encourage behaviour that reduces accidents/injury in the workplace.

OUR OCCUPATIONAL SAFETY AND HEALTH POLICY

- is signed-off by Management
- outlines strong and active commitment from our Management
- will be reviewed annually; and
- explains the responsibilities of all employees within our Company.

SAFETY MANAGEMENT PLAN

Page: 2

OUR OSH MANAGEMENT PLAN

The company Occupational/Safety and Health Management Plan has been designed;

- with input from all staff;
- as a guideline for our work processes;
- to ensure we comply with the relevant legislative OSH requirements;
- to ensure that we comply to relevant Australian Standards, Codes of Practice and Guidance Notes; and
- in line with AS/NZS 4801: "Risk Mangement" and "Occupational Safety and Health Management Systems".

OUR CONSULTATION PROCESS

Consultation with all parties is the key to successful management. We believe in working closely with both our clients and employees. Our aim is to continually improve communication with our employees and increase the OSH awareness at all levels in our own organisation.

Road Contractors Pty Ltd believes having a shared vision and common goals can improve Occupational Safety and Health performance.

We believe this approach will provide the management and employees of Road Contractors Pty Ltd the opportunity to work together to improve safety and health.

To promote consultation and communication, the following will be undertaken;

- Road Contractors Pty Ltd management will conduct regular safety performance reviews;
- Our Safety Consultants and Supervisors will conduct regular safety and toolbox meetings;
- Newsletters and Pamphlets will be developed to assist in keeping all employees informed of Road Contractors Pty Ltd Safety performance and any changes or improvements to our Safety Management System.
- All employees will be introduced to site Safety Health Representatives, where applicable; and
- Road Contractors Pty Ltd Management will address all safety issues raised by employees. A nominated person will be given responsibility to follow up any outstanding issues and to undertake agreed actions.

SAFETY MANAGEMENT PLAN

Page: 4

INDUCTION TRAINING

A comprehensive Safety Induction is provided for all new employees.

Road Contractors Pty Ltd supports the induction process as a way of familiarising employees in site-specific risks and procedures. Our Supervisors induct all Road Contractors Pty Ltd employees in site-specific risks and procedures.

As part of the induction process, Road Contractors Pty Ltd issues the Safety Management Plan to all employees. The site Supervisor explains all relevant company specific safety information to ensure all employees understand the company requirements. All employees sign an Induction Verification Form, stating that they have received and understood the induction-training program; these records are kept on the employees file. Inductions are reviewed on a 6 monthly basis.

INJURY MANAGEMENT & REHABILITATION PROCESS

Road Contractors Pty Ltd believes providing suitable Injury Management/Rehabilitation assistance is essential to enable a quick and productive return to pre-injury duties once an injury has occurred.

It is important to our company that all injuries are managed properly. We aim to ensure that our employees understand their value to us, and the benefits of an early return to productive work.

An Injury Management Policy and process has been developed for the company.

COMPANY SYSTEM AUDITS

The aim of auditing our systems is to identify deviations from the policies and procedures.

To correct any deviation it may require changes to the policies and procedures and discussion between employees and management on new systems and procedures.

Quarterly compliance audits are conducted by an independent Safety Consultancy to ensure strict compliance to environmental/site issues and recommendations for ongoing improvements are discussed with the Senior Management Team.

An annual audit will be completed to measure compliance with Road Contractors Pty Ltd policies and procedures.

An external consultant will conduct the audit.

The audit will include:

- examination of all OSH documents;

SAFETY MANAGEMENT PLAN

Page: 5

- inspection of each workplace, where applicable; and
- discussion with various parties.

OSH OBJECTIVE STATEMENT

Road Contractors Pty Ltd is committed to Occupational Safety and Health as good business practice.

The Occupational Safety and Health policy, plan and procedures have been developed with the aim of providing and maintaining a safe work environment for our staff and employees.

Effective safety and health management, along with productivity and quality, is a critical factor in the overall efficiency of our Company.

Safety is not an issue for management alone. It requires active involvement, commitment and cooperation of all parties working together to create a safe and healthy working environment.

Occupational Safety and Health Legislation imposes a "Duty of Care" on all employers, employees, and self-employed persons, persons who have control of a work place, principal contractors, Managers, manufacturers and suppliers.

This "Duty of Care" is to ensure that as far as is practicable, all hazards and associated risks are identified, assessed and controlled.

Road Contractors Pty Ltd recognises that legislative compliance is the minimum performance standard we will operate under.

WORKPLACE BEHAVIOUR STANDARD

Road Contractors Pty Ltd believes the manner in which you conduct yourself while working is very important to our business, your continued employment and safety of yourself and your co-workers.

Road Contractors Pty Ltd will not tolerate the following conduct;

- working under the influence of alcohol or other drugs;
- horseplay or fighting while at work;
- theft of the Company's, or any other property or equipment;
- wilful damage or destruction of the Company's, or any other property or equipment;



Mandurah Insurance Brokers Pty Ltd trading as
Integra Insurance Brokers
286 Pinjarra Road Mandurah WA 6210
t: (08) 95355211 f: (08) 9581 5042
e: admin@integraib.com.au <mailto:admin@integraib.com.au>
ABN: 65 009 358 856
Australian Financial Services License No: 235756

Attention: Annette Howard

CERTIFICATE OF INSURANCE

From: Dianne Hunt

We hereby confirm that we have arranged the insurance cover mentioned below:

Road Contractors Pty Ltd
PO Box 759
MANDURAH WA 6210

Date: 21/06/2024
Our Reference: ROADCONT
RENEWAL

Page 1 of 3

Class of Policy: Industrial Special Plant
Insurer: QBE Insurance (Australia) Ltd
Level 5, 95 William St, Perth
The Insured: As Per Schedule
ABN: 78 003 191 035

Policy No: 16TI016032ISP
Invoice No: 123873
Period of Cover:
From 30/06/2024
to 30/06/2025 at 4:00 pm

Details:

See attached schedule for a description of the risk insured

IMPORTANT INFORMATION

The Proposal/Declaration:

- is to be received and accepted by the Insurer
has been received and accepted by the Insurer

The total premium as at the above date is:

- to be paid by the Insured
part paid by the Insured
paid in full by the Insured
paid by monthly direct debit

Premium Funding

- This policy is premium funded

Schedule of Insurance

Page 2 of 3

Class of Policy: Industrial Special Plant	Policy No: 16TI016032ISP
The Insured: As Per Schedule	Invoice No: 123873
	Our Ref: ROADCONT

=====
INDUSTRIAL SPECIAL PLANT
 =====

Insured : ROHAN HOWARD & ROAD CONTRACTORS PTY LTD.

Business Description : EARTHMOVING CONTRACTOR & CIVIL WORKS (ROAD CONSTRUCTION & REPAIR INCLUDING ASPHALTING) AND DRAINAGE, PREDOMINANTLY SPORTING COURTS & CAR PARKS
 - Section 1 to 6 : Anywhere in Australia
 - Section 7 : Worldwide excluding North America

=====
INSURER
 =====

QBE Insurance (Australia) Limited
 ABN 78 003 191 035
 AFS Licence No. 239545 of Level 5, 2 Park Street Sydney

=====
Section 1 - Damage
 =====

Sum Insured : \$130,880
 Limit Any One Loss : \$130,880

POL - POLICY WORDING VERSION
 Policy Wording Applicable QM2003-1123

=====
Section 6 - Road Risk
 =====

Sum Insured : \$20,000,000
 Excess : \$1,000
 Dangerous Goods Limit : \$1,000,000

=====
ITEMS COVERED BY THIS SECTION
 =====

2, 3,4,5

=====
Section 7 - Broadform Liability
 =====

Sum Insured (Public Liability) : \$20,000,000
 any one Occurrence
 Sum Insured (Products Liability) : \$20,000,000
 any one Occurrence and in the aggregate any one Period of Insurance
 Property In Your Physical or Legal Control : \$250,000

=====
MASTER SCHEDULE OF MACHINES
 =====

Item Number : 2
 Make : TEREX PT-60 POSI TRACK LOADER
 Year : 2011
 Registration Number : 1DRA018
 Eng / Ser Number : DTE02863
 Cover Basis : Third Party Only

Schedule of Insurance

Page 3 of 3

Class of Policy: Industrial Special Plant	Policy No: 16TI016032ISP
The Insured: As Per Schedule	Invoice No: 123873
	Our Ref: ROADCONT

Item Number : 3
 Make : IVECO CURSOR OVER 20 TONNE CAB WATER TANKER TRUCK
 Year : 2012
 Registration Number : 1DGR259
 Eng / Ser Number : TBA
 Sum Insured : \$20,000
 Cover Basis : Third Party Only

Item Number : 4
 Make : MACK PRIME MOVER
 Year : 2001
 Registration Number : WA22497
 Eng / Ser Number : TBA
 Sum Insured : \$40,000
 Cover Basis : Market Value Plus

Item Number : 5
 Make : TRIAXLE TRAILER
 Year : 1987
 Registration Number : 1TMM790
 Eng / Ser Number : TBA
 Cover Basis : Third Party Only

Item Number : 7
 Make : Terex Posi-Track Loader PT60 Incl 68" round bar rake bucket
 Year : 2013
 Registration Number : Unregistered
 Eng / Ser Number : ASVPT060E3WS03484
 Sum Insured : \$50,000
 Cover Basis : Market Value Plus

Item Number : 8
 Make : Hitachi ZX17U-5A Mini Excavator including attachments
 Year : 2023
 Registration Number : Unregistered
 Chassis Number : HCMABA90T00028342
 Eng Number : X5104
 Sum Insured : \$40,880
 Cover Basis : Market Value Plus
 Interested Party : Marubeni Australia Ltd



Mandurah Insurance Brokers Pty Ltd trading as
Integra Insurance Brokers

286 Pinjarra Road Mandurah WA 6210
t: (08) 95355211 f: (08) 9581 5042
e: admin@integraib.com.au <mailto:admin@integraib.com.au>
ABN: 65 009 358 856
Australian Financial Services License No: 235756

Attention: Annette Howard

From: Dianne Hunt

We hereby confirm that we have arranged the insurance cover mentioned below:

Road Contractors Pty Ltd
PO Box 759
MANDURAH WA 6210

**CERTIFICATE OF
INSURANCE**

Date: 21/06/2024
Our Reference: ROADCONT
NEW POLICY

Page 1 of 2

Class of Policy: Workers' Compensation Insurance
Insurer: CGU Insurance
46 Colin St, West Perth WA 6005
ABN: 11 000 016 722
The Insured: Road Contractors Pty Ltd

Policy No: O/24-6765
Invoice No: 123282
Period of Cover:
From 30/06/2024
to 30/06/2025 at 4:00 pm

Details:

See attached schedule for a description of the risk insured

IMPORTANT INFORMATION

The Proposal/Declaration:

- is to be received and accepted by the Insurer
- has been received and accepted by the Insurer

The total premium as at the above date is:

- to be paid by the Insured
- part paid by the Insured
- paid in full by the Insured
- paid by monthly direct debit

Premium Funding

- This policy is premium funded

Schedule of Insurance

Page 2 of 2

Class of Policy: Workers' Compensation Insurance	Policy No: O/24-6765
The Insured: Road Contractors Pty Ltd	Invoice No: 123282
	Our Ref: ROADCONT

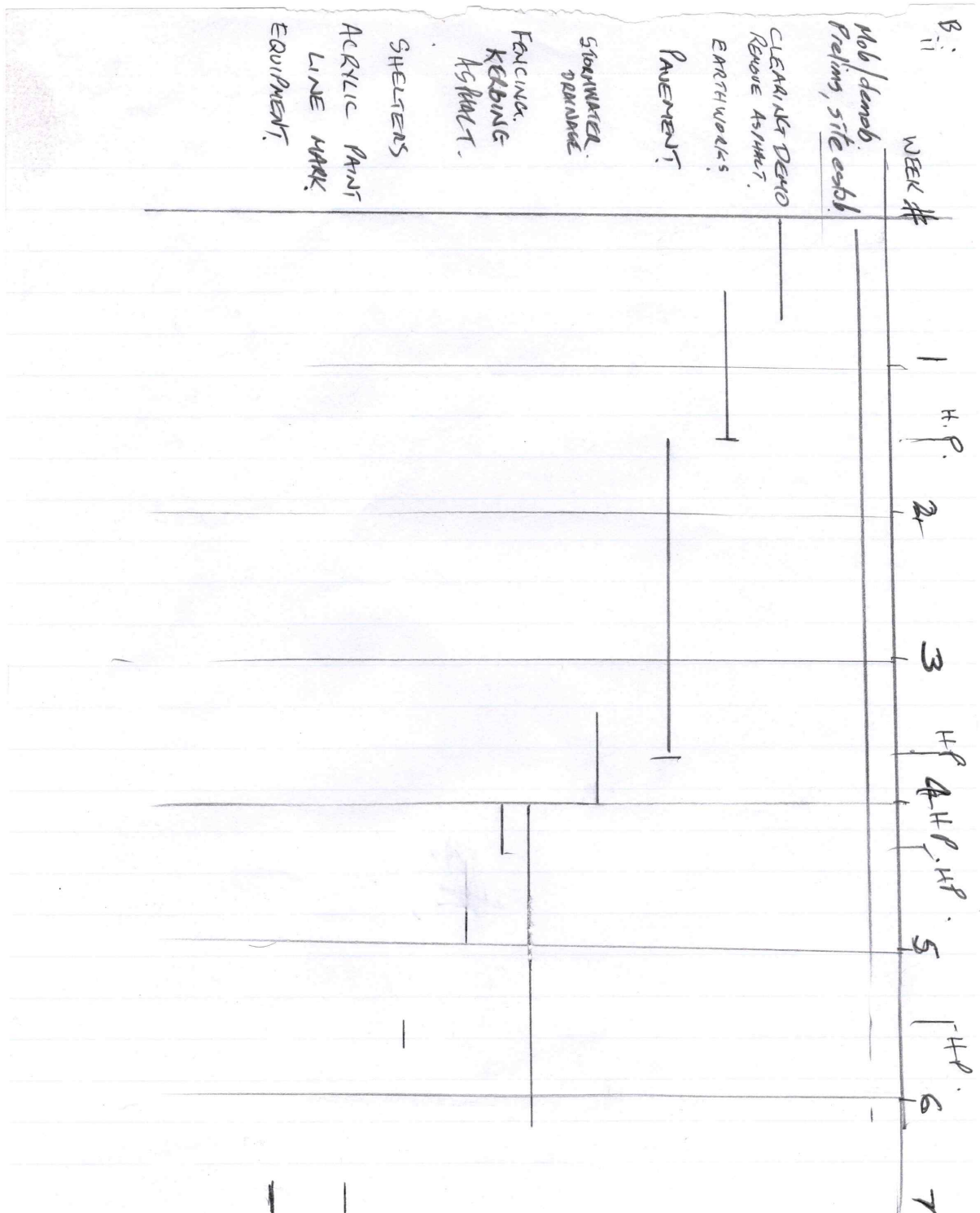
EMPLOYERS' INDEMNITY INSURANCE

INSURED: Road Contractors Pty Ltd
LOCATION: 65 TIMS THICKET RD DAWESVILLE WA 6211
ABN: 18087324785
WCN: WC09608319

Legal liability in respect of injury to employees arising under:-

- 1) Workers Compensation Act
- 2) Fatal Accidents Act
- 3) Law Reform (Miscellaneous Provisions) Act
- 4) Law Reform (Contributory negligence and tortfeasors contribution) Act.
and at Common Law

Common Law Limit of Indemnity: \$50,000,000



Date
Revision



BILL OF QUANTITIES

Company:	Date completed:
Sports Surfaces	10/12/2024

NOTES

- 1 Quantities supplied in this Bill of Quantities are for information only (FIO), unless otherwise stipulated in the Contract.
- 2 All quantities are provided as estimates only. The Tenderer shall verify and enter their own quantity in the 'Tenderer's Qty.' column.
- 3 If the Bill of Quantities forms part of the Contract, for all intents and purposes the 'Tenderer's Qty.' is the final contract quantity.
- 4 Variations to the contract will not be considered if 'Tenderer's Qty.' is left blank.

Category Sub-totals	Amount
CONSTRUCTION PRELIMINARIES	\$ 21,808
SITE CLEARING and BULK EARTHWORKS	\$ 62,998
STORMWATER DRAINAGE	\$ 45,751
SERVICES	\$ 132,510
PAVEMENTS and NATURAL TURF	\$ 207,150
FENCING, EQUIPMENT, AND MISC.	\$ 73,080
(A) Sub-total All Categories (excl. GST)	\$ 543,297

Optional Items	Unit	Estimated Qty.	Tenderer's Qty.	Rate	Amount
i (none)					
(B) Sub-total Optional Items (excl. GST)					\$ -



(C) **Grand Total including Optional Items (excl. GST)** \$ 543,297.15
(A) + (B)

Line	Description	Unit	Estimated Qty.	Tenderer's Qty.	Rate	Amount
001	<u>CONSTRUCTION PRELIMINARIES</u>					
002	Construction preliminaries inclusive of:	Item	1	1	\$ 21,808.00	\$ 21,808
003	Engagement of licensed surveyor for set-out and verification surveys.					
004	Engagement of building surveyor for building permit(s) as applicable.				N/A	
005	Engagement of authorised sports testing and certification organisation(s), as specified.				N/A	
006	Site establishment including temporary fencing, erosion controls, water quality controls, signage, tree protection, construction site access, dilapidation surveys, and the like.					
007	Provision of Construction Management Plan, Environmental Management Plan, Workplace Health and Safety Plan, and any other compliance documentation.					
008	Traffic management, as necessary.				N/A	
009	Quality systems documentation, including ITPs, Hold Point and Milestone submissions, and the like.					
010	Production of "As-Constructed" drawings.					
011	Any other preliminaries including insurances, dis-establishment, defect rectification, and the like.					
012	SUBTOTAL CONSTRUCTION PRELIMINARIES					\$ 21,808

Line	Description	Unit	Estimated Qty.	Tenderer's Qty.	Rate	Amount
013	<u>SITE CLEARING and BULK EARTHWORKS</u>					
014	<u>Notes</u>					
015	- Refer to SPORTENG drawings F100 and F150					
016	- All works undertaken in accordance with section 600 of the specification					
017	- All volumes are unbulked (i.e. solid). Contractor to make appropriate allowances					
018	<u>Clearing</u>					
019	Light pole and footing to be removed and disposed off-site	Item	4	4	\$ 4,500.00	\$ 18,000
020	Remove fence and footings	m	82	82	\$ 73.20	\$ 6,002
021	Remove asphalt pavement and dispose off-site	m ²	23	23	\$ 140.00	\$ 3,220



022	<u>Bulk Earthworks</u>				\$	-	
023	Natural ground to be ripped to a depth of 150mm, compacted and moisture conditioned	m ²	832	832	\$	28.00	\$ 23,296
024	<u>Subgrade preparation</u>				\$	-	
025	Prepare final subgrade (final trim)	m ²	832	832	\$	15.00	\$ 12,480
026	SUBTOTAL SITE CLEARING and BULK EARTHWORKS				\$	-	\$ 62,998

Line	Description	Unit	Estimated Qty.	Tenderer's Qty.	Rate	Amount
027	<u>STORMWATER DRAINAGE</u>					
028	<u>Notes</u>					
029	- Refer to SPORTENG F300 drawing series.					
030	- All works undertaken in accordance with section 900 and/or 910 of the specification.					
031	- All rates to include bedding, embedment materials and backfill.					
032	- All rates to include disposal of excavated material.					
033	<u>Stormwater pipes</u>					
034	DN300 RCP (Class 4)	m	15	15	\$ 400.00	\$ 6,000
035	<u>Stormwater pits</u>					
036	Grated pit, length/width 600 to 900mm	Item	1	1	\$ 4,000.00	\$ 4,000
037	<u>Grated trench drains</u>					
038	Trench drain, 200mm wide, class B grate	m	44	44	\$ 710.25	\$ 31,251
039	<u>Concrete headwalls</u>					
040	Concrete headwall outlet including riprap pad for pipe ≤450mm dia.	Item	1	1	\$ 4,500.00	\$ 4,500
041	SUBTOTAL STORMWATER DRAINAGE					\$ 45,751

Line	Description	Unit	Estimated Qty.	Tenderer's Qty.	Rate	Amount
042	<u>SERVICES</u>					
043	<u>Notes</u>					
044	- Refer to HKS drawings for electrical / lighting.					



045 - All rates to include compaction of trenches including bedding and backfill.

046 - All rates to include disposal of excavated trench material.

047 Electrical, comms, and lighting - BUDGET TOTAL \$ 132,510.00

048 Installation of sports lighting system as per HKS documentation Item 1 \$ - \$ -

049 Relocation of communication pit Item 1 \$ - \$ -

050 **SUBTOTAL SERVICES** \$ **132,510**

Line	Description	Unit	Estimated Qty.	Tenderer's Qty.	Rate	Amount
------	-------------	------	----------------	-----------------	------	--------

051 **PAVEMENTS and NATURAL TURF**

052 Notes

053 - Refer to SPORTENG drawings F200, F600, and F650.

054 - All works undertaken in accordance with section 1500, 1600, 1700 and 6000 of the specification.

055 - All rates to include survey and compaction verification of each layer as per the specification.

056 - All volumes are unbulked (i.e. solid). Contractor to make appropriate allowances

057 Concrete kerbs and miscellaneous in-situ concrete works

058 Concrete kerb ≤ 300 mm wide m 183 183 \$ 105.00 \$ 19,215

059 Acrylic asphalt pavement

060 Multi-layered acrylic sports surface inclusive of lines m² 1,648 \$ - \$ 34,375

061 30mm thick 7mm nom. size dense graded asphalt m² 1,648 1648 \$ 48.75 \$ 80,340

062 CRB basecourse (20mm nom. size) m³ 500 500 \$ 92.00 \$ 46,000

063 Supply and install geotextile m² 1,648 1648 \$ 12.00 \$ 19,776

064 Asphalt pavement profile

065 30mm thick 7mm nom. size dense graded asphalt m² 63 63 \$ 48.75 \$ 3,071

066 CRB basecourse (20mm nom. size) m³ 10 10 \$ 92.50 \$ 925

067 Crushed rock pavement

068 CRB basecourse (20mm nom. size) m³ 35 35 \$ 98.50 \$ 3,448

069 **SUBTOTAL PAVEMENTS and NATURAL TURF** \$ **207,150**



Line	Description	Unit	Estimated Qty.	Tenderer's Qty.	Rate	Amount
070	<u>FENCING, EQUIPMENT, AND MISC.</u>					
071	- Refer to SPORTENG drawing F200 for equipment list and fencing layout, F700 series for fencing.					
072	- All works undertaken in accordance with sections 8000 and 9650 of the specification.					
073	- All rates are to include operations and maintenance manuals.					
074	<u>Fencing / netting Total</u>					\$ 44,100.00
075	1.05m chain link fence	m	44		\$ -	\$ -
076	1.8m chain link fence	m	102		\$ -	\$ -
077	1.35m-wide pedestrian access gate including footings and disposal of excess soil	Item	1		\$ -	\$ -
078	<u>Sports equipment</u>					
079	Reversible netball/basketball tower	Item	4		\$ -	\$ 28,980
080	<u>Shelters</u>					
081	Players shelter	Item	2		\$ -	\$ -
082	<u>Other</u>					
083	Acrylic court linemarking - as above	Court	2		\$ -	\$ -
084	SUBTOTAL FENCING, EQUIPMENT, AND MISC.					\$ 73,080





Quairading Sports Courts
LtQ9667E





Tel: 8 9244 2299
 Fax: (61) 8 9244 1709
 Email: enquiries@sportssurfaces.com.au
 Post: PO Box 2575 Clarkson WA 6030
 ABN: 58 521 861 188
www.sportssurfaces.com.au

To:	Chloe Nella	From:	Clive Peckham
Location:	Quairading Sports Courts	Date:	10th December 2024
Email:	chloe.nella@quairading.wa.gov.au	Subject:	Reconstruction of Sports Courts

The contents of this quote are intended for the persons / Company it is addressed to. It may contain legally confidential and privileged information. If this quote is received in error, please call this office immediately to advise us of the mistake. We would appreciate your co-operation in this matter.

Ref: LtQ9667E

Dear Chloe

Sports Surfaces is pleased to provide the following quotation for the reconstruction of the sports courts at Quairading for your consideration.

Sports Surfaces

Sports Surfaces is an accredited agent of Synergy in Turf authorised to offer their products.

Sports Surfaces is the sole agent in Western Australia for all **Plexipave Products**. We have laid the **Plexipave Pure Acrylic Surfacing Systems** on more than 5,000 playing surfaces throughout WA. **Plexipave/Plexicushion** was also selected as the preferred surface on thirteen courts at the

WA State Tennis Centre, at the **1996 Atlanta Olympic Games** and was selected as the **Australian Open Series** surface. It has also been installed at the indoor and outdoor **Hopman Cup** courts at Burswood and more recently at the Perth Arena.

Sports Surfaces is now an agent for Rebound Ace in Western Australia.

Sports Surfaces are a member of **Sports & Play Industry Association Limited**

Clive Peckham has been involved in the sports industry with an excellent reputation for over 39 years; he is highly experienced at national and international level with an excellent track record of installing Multi Sports Surfaces in Australia, the UK and Globally.

- Training and leadership of staff in the installation of all aspects of the **Plexipave** systems and Health and Safety requirements set by the Government.
- Designing and the building of **Plexipave** and Har-Tru clay tennis facilities including courts constructed at **Wimbledon Lawn Tennis Club**.
- Design and install synthetic turf tennis courts, soccer pitches and cricket wickets.

This quotation is based on the understanding that: -

- The works are to be carried out during favourable weather conditions.
- There is clear and unimpeded access for the delivery of materials and equipment to site.
- Clear access for the delivery of all materials and equipment to site is to be provided close to the court entrances.
- No security fencing has been allowed for.
- No hard digging has been considered.

N.B. No allowance has been made for the following: -

- A dilapidation report on any immediate structures or, surrounding buildings, which may be affected by the use of earthmoving and compaction equipment necessary in carrying out/performing the required construction of the intended facility.
- Accept any responsibility for any collateral damage in the use of the equipment as noted above.
- Any hard digging or rock excavation, or any site excavation or building permits.
- Safety / construction barriers or road traffic management outside of the immediate grounds.
- Re-instating any areas and or kerbs, which allow access to the proposed work area.
- Any ‘As Constructed Drawings’. If required, we would recommend a contingency sum be allowed.
- Any local government fees or applications for the works presented.
- To remove or trim any trees or hedges that may be on the area of works.

Scope of Works – Earthworks ~1648m²

- Remove light poles and dispose from site.
- Remove fencing and footings.
- Remove asphalt pavement and dispose from site.
- Natural ground to be ripped to a depth of 150mm, compacted and moisture conditioned.
- Trim and compact subgrade to a minimum of 7 blows/300mm on a PSP.
- Install DN300 RCP pipework.
- Grated trench drain Class B grate.
- Concrete headwall outlet including riprap pad for pipe.
- Install 300mm wide concrete kerb approximately 183m.
- Supply and lay 30mm compacted thickness AC 7/50 asphalt.
- CRB basecourse (20mm nom. size)
- Supply and install geotextile.
- 30mm thick 7mm nom. Size dense graded asphalt 63m².
- CRB basecourse (20mm nom. Size) 10m³.
- CRB basecourse (20mm nom.size) 35m³

\$348,830.00

Notes: Not included in cost

- **Base inspection**
- **Detailed Excavations**
- **Excavation of rock**
- **Service disconnection**
- **Service location and Protection**
- **Testing**
- **Road management**
- **No nuclear testing has been allowed for**

New Court Furniture

- Supply and install 4 combination basketball/netball towers complete with 2.4m arms made from 140mm DIA galvanised pipe and H/D rings.

\$28,980.00

Fencing

- Supply and install 146m 3000mm (H) galvanized top/bottom rail, PVC black chain wire tennis court fencing.
- 45mm PVC chain wire diamonds.
- 80nb medium gauge ends/corners/gate posts.
- 40nb medium gauge intermediate posts.
- 32nb rails.
- 50mm galvanized chain wire with 2.5mm gauge
- 2 single leaf pedestrian gates suit 1340mm opening x 2100mm (H).
- 1 x full height dual leaf swing gate to suit 3000mm opening.

\$44,100.00

Scope of Works – Surfacing of Court ~ 1648m²

- Blow down courts in preparation for the *Plexipave* surface.
- Supply and lay a two tone three coat, *Plexipave* Pure Acrylic Surface System (Tier 1 product) comprising one coat of *Plexipave* Acrylic Resurfacer (base coat) and two coats of *Acrylotex* Finish in selected colours.
- Line mark by hand, with compatible textured *Plexicolor* two netball and two basketball courts, including line sealer.

\$34,375.00

Scope of Works – Lights - (Please Note this is only a budget as waiting on costings)

- Supply and install 4 x 12m break-back swing lighting poles with engineered footing (hot dipped galvanised)
- Supply and install 4 x 640W ELA High Efficiency LED Lighting fittings
- Provide all underground conduits and wiring including switchboard.
- Provide final commissioning and verification of lux levels compliant to AS2560.
- All switching (Final location to be determined).

\$132,510.00

No hard digging has been allowed for, client to supply survey points and survey site. Underground services are the responsibility of the client.

GST

An additional 10% GST is applicable on the above-mentioned prices.

Warranty

The three-coat Acrylotex Paving System carries a five-year warranty in respect to materials subject to fair wear and tear and a one-year warranty in respect of workmanship.

The warranty offered will not cover cracks that may appear in the acrylic surface that emanate from sub-surface or base movement or differential cracking that may occur.

The life expectancy of any acrylic surface system depends on the amount of usage i.e. wear and tear, together with the type of maintenance and care the court receives. It can be expected that our acrylic systems would have an approximate life expectancy of 7-10 years.

Aside from the UV stability of the product, the life expectancy of any acrylic surface system is equally dependent on the amount of usage the facility is subject to. i.e., whether the surface is subject to one or twenty sessions a week.

Product Profile

Acrylotex is a unique durable acrylic coating that provides what is considered to be an optimum surface texture for basketball and netball players. It has also been adapted as an ideal surface for non-skid surfaces such as pedestrian walkways, median strips and medium-use traffic areas.

This product has been installed at many netball courts including Matthews Netball Club

Should you require any further information please call this office on 08 9244 2299 (our ref: LtQ9667E).

Regards,

Clive Peckham



From: Michael Cole <ceo@morawa.wa.gov.au>
Sent: Wednesday, 5 February 2025 4:21 PM
To: Chloe Nella <chloe.nella@quairading.wa.gov.au>
Subject: RE: Netball Courts - seeking reference

Hi Chloe

The project was before my time. We have had some issues with the final surface but feedback I have suggests it the clay soil we have under the surface rather than the work. Glenn Flood has been our go to person for following up repairs and may be best to give you feedback on this contractor.

Kind regards,

Michael Cole

Chief Executive Officer

Shire of Morawa



The Shire acknowledges the traditional custodians, the Yamatji people, and recognises the contribution working together for the future of Morawa.

From: John Merrick <ceo@trayning.wa.gov.au>
Sent: Wednesday, 5 February 2025 1:50 PM
To: Chloe Nella <chloe.nella@quairading.wa.gov.au>
Subject: RE: Netball Courts - seeking reference

Hello Chloe,

The Trayning community reports that the outside courts are functioning well.

I have not heard of a single complaint about either the workmanship or the durability of the surface.

Kind regards,



John Merrick
Acting Chief Executive Officer

☎ 08 9683 1001 | 📠 0428 831 035

✉ ceo@trayning.wa.gov.au


🕒 Working Hours: Mon-Fri, 8:30am - 4:00pm

📍 [Railway Street, PO Box 95, Trayning, WA, 6488](#)

🌐 www.trayning.wa.gov.au

📘 [Visit us on Facebook](#)

14.2 Update on Works & Services Programme

- Responsible Officer** Natalie Ness, Chief Executive Officer
- Reporting Officer** Sarah Caporn, Executive Manager, Works & Services
- Attachments** 1. Current Expenditure - Works & Services, 2025/26 [↓](#) 
- Voting Requirements** Simple Majority
- Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse the current status of the capital works programme completed by the Works & Services team to February 2025.

IN BRIEF

- Road construction continues – summer is the best time to build roads.
- Cricket Nets and Waste Site projects are now completed.
- Cemetery gazebo upgrades are proving difficult.
- A new streetsweeper has arrived for the townsite.

PROJECT UPDATES

Construction:

Regional Road Group: The geotechnical analysis and pavement design concluded that the Shire didn't need to do a gravel overlay on these roads but we did need to push out the drains and extend the shoulders. The staff complete a task known as 'boxing out' which means the grader removes some of the existing material in the shoulder next to the seal to square off a base, so we use physics to our favour and achieve a firm level of compaction. It's much easier to push and compact material into a box shape rather than a bowl.

Basic Roadway Construction Diagram



Road Building 101 - 1_24_17

Old Beverley East Road: Staff have now completed the boxing out and carting of new gravel to widen the shoulders on Old Beverley East Road. Gravel was sourced from Mr Chad Langsford's pit

off the Yoting South Road. We had some troubles with the run of public holidays, plant breakdowns and staff absences but that road is now ready for cement stabilising and contractors due to start with our Shire on Tuesday 4th March.

Bulyee Rd: This is the current location of our road construction. Trucks are carting gravel from the Hammonds Hill pit now owned by the (Darryl) Richards family. There are four culverts that will need extending in the next few weeks but we will be utilising contractors so Shire staff can continue to focus on carting in the gravel. Cement stabilisation is scheduled on this road around 29th March.



Reseals: Preparing Walker St and Dangin Tce will be where Construction staff focus once the RRG gravel carting is completed. Dangin Tce will be deep ripped to remove tree roots from the top 300mm of pavement and the road re-shaped. Walker St will simply need to be cleaned and potholed and it will be ready. The spray seal contract is currently out for tender with bids closing on Tuesday 25th February.

Unsealed Roads – Gravel Resheets: No further updates at this time. Resheets are likely to be completed after the opening rains, around April/May 2025, so the gravel is well conditioned and stick to the road.

Road Condition Survey: Gary Munns and wife Kymm have been travelling each kilometre of road in the Shire for the last fortnight to undertake the three-yearly road condition survey. Their scope involves recording the status and condition of all assets including sealed and unsealed road sections, culverts and drainage infrastructure and signs.

Footpaths: Gary and Kymm will also capture our existing footpaths in the townsite which will be utilised to develop a 10-year Pathways Plan to allow the Shire to apply for the Commonwealth *Active Communities* funding programme. [The Shire of Cunderdin](#) has received over \$870,000 towards improving footpaths and shared recreational pathways in and around their townsite.

Grounds & Gardens:

Oval Irrigation: The oval irrigation has been a major problem in recent weeks with a few of the connections blowing due to pressure causing the whole system to become inoperable. We've developed a work around with one station remaining open for the whole station cycle until we can undertake a proper renewal/repair project. This has become the priority project for our Gardens team capital works for 2025/26. Staff are changing which station remains open for the whole cycle so that sections do not become water logged and sour. Despite some major concern from both staff and community members, what looked dead and crispy a few weeks ago is now coming back to a lush green.

Cricket Nets: This project is now completed. The wire is on the poles, the gates are on and new astroturf is laid. The final step is to mark the new creases and it will be ready for our next premiership winning team.



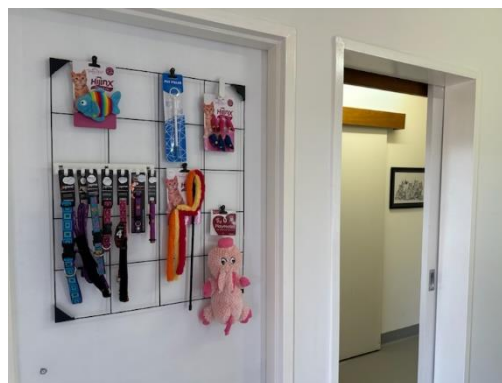
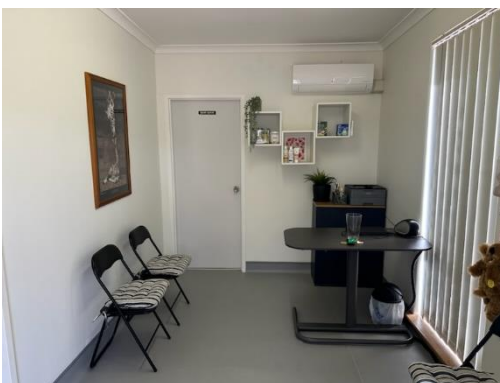
Cemetery: Staff are working hard to find suppliers willing the quote on the gazebo works. The current truss has been bent in such a way that it's impacted the entire structure. We are exploring different roofing shapes but it's likely that this project will also be over the estimated budget allocation with the increased cost of construction materials in recent times. This is the current area of priority for our Supervisor of Grounds and Gardens.

Waste Site: This project is also now complete. The Shire sourced some second-hand non-structural concrete traffic barriers that have been installed as bay dividers for the waste segregations. The Waste Attendant has a mix of skip bins and loose materials to take away with the solid tyred backhoe and feedback suggests the new system is working well. The wider site is now blocked to public access with the new fencing guiding people to the drop zone for their waste. There is also a new battery box which will store a mix of 12 and 24V lead batteries as well as any smaller items such as lithium ion or nickel cadmium which can ignite when disposed of incorrectly. A brochure is almost ready for circulation to the community on how we manage waste within Quairading and what should be taken where.





Vet Clinic: Staff are thrilled to inform Council that the Vet Clinic capital upgrade project is now complete, and the site has been tentatively passed by the Veterinary Practice Board of WA for use by the Heartlands Veterinary from York. There is a reception, two consulting spaces and a small surgery. They have one final hurdle to address regarding a Poisons Permit from the Dept of Health before they can commence trade in Quairading. The former Dental Clinic has received internal painting, new flooring and two new split system air conditioning units. The Shire has supplied some small holding cages while Heartlands have supplied all other furniture and consulting equipment they'll need. It all looks fresh, clean and amazing and both the Shire and Heartlands are keenly awaiting when the service can begin welcoming patients.





Plant Updates: A new street sweeper has arrived in the Shire. After some careful deliberation, staff elected to purchase a 2021 Dulevo 850YE from Brak Pty Ltd. Unfortunately, we undervalued our budget estimates with most sweepers of our required size being over \$130,000 but were fortunate to find this machine as a demo model which reduced the price considerably. It should be ideal for town as it has a large hopper, high strength vacuum and an optional hose/wand. It is also easy to swap out the groups of bristles on the front brushes as they wear, and a box of spares was included on delivery. The sweeper also carries water so can wet down the road or pavement surface as it moves across. It has already made a few laps around the townsite to great excitement.



We have also taken delivery of a new Bomag 15T smooth drum roller. This came in significantly underbudget with a purchase price around \$180,000. After completing an initial evaluation, staff travelled to Perth to test a few different models for their ease of use and likely repair and maintenance needs. Bomag has a great reputation in construction machines and this model was easy to understand and had limited onboard electrics (which we've found is the first and easiest part to fail and most difficult to fix!) We are hoping this machine will be a good fit for Shire work and will serve us well for our road construction needs.



Training Updates: No further updates.

ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The above programmes are currently costed within the 2024/25 Annual Budget with current expenditure as per Attachment 1. Expenditure that currently exceeds the budgeted costs are highlighted in red. Council may also notice that other costs are nearing the forecasted budget. The EMWS is confident to find savings elsewhere to cover these. Council can expect some budget reallocations in future meetings as final project costs become clear.

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. A Service Request Form is available for community members to fill in and request assistance from the Works & Services team. The form is available at the Front Counter and via the Shire’s ‘Contact Us’ page on the website

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 community members and ratepayers.</i>
Health	N/A
Reputation	Medium <i>The Works team has strong visibility within the community and are committed to making sure the Shire is a safe and beautiful place to live and work.</i>
Operations	Medium <i>A well-functioning Works team ensures that Council’s priority tasks and ongoing programme are completed in a timely and value for money method.</i>

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

COMMENT

Nil



**2024/25
WORKS & SERVICES**

YTD Actuals includes issued POs

Updated to 20 February 2025

2024/25 - Construction	GL Code	Total Budget	YTD Actual	Variance
RRG – Qdg Corrigin Reseal SLK 4.30 – 6.23	RRG166B	\$ 105,245.00	\$ 125,760.61	-\$ 20,515.61
RRG – Bulyee Qdg Rd SLK 7.58 – 9.70	RRG002	\$ 554,765.00	\$ 322,214.59	\$ 232,550.41
RRG – Old Beverley East Rd SLK 9.12 – 8.12	RRG006	\$ 244,673.00	\$ 133,711.81	\$ 110,961.19
LRCI – Old Beverley East Rd SLK 8.12 – 7.12	LRC006	\$ 244,649.00	\$ 57,618.88	\$ 187,030.12
WSFN – Dangin Mears Rd <i>Development Funds</i> <i>Total across multiple FY \$132,600</i>	WSF010D	\$ 62,989.75	\$ 11,963.66	\$ 51,026.09

Roads to Recovery	GL Code	Total Budget	YTD Actual	Variance
Dangin Tce, Dangin <i>280m x 10m wide, 7mm aggregate = 2800m² x \$7.20 = \$20,160</i>	R2R169	\$ 22,000.00	\$ -	\$ 22,000.00
Walker St <i>800m x 10m wide, 7mm aggregate = 8000m² x \$7.20 = \$57,600</i>	R2R138	\$ 60,000.00	\$ -	\$ 60,000.00
Qdg Corrigin Rd Reseal SLK 2.93-4.30	R2R166	\$ 140,000.00	\$ -	\$ 140,000.00
Centre line mark 31km		\$ 80,000.00	\$ -	\$ 80,000.00
		\$ 60,000.00	\$ -	\$ 60,000.00
Cubbine Rd, Cubbine SLK 29.42 to 32.00, 2.58km <i>Gravel Resheet, 150mm</i>	R2R005	\$ 83,561.00	\$ -	\$ 83,561.00
Andrews Rd SLK 0.00 to 2.00 <i>Gravel Resheet, 150mm</i>	R2R105	\$ 82,040.50	\$ 6,015.00	\$ 76,025.50
Kellerberrin-Yoting Road SLK 0.00-16.01 <i>Verge Mulch - COMPLETED</i>	R2R164	\$ 90,000.00	\$ 74,784.44	\$ 15,215.56
Hayes Road SLK 0.00 – 14.40 <i>Shoulder Grading - COMPLETED</i>	R2R015	\$ 70,000.00	\$ 30,960.00	\$ 39,040.00
Punch Road - Drainage <i>Pipes to Culvert Boxes</i>	DC143	\$ 20,000.00	\$ -	\$ 20,000.00

2024/25 BUDGET V ACTUALS - WORKS DEPOT
NB: YTD ACTUALS INCLUDES ISSUED POS

Roads to Recovery	GL Code	Total Budget		Variance
Minchin Road - Drainage SLK 1.00 <i>Pipes to Culvert Boxes</i>	DC063	\$ 20,000.00	\$ 11,296.96	\$ 8,703.04
Qdg-Corrigin Road - Drainage SLK 9.49 & 10.05 <i>Lids to Timber Culvert Boxes</i>	DC166	\$ 20,000.00	\$ 22,363.00	-\$ 2,363.00
Badj Nth Rd – Bridge 4145 - COMPLETED	BR4145	\$ 20,000.00	\$ 20,000.00	\$ -
Total (target \$627,479)		\$ 627,601.50	\$ 165,419.40	\$ 462,182.10

Roads Jobs	GL Code	Total Budget	YTD Actual	Variance
Road, Bridge, Drainage Maintenance (to end of prior month)	RM000 BM000 DM000	\$ 583,450.00	\$ 541,139.74	\$ 42,310.26
Signs & Traffic Equipment \$25K materials, rest installation	SIGNS	\$ 32,471.00	\$ 16,691.67	\$ 15,779.33
Street Trees	TREES	\$ 31,664.00	\$ 30,071.77	\$ 1,592.23

2024/25 Capital Works	GL Code	Total Budget	YTD Actual	Variance
Works Depot (racks for Gardens Shed, wash bay)	BC12201	\$ 8,617.00	\$ 1,249.96	\$ 7,367.04
Parker House (landscaping)	BC8610	\$ 30,594.00	\$ 23,233.13	\$ 7,360.87
Recycling Centre (bay barriers, fencing) - COMPLETED	BC10102	\$ 88,376.00	\$ 34,345.28	\$ 54,030.72
Cemetery (repair gazebo)	OC10703	\$ 16,792.00	\$ -	\$ 16,792.00
Swimming Pool (north fence) - COMPLETED	BC11201	\$ 28,000.00	\$ 36,200.06	-\$ 8,200.06
Swimming Pool (kiosk/entry) - COMPLETED	BC11202	\$ 5,000.00	\$ 6,089.43	-\$ 1,089.43
Swimming Pool (plant room, pump) ETA April 2025	BC11205	\$ 50,000.00	\$ 12,863.64	\$ 37,136.36
Cricket Nets (nets & astroturf) - COMPLETED	OC11344	\$ 44,792.00	\$ 37,562.54	\$ 7,229.46
Bark Park infrastructure (signs, water bowl, promo poo bags)	W11301	\$ 9,198.00	\$ 8,295.35	\$ 902.65

Property Captial Works	GL Code	Total Budget	YTD Actual	Variance
Vet Clinic - COMPLETED Flooring, interior paint, 2 x air cons, window blinds	BC13810	\$ 15,117.00	\$ 21,738.40	-\$ 6,621.40
Golf Club (bathrooms)	BC11305	\$ 6,000.00	\$ -	\$ 6,000.00
Medical Centre (desks, blinds)	BC7702	\$ 12,500.00	\$ 2,760.00	\$ 9,740.00
Daycare Centre (landscaping, edging, kitchen, office space, laundry shelves)	BC8301	\$ 20,000.00	\$ 29,848.48	-\$ 9,848.48

2013

2024/25 BUDGET V ACTUALS - WORKS DEPOT
 NB: YTD ACTUALS INCLUDES ISSUED POS

14 Reid St - COMPLETED (gas hob, window blinds)	BC9101	\$ 5,000.00	\$ 6,231.50	-\$ 1,231.50
Unit 1 Gillet St	BC9102	\$ 3,750.00	\$ 197.77	\$ 3,552.23
Unit 2 Gillet St	BC9202	\$ 6,550.00	\$ 197.77	\$ 6,352.23
Unit 3 Gillet St	BC9203	\$ 3,750.00	\$ 197.77	\$ 3,552.23
Unit 4 Gillet St	BC9112	\$ 3,750.00	\$ -	\$ 3,750.00
8 Dall St - COMPLETED fencing, garage door	BC9104	\$ 33,490.00	\$ 26,669.50	\$ 6,820.50
Other 24/25 Projects	GL Code	Total Budget	YTD Actual	Variance
CESM, Fire Danger Signs	EM5702	\$ 30,000.00	\$ -	\$ 30,000.00
Bore Field / Community Water Partnership Project	PC11315	\$ 38,661.00	\$ 11,065.15	\$ 27,595.85
Light Industrial Area #2	TP0000	\$ 50,000.00	\$ 49,411.82	\$ 588.18

Plant & Equipment	GL Code	Total Budget	YTD Actual	Variance
EMWS Ute (Q388) - COMPLETED	PE12301	\$ 72,000	\$ 72,566.09	-\$ 566
Tractor, 90HP - turf tyres	PE12304	\$ 90,000	\$ 75,000.00	\$ 15,000
Smooth Drum Roller (proceeds on sale \$80K) - COMPLETED	PE12311	\$ 300,000	\$ 189,000.00	\$ 111,000
Mazda BT50 (Q661) (proceeds on sale \$24K) - COMPLETED	PE12313	\$ 65,000	\$ 51,723.62	\$ 13,276
Grader - COMPLETED (proceeds on sale \$150K)	PE12314	\$ 400,000	\$ 452,000	-\$ 52,000
6 Wheel Tipper - COMPLETED (proceeds on sale \$110K)	PE12317	\$ 292,702	\$ 266,898.86	\$ 25,803
Street Sweeper - COMPLETED (proceeds on sale \$25K)	PE12319	\$ 75,000	\$ 99,332.55	-\$ 24,333
External Plant Repairs Acutals - 23/24 \$148,927 & 22/23 \$113,152	24104110	\$ 76,550	\$ 139,701.75	-\$ 63,152

Major Works Jobs	GL Code	Total Budget	YTD Actual	Variance
Community Park, Kwirradging Koort (operational)	W11323	\$ 84,366.00	\$ 48,484.19	\$ 35,881.81
Public Parks, Gardens & Reserves	W11300	\$ 115,784.06	\$ 94,092.48	\$ 21,691.58
Oval & Grounds	W11332	\$ 121,442.00	\$ 68,596.19	\$ 52,845.81



Other PWO Codes	GL Code	Total Budget	YTD Actual	Variance
Works, Training	21403040	\$ 36,499	\$ 56,916.07	-\$ 20,417
Works, Uniforms	21403030	\$ 8,400	\$ 3,741.32	\$ 4,659
Works, WHS, PPE (incl's Tool Box Mtgs)	21403300	\$ 8,539	\$ 17,363.60	-\$ 8,825
Works, Minor Assets / Tools	21403860	\$ 33,000	\$ 9,097.25	\$ 23,903
Depot, Building Operations	BO12201	\$ 107,198	\$ 131,518.34	-\$ 24,320

14.3 Containers for Change Refund Point - Agreement with WARRRL

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Sarah Caporn, Executive Manager, Works & Services

Attachments

1. Notice of Expiry - Refund Point Agreement [↓](#) 
2. Shipping Container Design [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council withdraws from the Refund Point Agreement with WA Return Recycle Renew Ltd (WARRRL) as at 1 March 2025.

IN BRIEF

- The Shire has an agreement with State Government's WA Return Recycle Renew Ltd (WARRRL) to operate a Refund Point for the Containers for Change (C4C) programme at the Quairading Waste & Recycling Facility (WRF).
- That agreement is due to expire in October 2025.
- WARRRL recently advised the Shire that it was not going to extend the agreement beyond that date (Attachment 1).
- The Shire have experienced staffing issues and employment shortfalls over several months and years in managing both the waste site and refund point which has been a point of frustration for Shire officers and the wider community.
- The Shire's Refund Point has been serviced by Avon Cash for Containers, based in Northam, since staffing changes in early December. They call through weekly to collect any containers dropped by the public to the WRF shed.
- This service has been working well and will be considered the best long-term solution for the community. A similar model works in Corrigin, Beverley, Brookton, Cunderdin, Bruce Rock and Kellerberrin.
- Officers are approaching Council with a recommendation to withdraw from the Agreement earlier to allow a smooth transition to this new model of service delivery while still supporting the C4C programme for Quairading.

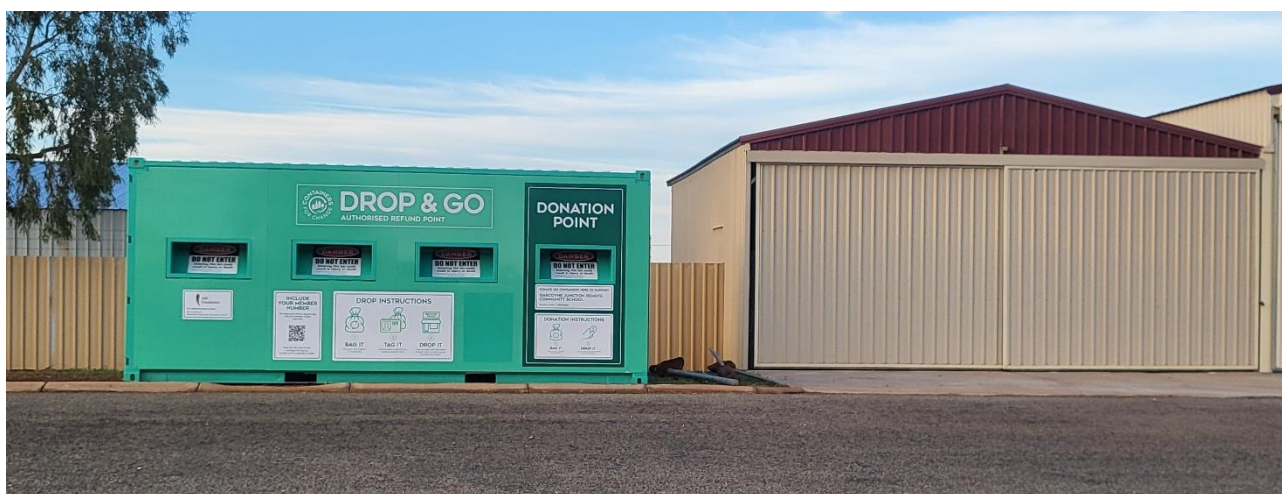
MATTER FOR CONSIDERATION

Both the Shire and WARRRL are eager to have the C4C programme continue for the community. Withdrawing eligible containers from the landfill stream in Quairading allows the WRF cells to last longer than anticipated.

Staff promotion moved the last C4C attendant to the Customer Service Role at the Administration Office. The Shire advertised for another attendant during January 2025, but the Executive staff were reluctant to employ and train a new person when the role would become redundant by October 2025.

The current model of service delivery is working well and is the preferred long-term option. A courier collects bags dropped to the WRF each Thursday with sporting clubs and bulk collectors able to book in a bulk pick-up appointment for IBCs and other bulk containers. If a bulk collection is made, the pick-up driver will need access to a forklift.

WARRRL has approached the Shire to host a 20m bag drop sea container in the townsite. Our suggested site is adjacent to the Tennis Club near the existing recycling bin already there. This will provide continuous access but still have a level of public visibility for people to drop in their bags of empties. The container will be emptied weekly by the service provider. The proposed design is attractive and well branded. Design specifications are as per Attachment 2 and below image is one of the bins situated at Gascoyne Junction.



WARRRL estimates that there is a manufacturing lead-time of approximately 8-12 weeks. The Shire will continue to provide Avon Cash for Containers access to the WRF shed for bag collections. We will also communicate the proposed change in procedures to sporting clubs and the wider Quairading community.

WARRRL have also communicated a step-by-step guide for the Shire to demobilise our site including submitting final claims and payments, submitting our 2024/25 returns declaration, returning copies of the bulk declarations and picking up of remaining collection bins. Completing these steps will be the responsibility of the Executive Manager of Works & Services.

BACKGROUND

Further background on this item was provided to the August 2023 OCM.

In summary, Council elected for the Shire to operate a Containers for Change Refund Point at the Waste Site for the community when the scheme started in WA during October 2020.

Operating the Refund Point is time-consuming, outside our Local Government remit and impacts staff's ability to meet and manage LGA obligations under the *Environmental Protection (Rural Landfill) Regulations 2012*.

The Shire has split the WRF tasks across multiple employees which allows us to meet our legislated requirements for waste management service delivery, however the increased costs has a net negative result for Shire finances.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Shire will forgo some income but it's currently a net negative result as operating the Refund Point was costing more than the income generated (24/25 GL shows income of \$15,448 but staff costs and overheads of \$22,616).

The Shire intends to continue to support the programme by supplying green collection bins and mesh bags to the community, as removing the eligible containers from the general waste stream further improves the capacity and sustainability of our landfill cells.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Governance & Leadership:** Implement systems and processes that meet legislative and audit obligations
- 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

CONSULTATION

The Shire has received significant positive community feedback since making organisational structural change to split the WRF tasks across multiple roles.

The interim solution provided some initial training for people to get used to a bag drop service and there has been minimal disruption, as long as the Shire has plenty of green bags easily accessible and available.

Staff have prepared a "Waste in Quairading" flyer which will be finalised and circulated to the community.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

- 2.1 Community Health and Safety Risks:** Workplace Health and Safety Compliance
- 3.1 Governance, Financial and Compliance Risks:** Financial Viability and Asset Management
- 4.2 Strategic, Social and Economic Risks:** Social Challenges and Community Expectations

RISK ASSESSMENT

Financial	Medium <i>There are increasing costs and a high level of responsibility for operating the Refund Point in-house.</i>
Health	Not applicable.
Reputation	Medium <i>Operating the Refund Point is a highly visible service to certain corners of our community. It has many moving parts as required by WARRRL auditors. There were often issues on people dropping things off and them not being labelled correctly or staff waiting for a bulk declaration or photo ID in order to progress to payments which potentially impacted on the overall reputation people had for the Shire more generally.</i>
Operations	High <i>Continuing to manage a Refund Point places a high operational load onto staff. There is also a high level of compliance needed to deliver the programme.</i>
Natural Environment	Low <i>Supporting a C4C programme in Quairading will help reduce the dumping of drink containers in and around the townsite and along road reserves.</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



WARRRL.COM.AU

2 December 2024

Shire of Quairading

10 Jennaberring Road

Quairading WA 6383

AU

Email: sarah.caporn@quairading.wa.gov.au

Attention: Sarah Caporn,

Dear Sarah,

Refund Point Agreement – Expiry Notice

1. Introduction

1.1 We refer to the agreement between WA Return Recycle Renew Ltd (**WARRRL**) and Shire of Quairading ABN 55315676247 (**Operator**) titled 'Refund Point Agreement' dated on or about 4 February 2020, as amended from time to time (**Refund Point Agreement**).

1.2 Unless otherwise defined in this notice, capitalised terms used in this notice that are defined in the Refund Point Agreement have the meaning given to them in the Refund Point Agreement.

2. Expiry of Refund Point Agreement Term

2.1 In accordance with clause 2.3(a)(ii) of the Refund Point Agreement, WARRRL hereby gives notice to the Operator of the expiry of the Refund Point Agreement on the Initial Expiry Date.

2.2 This notice:

- (a) constitutes an Expiry Notice under the Refund Point Agreement; and
- (b) has been issued in accordance with the requirements set out in the Refund Point Agreement.

2.3 In accordance with clause 2.3(d), the Term of the Refund Point Agreement will end on the Initial Expiry Date.

2.4 The Refund Point Agreement continues in full force and effect subject only to the matters contemplated in this notice.



WARRRL.COM.AU

2.5 If there is any inconsistency between the provisions of this notice and the provisions of the Refund Point Agreement, this notice will prevail to the extent of the inconsistency.

3. **General**

3.1 This notice and the Refund Point Agreement, state all of the express terms of the agreement between the parties in respect of their subject matter and supersede all prior discussions, negotiations, understandings and agreements in respect of their subject matter.

Please sign and return this notice to us to indicate your acknowledgement of this Expiry Notice.

Yours sincerely

A handwritten signature in black ink, appearing to read "Ben Raisbeck".

Ben Raisbeck
Head of Network Delivery
WA Return Recycle Renew Ltd



WARRRL.COM.AU

WARRRL:

**Executed by WA Return Recycle Renew Ltd
ACN 629 983 615** in accordance with
section 127 of the *Corporations Act 2001* (Cth)
by:

Signature of Director

Signature of Director/Company Secretary

Full name (print)

Full name (print)

Date: **2024**

Acceptance by the Operator:

The Common Seal of Shire of Quairading is
fixed to this document in the presence of:













Signature of Mayor/President

Signature of Chief Executive Officer

Full name (print)

Full name (print)

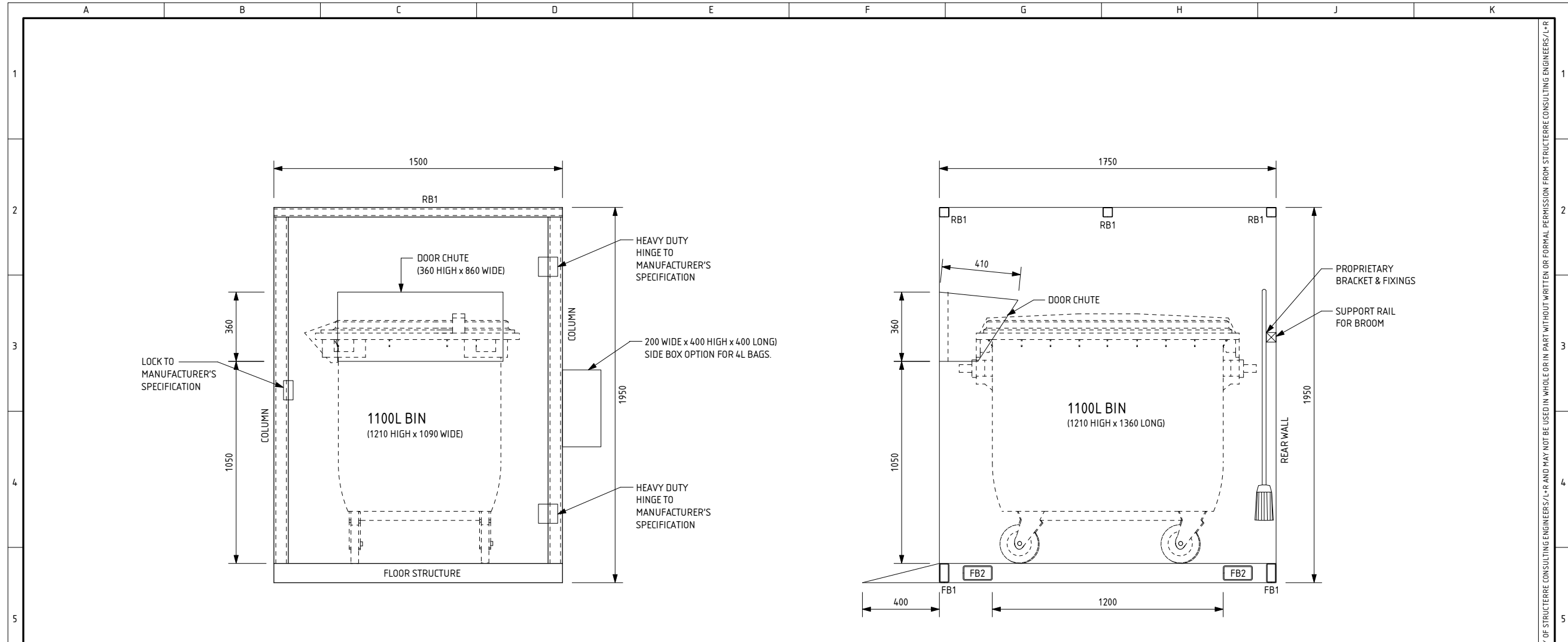
Date: **2024**

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2	<p>WESTERN AUSTRALIA RETURN RECYCLE RENEW LIMITED</p> <p>FABRICATED STEEL BOX / SHIPPING CONTAINER</p>								2																																																		
3	<p>INDEX TO SHEETS</p> <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">SHEET</th> <th>TITLE</th> </tr> </thead> <tbody> <tr> <td>S-000</td> <td>COVER SHEET & DRAWING LIST</td> </tr> <tr> <td>S-001</td> <td>NOTES, SPECIFICATIONS, T-LINTELS & COLUMN SCHEDULE</td> </tr> <tr> <td>S-101</td> <td>FABRICATED STEEL BOX ELEVATION PLANS</td> </tr> <tr> <td>S-102</td> <td>FABRICATED STEEL BOX SECTION & DOOR CHUTE DETAIL</td> </tr> <tr> <td>S-201</td> <td>SHIPPING CONTAINER FRONT ELEVATION PLAN</td> </tr> <tr> <td>S-202</td> <td>SHIPPING CONTAINER SECTIONS</td> </tr> <tr> <td>S-203</td> <td>SHIPPING CONTAINER SECTIONS</td> </tr> <tr> <td>S-204</td> <td>SHIPPING CONTAINER DOOR CHUTE DETAIL</td> </tr> </tbody> </table>								SHEET	TITLE	S-000	COVER SHEET & DRAWING LIST	S-001	NOTES, SPECIFICATIONS, T-LINTELS & COLUMN SCHEDULE	S-101	FABRICATED STEEL BOX ELEVATION PLANS	S-102	FABRICATED STEEL BOX SECTION & DOOR CHUTE DETAIL	S-201	SHIPPING CONTAINER FRONT ELEVATION PLAN	S-202	SHIPPING CONTAINER SECTIONS	S-203	SHIPPING CONTAINER SECTIONS	S-204	SHIPPING CONTAINER DOOR CHUTE DETAIL	3																																
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1	<p>STEEL NOTES</p> <p>1. (a) ALL FABRICATION OF STEEL WORK AND TOLERANCES SHALL BE IN ACCORDANCE WITH AS/NZS 5131 - STRUCTURAL STEELWORK - FABRICATION AND ERECTION. STEELWORK SHALL BE FABRICATED BY FABRICATORS CERTIFIED UNDER THE ASI 'NATIONAL STRUCTURAL STEELWORK COMPLIANCE SCHEME' (NSSCS).</p> <p>(b) TOLERANCES CLASS FOR FUNCTIONAL TOLERANCES SHALL BE 'CLASS 1' U.N.O.</p> <p>(c) ALL STRUCTURAL STEEL MATERIAL SHALL CONFORM TO THE FOLLOWING:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">COMPONENT</th> <th style="text-align: left;">CONFORM TO STANDARD</th> <th style="text-align: left;">MINIMUM GRADE</th> </tr> </thead> <tbody> <tr> <td>HOT ROLLED STEEL SECTION</td> <td>AS/NZS 3679.1</td> <td>300</td> </tr> <tr> <td>PLATE</td> <td>AS/NZS 3678</td> <td>250</td> </tr> <tr> <td>FLATS</td> <td>AS/NZS 1594</td> <td>300</td> </tr> <tr> <td>HOLLOW SECTIONS:</td> <td>AS/NZS 1163</td> <td></td> </tr> <tr> <td> CIRCULAR (CHS)</td> <td></td> <td>C350L0</td> </tr> <tr> <td> SQUARE (SHS)</td> <td></td> <td>C350L0</td> </tr> <tr> <td> RECTANGULAR (RHS)</td> <td></td> <td>C350L0</td> </tr> <tr> <td>WELDED BEAMS & COLUMNS</td> <td>AS/NZS 3679.2</td> <td>300</td> </tr> <tr> <td>SHEAR STUDS (COMPOSITE SLABS)</td> <td>AS/NZS 1554.2</td> <td>380</td> </tr> <tr> <td>QUENCH & TEMPERED PLATE</td> <td>AS 3597</td> <td>690</td> </tr> <tr> <td>PURLINS & GIRTS</td> <td>AS 1397</td> <td>450</td> </tr> </tbody> </table> <p>(d) ALL COLD FORMED SECTIONS OTHER THAN THOSE COMPLYING TO AS 1163, TO BE MANUFACTURED FROM CONTINUOUS GALVANIZED SHEET STEEL (GSS) CONFORMING TO AS 1397 AND CONFORM TO THE REQUIREMENTS OF AS/NZS 5131.</p> <p>(e) DOCUMENTATION SUPPLIED WITH MATERIALS AND COMPONENTS SHALL CONFORM TO THE REQUIREMENTS OF AS/NZS 5131.</p> <p>(f) ALL STRUCTURAL STEELWORK SHALL BE SOURCED FROM MILLS WITH RELEVANT JAS ANZ ACCREDITED THIRD-PARTY CERTIFICATION SCHEME SUCH AS ACSRS SCHEME. ALTERNATIVE SOURCING OF THIRD-PARTY CERTIFIED STRUCTURAL STEEL SHALL BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO PROCUREMENT.</p> <p>2. (a) ALL WELDING SHALL BE MINIMUM WELD CATEGORY GP (GENERAL PURPOSE) IN ACCORDANCE WITH AS 1554.1 - STRUCTURAL STEEL WELDING. STRUCTURAL STEEL > 500 MPa TO BE IN ACCORDANCE WITH AS 1554.4.</p> <p>(b) THE NOMINAL TENSILE STRENGTH (f_u) OF WELD CONSUMABLES SHALL BE:</p> <ul style="list-style-type: none"> - ALL STEEL WITH GRADE <= 300 MPa : 430 MPa - ALL STEEL WITH 300 < GRADE <= 450 MPa : 490 MPa - ALL STEEL WITH 450 < GRADE <= 690 MPa : 760 MPa <p>(c) WHERE BOTH PLATES TO BE WELDED ARE GREATER THAN 2.5mm THICK, THE MINIMUM WELD IS TO BE 6mm FILLET (FW ALL ROUND).</p> <p>(d) WHERE EITHER OF THE PLATES TO BE WELDED ARE LESS THAN 2.5mm THICK, WELDING SHALL BE BY THE METAL INERT GAS TECHNIQUE (MIG) CONFORMING TO AS 1554.</p> <p>(e) JOINTS INDICATED AS 'LT SUSCEPTIBLE' (LAMELLAR TEARING) SHALL BE SUPPLIED ULTRASONICALLY TESTED TO AS 1710 CLASS 1.</p> <p>(f) SUPPLEMENTARY ULTRASONIC TESTING TO AS 2207 AND AS/NZS 1554.1 IS REQUIRED FOR PLATES 40mm THICKNESS & OVER.</p> <p>(g) NON-DESTRUCTIVE EXAMINATION OF WELDS SHALL BE AS DEFINED IN TABLE 13.6.2.2(A) OF AS/NZS 5131.</p> <p>3. ALL STRUCTURAL STEELWORK MEMBERS SHALL BE SUPPLIED IN A SINGLE LENGTH, EXCEPT WHERE INDICATED WITH A SPLICE ON THE STRUCTURAL DRAWINGS. SPLICES AT OTHER LOCATIONS SHALL BE APPROVED BY THE ENGINEER PRIOR TO FABRICATION.</p> <p>4. ALL CUTTING, HOLDING AND SHAPING OF STRUCTURAL STEEL SHALL CONFORM TO THE REQUIREMENTS OF AS/NZS 5131. PENETRATIONS OR CUT-OUTS OTHER THAN THOSE SHOWN ON THE DRAWINGS SHALL NOT BE MADE WITHOUT PRIOR APPROVAL.</p> <p>5. BOLTING DESIGNATION IS AS FOLLOWS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">4.6/S</td> <td>COMMERCIAL GRADE 4.6 BOLTS TO AS 1111 SNUG TIGHT TO AS/NZS 5131</td> </tr> <tr> <td>8.8/S</td> <td>HIGH STRENGTH STRUCTURAL BOLTS GRADE 8.8 TO AS 1252.1 SNUG TIGHT TO AS/NZS 5131</td> </tr> <tr> <td>8.8/TB</td> <td>HIGH STRENGTH STRUCTURAL BOLTS GRADE 8.8 TO AS 1252.1 FULLY TENSIONED TO AS/NZS 5131 AS A BEARING JOINT</td> </tr> <tr> <td>8.8/TF</td> <td>HIGH STRENGTH STRUCTURAL BOLTS GRADE 8.8 TO AS 1252.1 FULLY TENSIONED TO AS/NZS 5131 AS A FRICTION JOINT</td> </tr> </table> <p>(a) HIGH STRENGTH BOLTS SHALL BE VERIFIED TO AS/NZS 1252.2 INCLUDING THE SUPPLIER DECLARATION OF CONFORMITY.</p> <p>(b) /TB & /TF BOLT CATEGORIES SHALL BE INSTALLED USING EITHER THE PART TURN METHOD OR DIRECT TENSION INDICATOR METHOD TO AS/NZS 5131.</p> <p>(c) /TF BOLTS SHALL BE FREE FROM PAINT OR FINISHES AND PREPARED IN ACCORDANCE WITH AS/NZS 5131. THE CONTRACTOR SHOULD SUBMIT TO THE ENGINEERS FOR APPROVAL 2 COPIES OF THE SHOP DRAWINGS BEFORE COMMENCING FABRICATION.</p> <p>7. ALL COLUMN BASE PLATES SHALL BE SET ON 20mm MIN OF PORTLAND CEMENT GROUT. FOOTING BOLTS AND GROUTING UNDER STEEL BASE PLATES SHALL MEET THE REQUIREMENTS OF AS/NZS 5131.</p> <p>8. EXCEPT WHERE OTHERWISE SHOWN IN THE DETAILS ALL STEEL TO STEEL CONNECTIONS SHALL BE 10PL CLEAT AND SHALL HAVE A MINIMUM OF 2M16 (8.8/S) BOLTS.</p> <p>9. (a) ALL STRUCTURAL STEELWORK TO BE TREATED IN ACCORDANCE WITH THE ARCHITECT'S SPECIFICATION & AS 2312 AS FOLLOWS:</p> <ul style="list-style-type: none"> - INTERNAL STEELWORK WITH A MINIMUM 75 MICRONS (DRY FILM THICKNESS) RED OXIDE ZINC PHOSPHATE. - EXTERNAL STEELWORK WITH A MINIMUM 75 MICRONS (DRY FILM THICKNESS) INORGANIC ZINC SILICATE. <p>(b) ALL PAINTED SURFACES TO BE PREPARED TO TREATMENT GRADE 'P2' IN ACCORDANCE WITH AS/NZS 5131.</p> <p>(c) COATING QUALITY LEVELS ARE TO BE ASSESSED TO AS/NZS 5131 AS FOLLOWS:</p> <ul style="list-style-type: none"> - INTERNAL STEELWORK: PC1 - EXTERNAL STEELWORK: PC2 <p>(d) STRUCTURAL STEELWORK TO BE GALVANIZED SHALL CONFORM TO THE REQUIREMENTS OF AS/NZS 5131 AND AS 2312.</p> <p>(e) ALL BOLTS SHALL BE IN ACCORDANCE WITH AS 1214 AND BE CADMIUM PLATED OR GALVANIZED, U.N.O.</p> <p>(f) ALL HOLDING DOWN BOLTS TO BE HOT DIP GALVANIZED (600g/sqm) U.N.O. EPOXY COAT ALL STEELWORK BELOW GROUND LEVEL.</p> <p>(g) ARCHITECTURALLY EXPOSED STEELWORK (AESS) SHALL CONFORM TO THE REQUIREMENTS OF AS/NZS 5131 AND THE AESS CATEGORY NOMINATED IN THE ARCHITECT'S SPECIFICATION. AESS COMPONENTS SHALL BE MINIMUM AESS 2 U.N.O. IT IS THE BUILDER'S RESPONSIBILITY TO CONFIRM AESS REQUIREMENTS PRIOR TO PROCUREMENT.</p> <p>10. PROVIDE HOLES OR FIXING CLEATS FOR OTHER TRADES AS DIRECTED IN THE SPECIFICATION OR SHOWN ON THE ARCHITECTURAL DRAWINGS.</p>										COMPONENT	CONFORM TO STANDARD	MINIMUM GRADE	HOT ROLLED STEEL SECTION	AS/NZS 3679.1	300	PLATE	AS/NZS 3678	250	FLATS	AS/NZS 1594	300	HOLLOW SECTIONS:	AS/NZS 1163		CIRCULAR (CHS)		C350L0	SQUARE (SHS)		C350L0	RECTANGULAR (RHS)		C350L0	WELDED BEAMS & COLUMNS	AS/NZS 3679.2	300	SHEAR STUDS (COMPOSITE SLABS)	AS/NZS 1554.2	380	QUENCH & TEMPERED PLATE	AS 3597	690	PURLINS & GIRTS	AS 1397	450	4.6/S	COMMERCIAL GRADE 4.6 BOLTS TO AS 1111 SNUG TIGHT TO AS/NZS 5131	8.8/S	HIGH STRENGTH STRUCTURAL BOLTS GRADE 8.8 TO AS 1252.1 SNUG TIGHT TO AS/NZS 5131	8.8/TB	HIGH STRENGTH STRUCTURAL BOLTS GRADE 8.8 TO AS 1252.1 FULLY TENSIONED TO AS/NZS 5131 AS A BEARING JOINT	8.8/TF	HIGH STRENGTH STRUCTURAL BOLTS GRADE 8.8 TO AS 1252.1 FULLY TENSIONED TO AS/NZS 5131 AS A FRICTION JOINT	1								
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		<p>PROJECT FABRICATED STEEL BOX / SHIPPING CONTAINER</p>																																																													
<p>Rehbein Consulting Pty Ltd (ABN: 12 126 086 039) Trading as L+R 1 ERINDALE ROAD, BALCATTA W.A. 6021 TEL (08) 9205 4500 FAX (08) 9205 4501 EMAIL: commercial@lar.net.au</p>		<p>CLIENT WESTERN AUSTRALIA RETURN RECYCLE RENEW LIMITED</p>																																																													
		<p>STATUS ISSUED FOR CLIENT REVIEW</p>																																																													
		<p>PROJECT No. 1.23.7092-</p>																																																													
9	A	B	C	D	E	F	G	H	J	K																																																					

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SHEET SIZE: A3



FABRICATED STEEL BOX FRONT DOOR ELEVATION PLAN 1:20

FABRICATED STEEL BOX SIDE ELEVATION PLAN 1:20

MEMBER SCHEDULE	
MARK	MEMBER
RB1	50 x 50 x 5.0 SHS
FB1	100 x 50 x 4.0 RHS
FB2	152 x 76 x 4.0 RHS

REV	BY	DATE	ISSUE / REVISION DESCRIPTION	CHK	APP	DRAWN	HUY NGUYEN
B	HN	04/10/23	ISSUED FOR CLIENT REVIEW	SAC	SAC	DESIGNED	SAM CRAIG
A	HN	XX/06/23	ISSUED FOR CLIENT REVIEW	SAC	SAC	REVIEWED	
						DATE	JUNE 23
						APPROVED BY:	

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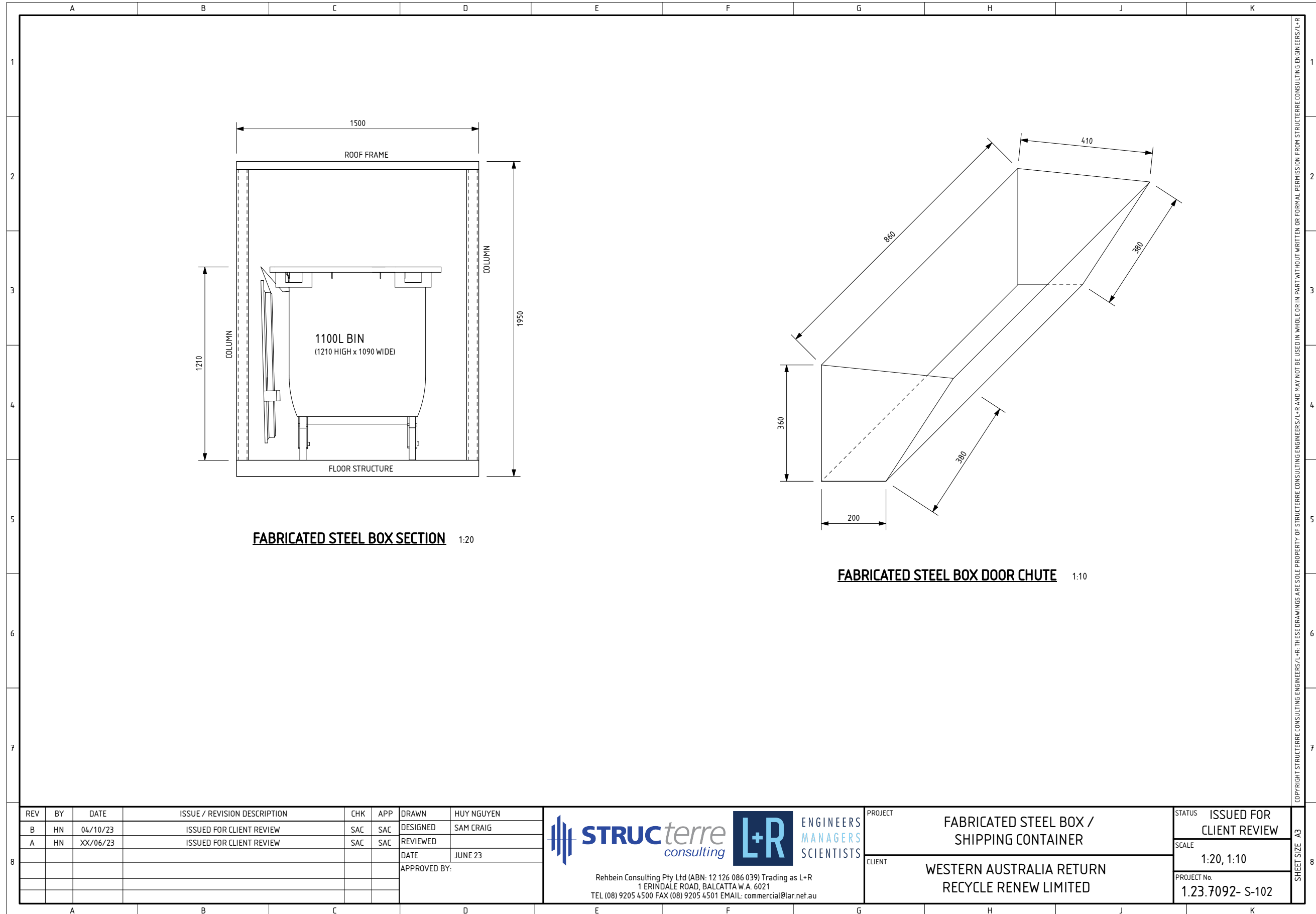
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PROJECT	FABRICATED STEEL BOX / SHIPPING CONTAINER
CLIENT	WESTERN AUSTRALIA RETURN RECYCLE RENEW LIMITED

STATUS	ISSUED FOR CLIENT REVIEW
SCALE	1:20
PROJECT No.	1.23.7092-S-101

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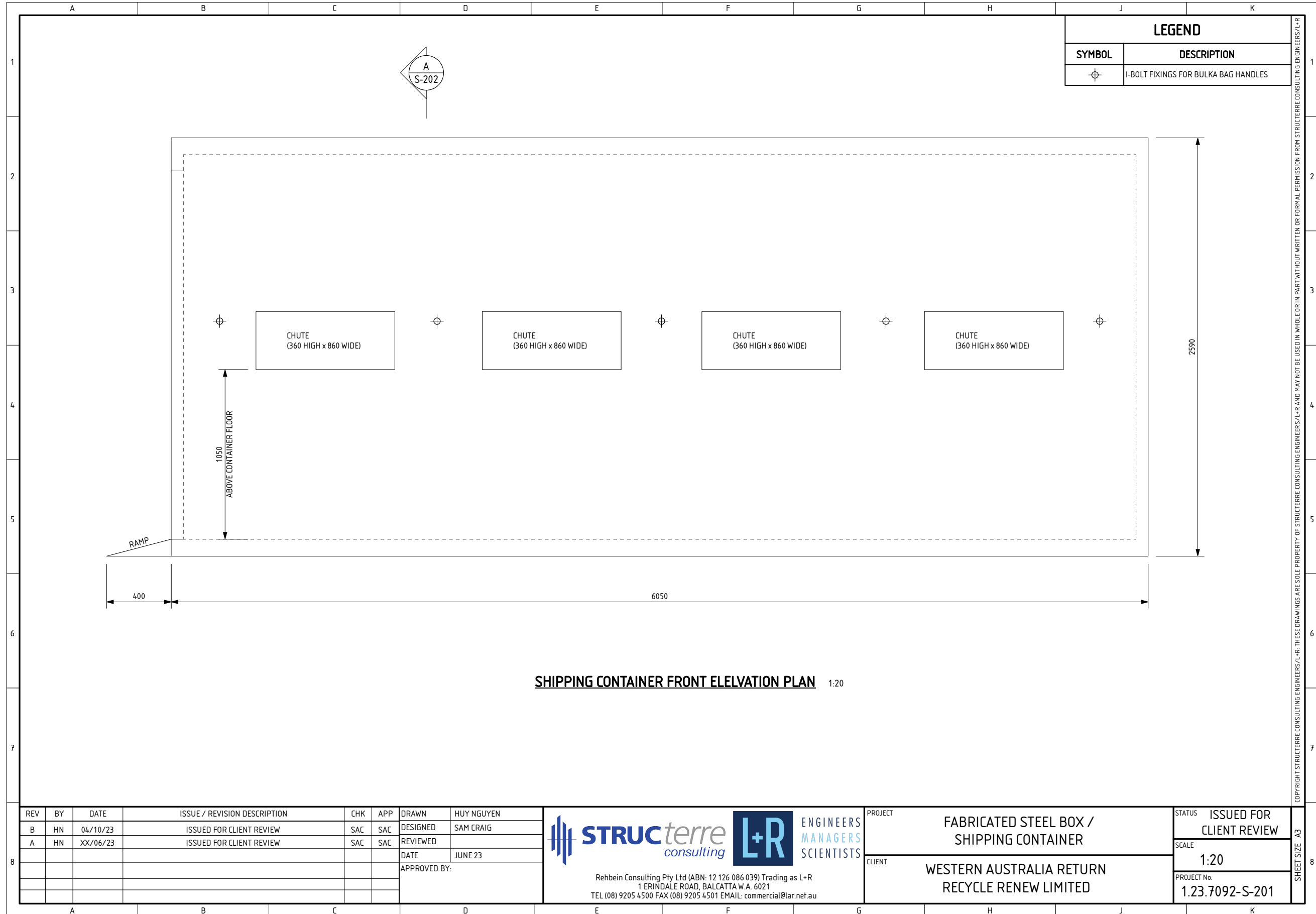
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PROJECT	FABRICATED STEEL BOX / SHIPPING CONTAINER
CLIENT	WESTERN AUSTRALIA RETURN RECYCLE RENEW LIMITED

STATUS	ISSUED FOR CLIENT REVIEW
SCALE	1:20, 1:10
PROJECT No.	1.23.7092- S-102

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SHIPPING CONTAINER FRONT ELEVATION PLAN 1:20

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						DATE	JUNE 23
						APPROVED BY:	

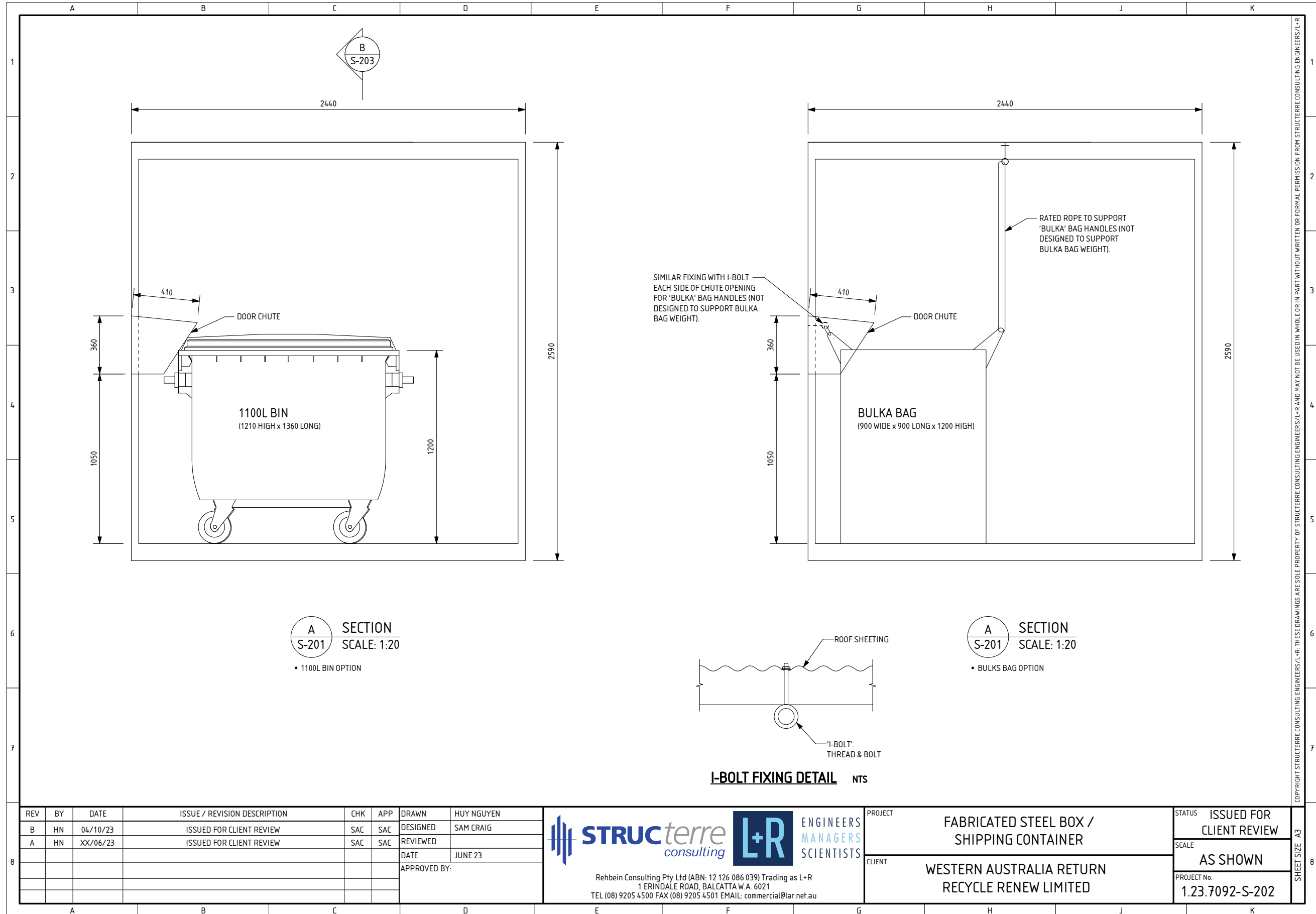
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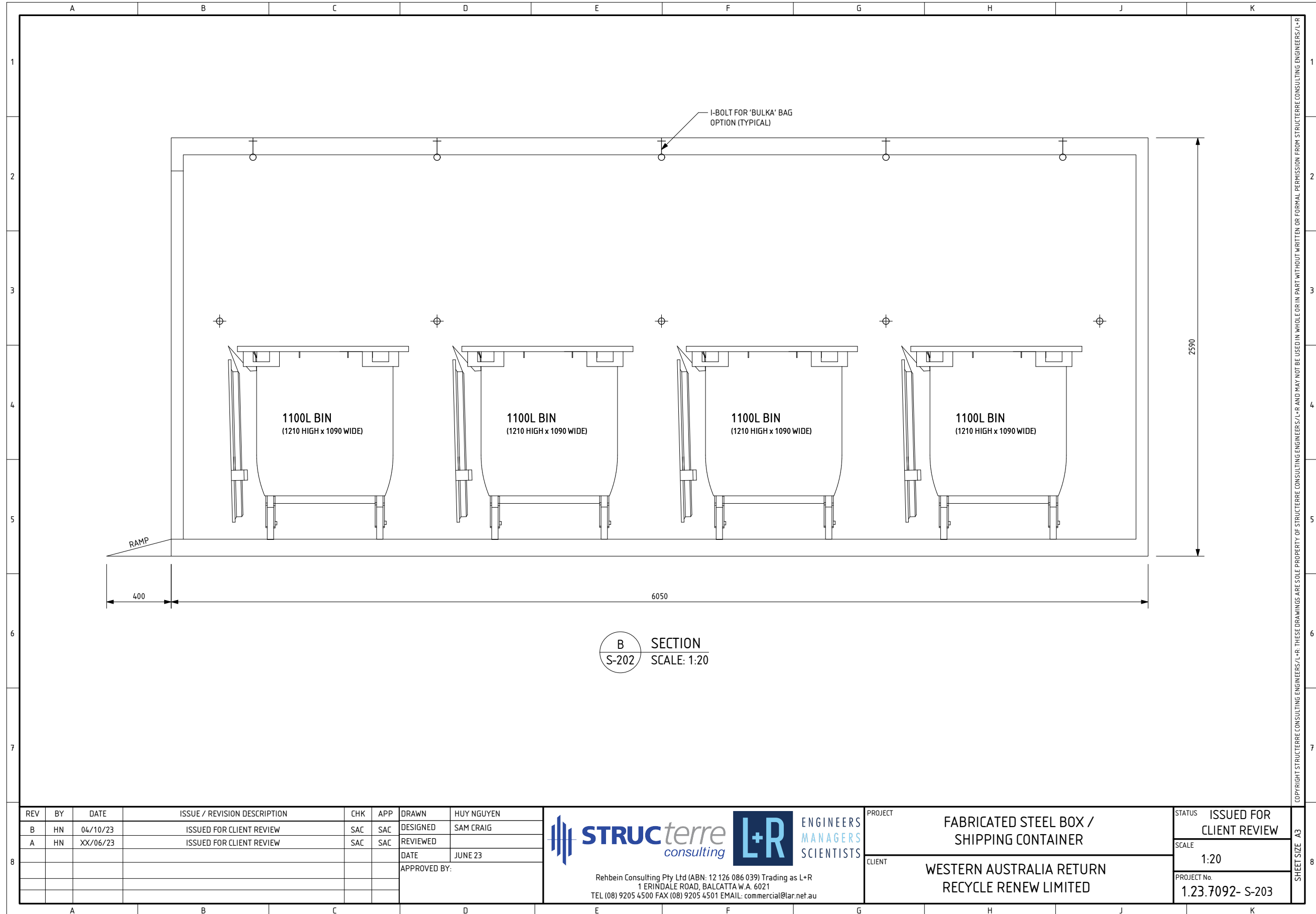
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STATUS	ISSUED FOR CLIENT REVIEW
SCALE	1:20
PROJECT No.	1.23.7092-S-201

SHEET SIZE A3





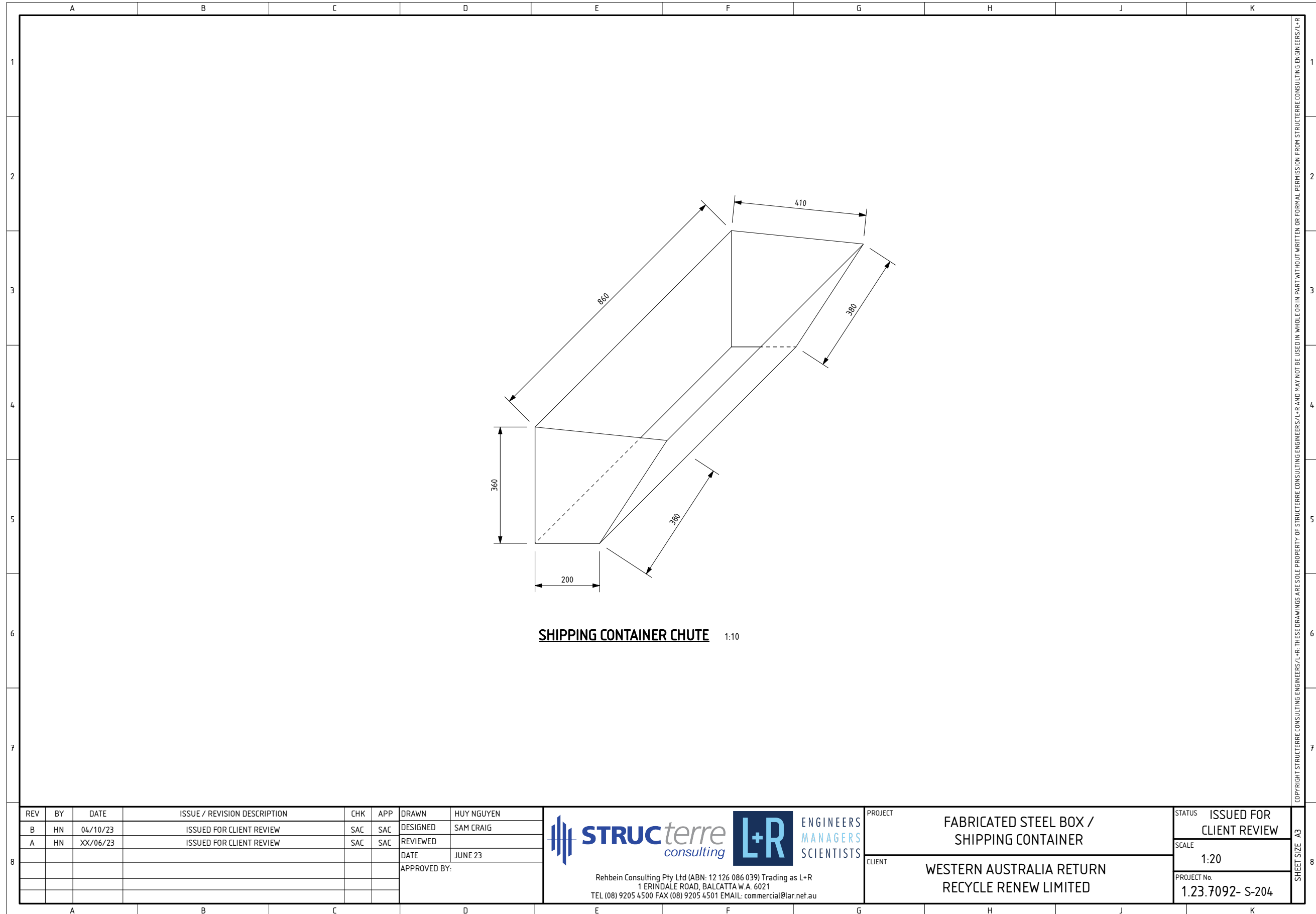
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CLIENT	WESTERN AUSTRALIA RETURN RECYCLE RENEW LIMITED

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PROJECT No.	1.23.7092- S-203

SHEET SIZE A3



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PROJECT No.	1.23.7092- S-204

SHEET SIZE A3

ITEM 15 MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY

No matters for consideration

ITEM 16 URGENT COUNCILLOR'S BUSINESS

ITEM 17 CONFIDENTIAL ITEMS

No matters for consideration

ITEM 18 NEXT MEETING DATE

THE NEXT ORDINARY COUNCIL MEETING IS SCHEDULED TO TAKE PLACE ON THURSDAY 27 MARCH 2025 COMMENCING AT 2.00PM IN THE COUNCIL CHAMBERS, 10 JENNABERRING ROAD, QUAIRADING, WA.

ITEM 19 CLOSURE

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