

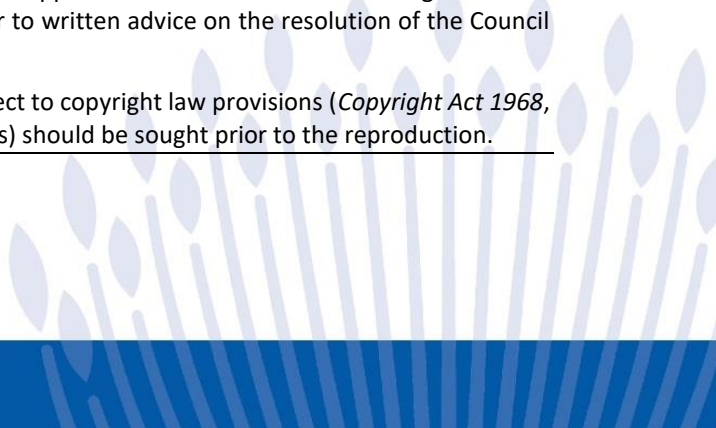
Ordinary Council Meeting

Minutes | 12th December 2024

Disclaimer

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SHIRE OF QUAIRADING

The Ordinary Council Meeting Minutes of Meeting held on 12th December 2024 commencing at 2.00pm.

ITEM 1 **OPENING & ANNOUNCEMENTS**

The Shire President opened the Meeting at 2.00 pm.

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

ITEM 2 **ATTENDANCE AND APOLOGIES**

Councillors

Cr JN Haythornthwaite	Shire President	
Cr TJ Stacey	Deputy Shire President	
Cr EV Gom		
Cr JC Hayes		via TEAMS
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

Mr Tim Partridge	AMD	via TEAMS
Mr Steven Hoar	Office of the Auditor General	via TEAMS
Mrs Stacey Harris	Vice President P&C Committee	

Apologies

Cr RC Faltyn to Item 5

Leave of Absence Previously Granted

Cr BR Cowcill
 Cr RC Faltyn from Item 5

ITEM 3 PUBLIC QUESTIONS

No matters for consideration

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

4.1 Audit Findings Presentation

Steven Hoar from the OAG and Tim Partridge explained to Council the Audit process and presented the 2023/24 FY Audit findings via TEAMS. The audit for the Shire of Quairading produced an Unqualified Opinion, which means that the auditor considered the Shire’s internal controls satisfactory and that the financial statements for the end of the 2023/24 Financial Year gave a true and fair representation of the Shire’s financial position at that time.

Mr Tim Partridge congratulated the EMCS on her and her team’s efforts to provide the auditors with all required documentation in a timely manner.

At 02:09 PM, Mr Steven Hoar and Mr Tim Partridge left the meeting.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave - Cr Faltyn

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

UPDATE IN BRIEF

A written application for Leave of Absence has been received from Cr Faltyn for the Ordinary Council Meeting on the 12th December 2024. Council, in accordance with Section 2.25 of the *Local Government Act 1995* may by resolution grant Leave of Absence to an Elected Member.

RESOLUTION: OCM 083-24/25

Moved: Cr JR Hippisley
Seconded: Cr TJ Stacey

That Council grant Leave of Absence to Cr RC Faltyn in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Council meeting on the 12th December 2024.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

ITEM 6 DECLARATIONS OF INTEREST**6.1 Cr Jo Hayes**

Cr Jo Hayes declared an impartiality interest in relation to item 12.4 – Community Grants Program – Quairading Bridge Club – Chairperson Quairading CRC Management Committee/I am aware of several community groups currently self-funding room hire at the Quairading CRC.

Cr Jo Hayes declared an indirect financial interest in relation to item 12.13 – Business Support Grant Program – The Clinic Quairading – Related to one of the business partners of the Clinic - Quairading/Contribution of funds to The Clinic - Quairading.

6.2 Cr Trevor Stacey

Cr Trevor Stacey declared an impartiality interest in relation to item 12.6 – Community Grants Program – Quairading Football and Netball Club – I am a life member of the QFNC.

6.3 Cr Jo Haythornthwaite

Cr Jo Haythornthwaite declared a proximity interest in relation to item 12.14 – Business Support Grants Program – Tash’s Hair Studio – Owner of the premises from which the business operates.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING**7.1 Confirmation of Minutes: Ordinary Council Meeting – 28 November 2024****RESOLUTION: OCM 084-24/25**

Moved: Cr TJ Stacey

Seconded: Cr JR Hippisley

That the Minutes of the Ordinary Council Meeting held on the 28 November 2024 be confirmed as a true and accurate record.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

BUSINESS ARISING

Nil

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

8.1 Concept Forum Meeting – 28 November 2024

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 085-24/25

Moved: Cr JC Hayes

Seconded: Cr JR Hippisley

That Council receive the minutes of the Concept Forum for its meeting on 28 November 2024.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

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

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

No matters for consideration

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING


No matters for consideration

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Request to adjust hire fees for Community Bus by Quairading District High School

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Sarah Caporn, Executive Manager, Works & Services

Attachments 1. Letter from Quairading P&C regarding bus hire fees [↓](#) 

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 086-24/25

Moved: Cr JR Hippisley

Seconded: Cr TJ Stacey

That Council endorse an addition to the 2024/25 Fees & Charge Schedule to add a Community Bus Hire Fee of \$1/km (including GST) for Quairading District High School use.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 5/0

IN BRIEF

The Quairading P&C purchased a bus in 2018 which has been used exclusive by Quairading District High School (QDHS) staff and students.

This significantly decreased the use of the Shire's Community Bus.

They are now considering selling their bus and instead utilising the Shire's Community Bus for school activities and excursions.

Before any final decisions are made, they have approached Council to reduce the standard hire rate.

Bus hire costs currently include refuelling by the Shire and a bond would still apply.

MATTER FOR CONSIDERATION

The Quairading P&C (on behalf of the QDHS) requests that Council reduces the hire fee for the Community Bus from \$1.30 incl. GST to \$1.00 incl. GST for QDHS use.

BACKGROUND

The Shire's current Community Bus is a 2012 Rosa which is now 12 years old. The current odometer reading is 83,854km. It was due for replacement some years ago, but Officers have held off due to the low number of kilometres and the potential suggestion of moving to a large 14-seat van/s rather than the 25-seat bus. It is anticipated that the bus is replaced during the 2025/26 Budget.

Looking at the current usage, divided evenly over the 12 years it's been in operation, the bus travels an average of 6,987km/year. It was more frequently utilised by the school prior to the P&C purchasing a bus as well as a dip in activity during the covid pandemic period. Looking back through the logbook, the Community Bus has only travelled approximately 4,119km in the last 12 months.

The P&C estimates that the school travels approximately 4,560km a year to various events and excursions. This, combined with the other main users in the Quairading Bowling Club, Ballardong Elders and QARRAS group would mean the bus would be utilised approximately 10,000km per year.

The Shire would still be responsible for maintaining the bus. At 10,000km per year we don't anticipate a large jump in servicing costs – service intervals are typically between 10 and 15,000 kms. It would also still need to be licenced, insured and undergo a Bus Type inspection by the authorised Dept. of Transport inspector regardless of how many kilometres are travelled.

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

Reducing the fee to \$1/km for QDHS trips forgoes potential income to Council of \$1,350. The school would still be paying \$4,500 in hire fees on their typical kilometres. The bond would still be paid and likely held at the Shire for the full school year.

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

Financial	Medium <i>Running costs may increase with the additional usage of the Community Bus. These are not expected to be large and may assist with repairs with the bus being used more regularly.</i>
Health	Not applicable
Reputation	Low <i>It is positive for the Shire to be supporting various community groups and youth development through school activities.</i>
Operations	Low <i>Bus hire and management of keys processes are already in place.</i>
Natural Environment	Not applicable

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

Officers are in favour of the P&Cs request to utilise the Community Bus. The bus is a significant Shire asset which is currently underutilised. Allowing the school to have greater access to the Community Bus will also increase it and Council’s visibility within the town and wider community. The school usually plan their activities well in advance so Officers don’t anticipate that there will be often a clash in bookings. The sporting clubs are mainly hiring over the weekends and the school will be during the week. QARRAS are typically flexible and can fit their trips around the bus availability.

There was a request for the school to access a key out of Administration Office hours. Officers are not supportive of the school holding a key due to the potential for a clash of bookings. On days when they need to leave early, a key can be held at the Works Depot (which opens at 7am weekdays) or the Shire can have a combination locked box installed near the bus bay to store the key overnight when needed.

Stacey Harris
On behalf of the Quairading District High School P and C
Email: haydon.stacey@bigpond.com

14th October 2024

Cr J Haythornthwaite
Shire President
Shire of Quairading
10 Jennaberring Road
QUAIRADING WA 6383

RE: Requesting support and collaboration for QDHS P&C to use the Quairading Community Bus

Dear Jo

I am writing to seek Council's support regarding use of the Shire of Quairading Community Bus. The P & C enjoys a long history and supportive partnership with the Shire. We share a commitment to promoting community engagement and collaboration as well as social cohesion between every social group. Together we can continue to build a vibrant and inclusive and connected community.

As you may remember, the P&C purchased a 25-seater bus in 2018 to facilitate transportation of Quairading District High School students to sporting and educational excursions, that they had previously missed out on, due to expense. The P&C came to the decision to purchase our own bus as it was cheaper for Quairading teaching staff to travel to Tammin to hire their bus than utilise the Shire's bus. It is my understanding that the P&C Committee at that time moved ahead with the purchase without approaching Council for their consideration to adjust any fees and charges.

I am pleased to say that access to a bus has delivered on our goal to transport every child to any excursion the school programs to enhance their curriculum delivery, regardless of economic circumstance. Feedback from QDHS staff has also been an overwhelmingly positive. The students have attended more excursions and outside opportunities than would be available without the bus. The staff will also attest to the fact that these excursions help with camaraderie and unity between students of all backgrounds as well as enhanced and engaging teaching and learning.

The P & C bus averages 4500KM per year on excursions that range from short trips to attend vital local swimming lessons, the Quairading Golf Club for cross country and visits to the Nookaminne Rock for Two Way Science (a pioneering indigenous curriculum). Longer excursions include transport to interschool sporting days around the Wheatbelt, and leadership and mentoring camps in Perth for the high school students.

Due to ongoing need to regular maintenance and servicing requirements as well as a generational shift in our parent body, the P&C are now looking to sell this bus and are approaching the Shire for more frequent use of the Community Bus. We appreciate that the Shire provides access to a Community Bus for residents which may currently be under-utilised.

If the P&C sell our bus, we are seeking support from Council that QDHS receive a special rate for the usage of the Community Bus. We propose that the current fee of \$1.30/km (inc GST) be

adjusted to \$1/km for school use, and listed as a line item within Council's Fees & Charges document. If Council support such an amendment, we ask that it be excluded from any increases (CPI or otherwise) for a period of three years. This could be revisited should the cost of fuel or overall hire changes of the Community Bus change significantly and the Shire holding a bond would still apply.

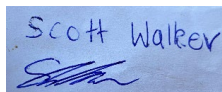
If this arrangement progresses, the P&C would like to ask if QDHS could have its own bus key and shed fob to gain seamless and frequent access to the bus, particularly outside of Administration Office hours with excursions regularly leaving town prior to 7.30am and in some instances returning from Perth can be as late at 7pm.

The Committee be open to a long-term formal agreement with the Shire for the capped and managed bus usage to provide confidence and certainty around the P&C's move to utilising the Community Bus while also allowing other residents and community groups to hire the resource (e.g. QARRAS). This will ensure that our biggest priority of continuing providing free transport for every single student at QDHS can be sustained long into the future.

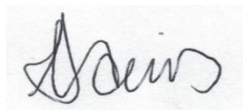
I am available to answer any questions Councilors may have but look forward to your favourable consideration of this proposal in due course.

Thank you.

Yours sincerely

A blue rectangular stamp containing the name "Scott Walker" in a blue, sans-serif font. Below the name is a handwritten signature in blue ink.

Scott Walker
Quairading District High School and P and C President

A handwritten signature in black ink, appearing to read "Stacey Harris".




Stacey Harris
Quairading District High School P&C Vice-President

11.2 Accounts for Payment - November 2024

Responsible Officer Cynthia Lowe, Senior Finance Officer

Reporting Officer Chanel Mills, Finance & Customer Service Officer

Attachments

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

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 087-24/25

Moved: Cr JC Hayes

Seconded: Cr TJ Stacey

That Council note the following:

1. That schedule of accounts for November 2024 covering EFT 14583 to EFT 14747 totalling \$723,223.83 be received (Attachment i);
2. That police licensing payments for the month of November 2024 totalling \$38,898.55 be received (Attachment ii); and
3. That fund transfers to the corporate credit card for November 2024 totalling \$10,268.82 be received (Attachment iii); and
4. That net payroll payments for the month of November 2024 totalled \$131,923.74; and
5. That the lease payments for the month of November 2024 totalled \$1,225.58 for the CESM vehicle lease.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the accounts paid during November 2024

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

POLICY IMPLICATIONS

Corporate Credit Card Policy

Purchasing Policy

Delegation 1.1.13: Payments from the municipal or trust funds

FINANCIAL IMPLICATIONS

Payment from Council’s municipal fund. Expenditure as per delegated authority and included in the 2024/2025 budget.

Payments made for the 2024/25 year in the payments List have been included in Council’s budget in accordance with section 6.8 of the Local Government Act 1995.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

- 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

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

COMMENT

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

11.1 (I) List Of Accounts - November 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT14583	01/11/2024	GREG & JO HAYES (CR. JO HAYES)	COUNCILLOR SITTING FEES JULY - SEPTEMBER 2024	790.00	
EFT14584	01/11/2024	JONATHAN RICHARD HIPPISEY	COUNCILLOR SITTING FEES JULY - SEPTEMBER 2024	790.00	
EFT14585	01/11/2024	QUAIRADING EARTHMOVING CO.	GRADING - JOHNSTON ROAD, CAROLING SOUTH ROAD, RICHARDS ROAD, PUNCH ROAD, OLD BEVERLEY WEST ROAD & HOMEBUSH ROAD	15576.00	
EFT14586	01/11/2024	ARROW BRONZE	ARROW BRONZE NICHE WALL PLAQUE - ZALAI SKLNS (ONCHARGED)	601.34	FULLY
EFT14587	01/11/2024	CDA AIR CONDITIONING & REFRIGERATION	URGENT ATTEND TO REPAIR TOWN HALL COOL ROOM (AHEAD OF FUNERAL)	523.50	
EFT14588	01/11/2024	MCINTOSH & SON WA	2 x LATCHES CAP, FILLER FOR P272B FUSO TRUCK	333.89	
EFT14589	01/11/2024	WATER CORPORATION	WATERCORP ACCOUNT #9007856224 SUPPLY AND USAGE FOR THE PERIOD 16/8/24 - 16/10/24 604 KL USED (AKV & PARKER HOUSE) WATERCORP ACCOUNT #9007858983 SUPPLY AND USAGE FOR THE PERIOD 16/8/24 - 16/10/24 1KL USED	2245.64	PARTIALLY
EFT14590	01/11/2024	BOB WADDELL & ASSOCIATES PTY LTD	2024/2025 RATES MANAGEMENT: 4HRS SERVICE PROVIDED BY TARA (W/E: 20/10/2024) CONFIRMATION & UPDATE OF OWNERSHIP, PENSIONER APPLICATIONS, INTRIM SCHEDULES, RATES QUERIES & GENERAL 2024/2025 FINANCIAL ASSISTANCE (JUNE MONTHLY FINANCIAL STATEMENTS)	1232.00	
EFT14591	01/11/2024	SARAH CAPORN	REIMBURSEMENT FOR EMWS PURCHASES - GUILDFORD GARDEN CENTRE - 5 X WIND SPINNER ORNAMENTS FOR PARKER HOUSE WOOLWORTHS - BULK SWIM NAPPIES FOR Q SWIMMING POOL	985.00	
EFT14592	01/11/2024	ESTELLE VIVIAN GOM	REFUND OF ELECTION NOMINATION FEE	100.00	FULLY
EFT14593	01/11/2024	WESTRAC PTY LTD	NEW DOOR GLASS X2, NEW DOOR LATCH, NEW AIR FILTERS AS OLD ONES WERE DUSTED FOR MOTOR GRADER P5512	3341.27	
EFT14594	01/11/2024	CR. TREVOR STACEY	COUNCILLOR SITTING FEES JULY - SEPTEMBER 2024	960.00	

EFT14595	01/11/2024	GREAT SOUTHERN FUEL SUPPLIES	DIESEL 5000L - WORKS DEPOT	8276.02	
EFT14597	01/11/2024	COLAS	HOT BITUMEN SEAL - SINGLE COAT SEAL SLK 4.30-6.23 QDG-CORRIGIN ROAD (RRG) QUAIRADING - CORRIGIN ROAD	62607.63	PARTIALLY
EFT14598	01/11/2024	COMBINED PEST CONTROL	PEST CONTROL SPRAY -SWIMMING POOL	264.00	
EFT14599	01/11/2024	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OF OCTOBER 2024 - DATES SERVICED 10/10/24 & 16/10/24 (INC COMMUNITY FORUM ATTENDANCE)	1155.00	
EFT14600	01/11/2024	C & D CUTRI	URGENT REPAIRS TO BRIDGE No 4143, MT STIRLING RD	16610.00	
EFT14601	01/11/2024	COMPRESSED AIR INSTALLATIONS WA PTY LTD	SERVICE - COMPRESSED AIR VESSELS, WORKS DEPOT & MOBILE UNIT ON Q633	3294.01	
EFT14602	01/11/2024	WESTERN HYDRAULICS CORRIGIN	HYDRAULIC HOSES - PIG TRAILER FOR TIP TRUCK - P15086	2756.36	
EFT14603	01/11/2024	CLARK EQUIPMENT SALES PTY LTD	BOBCAT MAJOR SERVICE - HYDRAULIC REPAIR - P430	2881.45	
EFT14604	01/11/2024	REWARD HOSPITALITY	C/PARK SUPPLIES - (FITTED SHEET, SOAP, SHAMPOO, MILK) TOWN HALL SUPPLIES - (VARIOUS UTENSILS, PLATES, BOWLS)	1394.99	
EFT14605	01/11/2024	FITONIA PTY ATF THE SILVERSPRING TRUST T/AS T J DEPIAZZI & SONS	100m3 SOFT FALL PINE CHIP MULCH - KWIRRADING KOORT PARK PLAY EQUIPMENT	7645.00	
EFT14606	01/11/2024	LFA FIRST RESPONSE	QUAIRADING BFB TRUCKS BASIC FIRST AID SUPPLIES (HEARTPAD-PAK DEFIB GREY ADULT DISPOSABLE BATTERY & ELECTRODE REPLACEMENT, SNAKE, SPIDER AND TRAUMA KIT, BURNS KIT INC DELIVERY DEFIB TRAINER CPR (SHARED COST) CESM VEHICLE FIRST AID SUPPLIES (AED PREPARATION KIT, OXYGEN, EPIPEN, ASTHMA KIT, SNAKE, SPIDER, TRAUMA AND BURNS KIT)	10977.68	PARTIALLY

EFT14607	01/11/2024	BRUCE ROCK HEALTH CENTRE	PRE-EMPLOYMENT MEDICAL - PLANT OPERATOR AND GENERAL HAND	121.00	
EFT14608	01/11/2024	Crisp Wireless	MONTHLY INTERNET CONNECTION - NOVEMBER 2024 (SHIRE ADMIN, DEPOT, 8 DALL ST, 28 REID ST, QMP, DRS HOUSE, YOUTH CENTRE, SWIMMING POOL, VET CLINIC (INC WIFI INSTALLATION))	1658.87	
EFT14609	01/11/2024	SECUREX PTY LTD.	SERVICE SECURITY SYSTEM AND REPLACE B'UP BATTERY - BOWLING CLUB, CRC, MEDICAL PRACTICE, WORKS DEPOT & SHIRE ADMIN. OFFICE INC TRAVEL COSTS	1809.96	
EFT14610	01/11/2024	HUTTON & NORTHEY SALES	REPAIR TO HYDRAULIC HOSE x 2 (TIP BACKHOE)	232.13	
EFT14611	01/11/2024	CORSIGN	SIGNS - FIRE WATER DRY, EVACUATION CENTRE, PEDESTRIAN CROSSING, DISABLED PARKING	1504.80	
EFT14612	01/11/2024	CYNTHIA LOWE	REIMBURSEMENT OF MEAL ALLOWANCES & PARKING FOR SFO CONFERENCE	160.36	
EFT14613	01/11/2024	ELDERS QUAIRADING	AUGUST 2024 MONTHLY ACCOUNT - 600MM REPLACEMENT WALL OVEN - UNIT 5 AURTHUR KELLY VILLAGE C/PARK - HAND TOWEL CTN	1863.90	
EFT14614	01/11/2024	FULLY PROMOTED MIDLAND	PLANT OPERATOR AND GENERAL HAND - WORK UNIFORM UNIFORM PURCHASE FOR SFO & EO	1454.18	
EFT14615	01/11/2024	WOODSTOCK ELECTRICAL SERVICE	REPAIR- WATER RINGS - KWIRRADING KOORT REPAIRS TO MEDICAL CENTRE AUTO SWITCH IN GENERATOR & LED FLURO IN CONSULTING ROOM 64 CORALING ST ELECTRICAL REPAIRS (ADD A DOUBLE POWER POINT, CHANGE LIGHT BULBS AND REPAIR LED CONNECTIONS)	5988.99	
EFT14616	01/11/2024	CR R FALTYN	COUNCILLOR SITTING FEES JULY - SEPTEMBER 2024	470.00	
EFT14617	01/11/2024	CLEARSHIELD AUSTRALIA	REPLACEMENT SCREEN SECURITY DOOR , VET CENTRE	1650.00	
EFT14618	01/11/2024	COASTAL VEGETATION MANAGEMENT	BUSHFIRE MITIGATION AS PER RFQ FROM SHIRE OF QUAIRADING	70158.00	FULLY

EFT14619	01/11/2024	BITUMEN DISTRUBUTORS PTY LTD	400LT BITUMEN EMULSION FOR DOODENANNING - MAWSON RD	462.00	
EFT14620	01/11/2024	VERIZON CONNECT	MONTHLY SUBSCRIPTION - DEPOT VEHICLE TRACKERS	496.10	
EFT14621	01/11/2024	MARK BLACK	REFUND OF POST HOLE SHOVEL PURCHASED FOR QWRF BY QWRF MANAGER	18.98	
EFT14622	08/11/2024	TELSTRA	TELSTRA ACCOUNT #941548000 (LANDLINES) SUPPLY AND USAGE FOR THE PERIOD 20/10/24 - 19/11/24 - SHIRE ADMIN, WORKS ADMIN, QMP, LANDCARE, P/LICENSING, SWIMMING POOL, Q CRC	607.79	
EFT14623	08/11/2024	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH THE 2023/2024 ANNUAL FINANCIAL REPORT & SEPTEMBER MONTHLY FINANCIAL STATEMENTS 2024/2025 RATES MANAGEMENT: .5 HRS SERVICE PROVIDED BY TARA (W/E: 27/10/24) RATES QUERIES, ADJUSTMENTS & AUDITORS REPORTS	352.00	
EFT14624	08/11/2024	G J JONES PLUMBING	REPAIRS TO WATER LINE INTO SWIMMING POOL	242.50	
EFT14625	08/11/2024	DEAN ROBERT MASTIN	BFB VOLUNTEER REIMBURSEMENT FOR MR LICENSE CTT & PDA TEST	159.90	
EFT14626	08/11/2024	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2024/25 ESL QUARTER 2 IN ACCORANGE WITH DEPARTMENT OF FIRE AND EMERGENCY SERVICES WA ACT - EMERGENCY SERVICES LEVY - 1988 PART 6A SECTION 36L & 36M	4897.15	FULLY
EFT14627	08/11/2024	CR. JO HAYTHORNTHWAITE	COUNCILLOR SITTING FEES JULY - SEPTEMBER 2024	1610.00	
EFT14628	08/11/2024	COLAS	ADDITIONAL HOT BITUMEN RESEAL SINGLE COAT (23/24) FOR QUAIRADING - CORRIGIN ROAD (RRG)	17830.55	PARTIALLY
EFT14629	08/11/2024	COMBINED PEST CONTROL	COCKROACH SPRAY- SHIRE ADMIN BUILDING	198.00	
EFT14630	08/11/2024	MOORE AUSTRALIA (WA) PTY LTD	2024 FINANCIAL REPORTING - TEMPLATE AND DOCUMENTATION	1650.00	
EFT14631	08/11/2024	LOCAL COMMUNITY INSURANCE SERVICES	PUBLIC & PRODUCTS LIABILITY - RENEWAL 25/10/2024 - 25/10/2025 SHIRE OF QUAIRADING ON BEHALF OF UNINSURED STALLHOLDERS, BUSKERS, PERFORMERS AT COUNCIL EVENTS INC STAMP DUTY	1008.08	

EFT14633	08/11/2024	MALCOLM THOMPSON PUMPS - EFTSURE VERIFIED	%50 DEPOSIT - SUPPLY & REPLACE BORE PUMPS 3 & 4 - QDG BORE FIELD	4057.22	PARTIALLY
EFT14634	08/11/2024	IMPRINT PLASTIC	3 x ACRYLIC DESK SIGN 250 X 30MM - ELECTED COUNCILLOR, CSO AND TRAINEE	112.20	
EFT14635	08/11/2024	OFFICEWORKS	ADMIN STATIONERY PURCHASES FOR OCTOBER 24 - PENS, MONITOR ARMS, MAGENTIC SHEETS INCL POSTAGE	178.53	
EFT14636	08/11/2024	BRIAN KIMBER	SKELETON WEED REIMBURSEMENTS - VEHICLE COSTS: FUEL PURCHASES COMMUNICATIONS: TELEPHONE CHARGES 15/9/24 - 14/10/24 & 15/10/24 - 14/11/24 FACILITATION: PRESEASON ACCOMODATION & FOOD ALLOWANCES INC GST	513.48	FULLY
EFT14637	08/11/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC DEBT RECOVERY COSTS FOR OCTOBER 2024	268.50	FULLY
EFT14638	08/11/2024	PLAY CHECK PTY LTD - EFTSURE VERIFIED	PLAYCHECK - KWIRRADING KOORT PARK, 2024/25 AUDIT AND INSPECTION	1430.00	
EFT14639	08/11/2024	RESONLINE PTY LTD	ROOM MANAGER (CARAVAN PARK BOOKINGS) MONTHLY FEE - OCTOBER 2024	242.00	
EFT14640	08/11/2024	AFGRI EQUIPMENT AUSTRALIA TRADING AS AFGRI	COOLANT HOSE FOR JOHN DEERE TRACTOR P754 HOSES FOR TRACTOR P754	233.84	
EFT14641	08/11/2024	BUNNINGS GROUP LIMITED	EM MGMT VEHICLE VARIOUS MAINTENANCE MATERIALS & C/PARK OPERATIONAL MATERIALS 2 x SPRINKLER HOSE END WOBBLE TEE LOW PRESSURE, HOLESAWCOBALT SUTTON 13PC, 2 x MAT OUTDOOR BAYLISS, HAND TOOL SET STANLEY 87PCE HOSE NOZZEL GARDENA 13MM SET, GARDEN HOSE NYLEX 12MMx15M TRIPLEFLEX, ASST HOSE/BRASS ADAPTERS/HOSE CONNECTION /LEAD EXTENSION, CLEANER H/PRESS CORDED GERNI	967.63	
EFT14642	08/11/2024	M.A.L. AUTOMOTIVE PTY LTD.	BASIC SERVICE ON WORKS DEPOT VEHICLE, Q3870 HINO TIP TRUCK, Q3446, Q465 BT50, Q651 D-MAX	2528.35	

EFT14643	08/11/2024	SECUREX PTY LTD.	SECURITY ALARM SYSTEM MONITORING 01/10/24 - 30/09/25 SHIRE ADMIN, DEPOT WORKSHOP & Q CRC	2059.20	
EFT14644	08/11/2024	HUTTON & NORTHEY SALES	20L HYDRAULIC OIL FOR BOBCAT LOADER P430	203.03	
EFT14645	08/11/2024	SCAVENGER SUPPLIES PTY LTD	FIRE FIGHTING APPLIANCE ADAPTORS TO CONNECT TO STANDPIPES	160.05	
EFT14646	08/11/2024	CR.B COWCILL - SITTING FEE'S	COUNCILLOR SITTING FEES JULY - SEPTEMBER 2024	705.00	
EFT14647	08/11/2024	CARABINER ARCHITECTS PTY LTD	SCHEMATIC DESIGN %20 (%20 CLAIM) END SEP 24 - QUAIRADING SPORTS PRECINCT LRCI	10633.70	FULLY
EFT14648	08/11/2024	FULLY PROMOTED MIDLAND	UNIFORMS ORDER FOR CSFO	379.50	
EFT14649	08/11/2024	WOODSTOCK ELECTRICAL SERVICE	REPAIRS TO TOWN HALL COOL ROOM	660.00	
EFT14650	08/11/2024	WHEATBELT TILT TRAY & CRANE	RECOVERY OF 4.4 ISUZU FIRE APPLIANCE P02 FOLLOWING BREAKDOWN ON FIRE GROUND - RETURNED TO QUAIRADING SHIRE FOR REPAIRS	1540.00	
EFT14651	08/11/2024	SASKIA KORZONEK	BFB VOLUNTEER REIMBURSEMENT FOR MR LICENSE CTT & PDA TEST	159.90	
EFT14652	08/11/2024	GARRETT'S GARAGE	SERVICE - CESM VEHICLE (1HFT-882)	1094.24	PARTIALLY
EFT14653	08/11/2024	READYTECH (PREVIOUSLY IT VISION)	READY COMMUNITY (ALTUS) PAYROLL AWARD CHANGES - HALF DAY - EO	495.00	
EFT14654	08/11/2024	W.A SAFETY TAPE AND MESH	DEPOT PPE SUPPLIES - GLOVES, VEST, GLASSES FOR SAFETY	453.80	
EFT14655	08/11/2024	SOFTSCAPES & RETICULATION PTY LTD - VERIFIED	FENCING INSTALLATION - SWIMMING POOL & 8 DALL ST RESIDENCE	22799.27	
EFT14656	08/11/2024	GRAEME ELLIS	REFUND OF GRAEME ELLIS - AGRI HALL PRIVATE HIRE 26/10/24 - KEY BOND & FACILITY BOND	825.00	FULLY
EFT14657	08/11/2024	BOC LIMITED	CONTAINER SERVICE - DAILY TRACKING FOR PERIOD 28/9/24 - 28/10/2024	50.97	

EFT14658	08/11/2024	PLUMBER'S MOBILE PLUMBING	GILLET ST UNITS - LOCATE AND REPAIR LEAK TO HWS, COMMUNAL UNIT, SHARED BY ALL TENANTS C/PARK- BLOCKED SEWER PIPE @ GENTS TOILETS CARAVAN PARK, EXTEND INSPECTION TO GROUND LEVEL	2216.50	
EFT14659	12/11/2024	AUSTRALIAN TAXATION OFFICE	BAS JULY 2024 31.07.24	43180.00	
EFT14660	14/11/2024	TEAM GLOBAL EXPRESS (PREVIOUSLY T/A TOLL TRANSPORT PTY LTD)	TEAM GLOBAL/TOLL -DELIVERY OF ITEMS FOR TOWN HALL & TOWN SIGNS	214.56	
EFT14661	14/11/2024	WHEATBELT EQUIPMENT PTY LTD - EFTSURE VERIFIED	NEW RIM-WHEEL STUDS FOR JCB BACKHOE P617	1421.45	
EFT14662	14/11/2024	TELSTRA	TELSTRA ACCOUNT #3147560738 USAGE FOR THE PERIOD 2/11/24 - 1/12/24 WAP INTERNET TELSTRA ACCOUNT #4866080200 USAGE FOR THE PERIOD 29/10/24 - 28/11/24 QMP FAX INC SERVICES & EQUIPMENT RENTAL TELSTRA ACCOUNT #3147560795 USAGE FOR THE PERIOD 4/11/24 - 3/12/24 CESM SAT PHONE	484.86	PARTIALLY
EFT14663	14/11/2024	SHIRE OF KULIN	CHEMICAL HANDLING TRAINING -MAA95- 3 X WORKS DEPOT STAFF & SUPERVISOR OF PARKS & GARDENS	181.60	
EFT14664	14/11/2024	HERSEY'S SAFETY PTY LTD	20L TAR REMOVER FOR BULYEE - QUAIRADING ROAD (RRG)	321.20	PARTIALLY
EFT14665	14/11/2024	COMMUNITY RESOURCE CENTRE - QUAIRADING	YOUTH CENTRE PHOTOCOPYING 2/10/24 ECONOMIC DEVELOPMENT TEAM PRINTING, PHOTOCOPYING FOR OCTOBER INC & LAMINATING GRANT FORMS & POLICIES BANKSIA BULLETIN, NOVEMBER 24 11 COMMUNITY PHONE BOOKS FOR SHIRE ADMINISTRATION & EMT TEAM	473.76	
EFT14666	14/11/2024	MCINTOSH & SON WA	MISC PARTS FOR TIP BACKHOE P3854 (CAP, FILLER) MISC PARTS FOR TIP BACKHOE P3854 (CRIMP HOSE, ANTENNA KIT, BATTERY)	395.90	
EFT14667	14/11/2024	BLOOMY'S NURSERY AND FLORIST	REMEMBRANCE DAY WREATH NOV 2024	150.00	

EFT14668	14/11/2024	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH THE 2024/2025 ANNUAL FINANCIAL REPORT 2024/2025 RATES MANAGEMENT: 4.5HRS SERVICE PROVIDED BY TARA (W/E: 10/11/24) CHANGE OF OWNERSHIP, PENSIONER CLAIMS, RATES QUERIES, ADJUSTMENTS, GENERAL 2024/2025 RATES MANAGEMENT: 6HRS SERVICE PROVIDED BY TARA (W/E: 03/11/24) PENSIONER CLAIMS, APPLICATIONS & LETTERS, RATES QUERIES, GENERAL & RATES EOM START - COMPLETE	4180.00	
EFT14669	14/11/2024	BENTNAIL BUILDING & MAINTENANCE	1 DAY HIRE-MINI EXCAVATOR, FOR OVAL IRRIGATION REPAIRS HIRE - TEMPORARY FENCING AT QWRF HIRE - MINI EXCAVATOR, FOR OVAL IRRIGATION REPAIRS	495.00	
EFT14670	14/11/2024	VISIMAX SAFETY PRODUCTS	Q WRF x 6 CAT TRAPS	1155.00	
EFT14672	14/11/2024	WCS CONCRETE PTY LTD	CONCRETE CULVERT HEADBOARDS FOR QUAIRADING - CORRIGIN ROAD MAINTENANCE	2362.80	
EFT14673	14/11/2024	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OF OCTOBER 2024 - DATES SERVICED 22/10/24 & 23/10/24 NOVEMBER 2024 - DATES SERVICED 1/11/24	924.00	
EFT14674	14/11/2024	STABILISATION TECHNOLOGY	PROCESSING OF GRAVEL SAMPLES 2024/25 RRG 002 - BULYEE - QUAIRADING ROAD	3800.50	PARTIALLY
EFT14675	14/11/2024	FLAVOUR TOWN CATERING	CATERING FOR BOTH SESSIONS OF 2024 COMMUNITY FORUM	1050.00	FULLY
EFT14676	14/11/2024	IMPRINT PLASTIC	NAME AND BADGE - WORKS DEPOT ADMIN & PARKS AND GARDENS SUPERVISOR	58.85	
EFT14677	14/11/2024	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES & ADMIN POSTAGE OCTOBER 2024	2526.48	
EFT14678	14/11/2024	BUNNINGS GROUP LIMITED	PAINT AND SUPPLIES FOR THE VET CLINIC & REPLACEMENT RUBBISH BINS TOWN HALL	437.21	
EFT14679	14/11/2024	MERREDIN CARPETS AND FLOORING	FLOORING REMOVAL AND REPLACEMENT - VET CLINIC	6065.00	

EFT14680	14/11/2024	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	REPLACEMENT LAPTOP, WORKS DEPOT ADMIN (REPLACING SOQ LP 15)	3119.31	
EFT14681	14/11/2024	HUTTON & NORTHEY SALES	TRAILER PLUG ADAPTOR - POTH	29.19	
EFT14682	14/11/2024	REGIONAL FIRE & SAFETY	REFUSE SITE - EMERGENCY EVACUATION DIAGRAMS FOR WASTE SITE OFFICE & RECYCLING SHED	880.00	
EFT14683	14/11/2024	OLD MACDONALDS TRAVELLING FARMS - WA EAST - EFTSURE VERIFIED	CHILDREN'S WEEK EVENT QUAIRADING 21ST OCTOBER 2024	1045.00	FULLY
EFT14684	14/11/2024	CARAVANS WEST	WA CARAVAN AND CAMPING ADVERTISING NOVEMBER 2024	650.00	
EFT14685	14/11/2024	RPM HIRE - EFTSURE VERIFIED	TRAILER MOUNTED TRAFFIC LIGHTS -HIRE FOR ROAD CONSTRUCTION- OLD BEVERLY ROAD & BULYEE - QUAIRADING ROAD (RRG)	759.00	PARTIALLY
EFT14686	14/11/2024	HILL AND CANNING CONSULTING ENGINEERS PTY. LTD.	GREATER SPORTS GROUND SITE INVESTIGATION AND CONCEPT DESIGN & DESIGN DEVELOPMENT (GSC) - NETBALL/BASKETBALL COURTS (LRCI FUNDED)	16368.00	FULLY
EFT14687	14/11/2024	GORS MECHANICAL - EFTSURE VERIFIED	REPAIRS TO FIRE TRUCK - P02 & REPAIRS TO PIG TRAILER - P15086	1089.10	
EFT14688	14/11/2024	HYDROSONIC LEAK DETECTION SERVICE	LEAK DETECTION EQUIPMENT FOR OVAL AND GROUNDS RETICULATION	1155.00	
EFT14689	21/11/2024	AVON WASTE	DOM RUBBISH X 4 WEEKS, RECYCLING & WASTE SERVICES FOR OCTOBER & REBATE - CONTAINER DEPOSIT SCHEME 07/23 - 12/23 476 DOM RUBBISH X 4 WEEKS, ADDITIONAL GENERAL WASTE SERVICES X 2 PER WEEK, 473 RECYCLING SERVICES - 7TH AND 21ST OF OCTOBER, ADDITIONAL RECYCLING ONLY SERVICE X 1 FORTNIGHT, BULK RECYCLING BINS EMPTIED 6TH OF SEPTEMBER - BOWLS/FOOTY CLUB, TENNIS/GOLF CLUB, REPLACEMENT BIN FOR 21 HEAL STREET A3161 28/10/24 (ONCHARGED TO RESIDENT), REBATE - CONTAINER DEPOSIT SCHEME JULY 2023 - SEPTEMBER 2023,	8292.56	PARTIALLY

EFT14690	21/11/2024	ERNEST ARTHUR WEST	REFUND OF ARTHUR WEST - FUNERAL 15/11/24 - LESSER HALL FACILITY & KEY BOND	625.00	FULLY
EFT14691	21/11/2024	QUAIRADING TYRE & BATTERY SUPPLIES	REPLACE BATTERY IN & REPLACE 2X TYRES P633 - MULCHING UTE PURCHASE OF 7 x 11R22.5 B/STONE M840, 7 x FIT TRUCK TYRE, 8 x VALVE, GREASE FOR DEPOT WORKSHOP REPLACE BATTERIES IN Q5122 - 2012 NISSAN TRUCK REPLACE TYRE ON Q5426 (CHERRY PICKER) REPAIR TYRE ON Q3446 - 2014 MAZDA BT50 REPLACE 2X TYRES ON Q5191 (SWEEPER) REPLACE 1X TYRE P272 TRUCK REPLACE 2X TYRES PQ0 CEO VEHICLE 6 x GAS BOTTLES FOR C/PARK ABLUTIONS REPAIR TRUCK TYRE - P272B TRUCK REPAIR TYRE ON Q617 (BACKHOE) REPLACE TYRE ON Q4110 REPLACE BATTERIES IN Q960 (ROLLER) EXTENSIONS - P004 FIRETENDER REPLACE BATTERIES IN Q458 (COMMUNITY BUS) REPLACE TYRES - P5130 WAMENUSKING FIRE TENDER 8 x VALVES - QUAIRADING BFB FIRE TRUCKS	40912.33	
			REPLACEMENT TYRES- HEAVY 4WD / OFF ROAD P661 TRITON FIT NEW TYRE FOR TIPPER TRAILER P15086 REPAIR BRAKE/TYRE NOISE P465C - 2024 MAZDA BT50 REPAIR TYRE ON Q200 (MOWER) REPAIR TYRE ON FIRE FIGHTER TRAILER		
EFT14692	21/11/2024	QUAIRADING CLUB INC.	COUNCIL MEETING REFRESHMENTS	66.00	
EFT14693	21/11/2024	JASON SIGNMAKERS	2 x OFF LEASH DOG EXERCISE AREA SIGNS, POSTS AND BRACKETS (BARK PARK)	2713.15	
EFT14694	21/11/2024	NEU-TECH AUTO ELECTRICS	REPAIRS ON CAT TRUCK P450 & LOW LOADERS P4460	2331.63	

EFT14695	21/11/2024	SYNERGY	<p>SYNERGY ACCOUNT #885514750 (19 GILLET ST, COMMON AREA & UNITS 1 - 4) SUPPLY AND USAGE FOR THE PERIOD 6/9/24 - 5/11/24 (ONCHARGED)</p> <p>SYNERGY ACCOUNT #404791220 (64 CORALING STREET) SUPPLY AND USAGE FOR THE PERIOD 6/9/24 - 5/11/24 1222 UNITS USED (ONCHARGED)</p> <p>SYNERGY ACCOUNT #187804760 (QWRF) SUPPLY AND USAGE FOR THE PERIOD 6/9/24 - 5/11/24 51 UNITS USED</p> <p>SYNERGY ACCOUNT #207862210 (YOUTH CENTRE) SUPPLY AND USAGE FOR THE PERIOD 6/9/24 - 5/11/24 184 UNITS USED</p> <p>SYNERGY ACCOUNT #440305530 (VET CLINIC) SUPPLY AND USAGE FOR THE PERIOD 17/9/24 - 5/11/24 50 UNITS USED</p> <p>SYNERGY ACCOUNT #137709150 (QMP) SUPPLY AND USAGE FOR THE PERIOD 7/9/24 - 6/11/24</p> <p>SYNERGY ACCOUNT #137709150 (DRS RESIDENCE SUPPLY AND USAGE FOR THE PERIOD 7/9/24 - 6/11/24</p> <p>SYNERGY ACCOUNT #298130670 (DEPOT WORKSHOP) SUPPLY AND USAGE FOR THE PERIOD 7/9/24 - 6/11/24 1531 UNITS USED</p> <p>SYNERGY ACCOUNT #544185110 (RAILWAY STN) SUPPLY AND USAGE FOR THE PERIOD 7/9/24 - 7/11/24 1061 UNITS USED</p> <p>SYNERGY ACCOUNT #831204500 (7A HEAL STREET LIGHTS) SUPPLY AND USAGE FOR THE PERIOD 7/9/24 - 08/11/24 234 UNITS USED</p>	6591.87	PARTIALLY
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			SYNERGY ACCOUNT #222214330 (REED CHILDCARE) SUPPLY AND USAGE FOR THE PERIOD 10/9/24 - 08/11/24 438 UNITS USED (ONCHARGED) SYNERGY ACCOUNT #704417150 (AIRSTRIP AND GROUNDS) SUPPLY AND USAGE FOR THE PERIOD 10/9/24 - 08/11/24 298 UNITS USED SYNERGY ACCOUNT #703840590 (TOWN HALL) SUPPLY AND USAGE FOR THE PERIOD 7/9/24 - 08/11/24 2822 UNITS USED SYNERGY ACCOUNT #408945020 (OTH BORES) SUPPLY AND USAGE FOR THE PERIOD 10/9/24 - 08/11/24 34 UNITS USED SYNERGY ACCOUNT #936409630 (OTH BORES) SUPPLY AND USAGE FOR THE PERIOD 10/9/24 - 08/11/24 979 UNITS USED SYNERGY ACCOUNT #377207980 (19 POWELL CRES) POWER USAGE AND SUPPLY FOR THE PERIOD 11/09/24 - 11/11/24 494 UNITS USED (ONCHARGED)		PARTIALLY
EFT14696	21/11/2024	BENTNAIL BUILDING & MAINTENANCE	2 X DAYS EXCAVATOR HIRE FOR CEMETERY (BUNCE & WEST)	506.00	
EFT14697	21/11/2024	COMMERCIAL LOCKSMITHS	EVVA EPS A" RESTRICTED KEY CLS EMBOSSED INC FREIGHT - C/PARK"	247.50	
EFT14698	21/11/2024	LYNNETTE JANE COWCILL - AIR BNB	ACCOMMODATION FOR WRF FENCING CREW	900.00	
EFT14699	21/11/2024	BUNNINGS GROUP LIMITED	SHIRE HALL - HAND WASH, CLEANING WIPES DEPOT WORK SHOP - DISH WASH REED CHILDCARE - SCREWS, PLASTIC CAPS MCLENNAN ST - DRAINAGE MAINTENANCE - PAVE MYPAVE, PAVER PORCELAIN TUSCAN DWV PVC GRATE HOLMAN, STORM PVC FINISH COLLAR HOLMAN FOR 190 MCLENNAN STREET	131.27	
EFT14700	21/11/2024	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	PRIMARY MICROSOFT NCE -M362 LICENCE FOR THE PERIOD 16/11/2024 TO 16/11/2025	16063.30	
EFT14701	21/11/2024	NORTHAM BETTA HOME LIVING	REPLACEMENT TCL 4K QLED GOOGLE TELEVISION - CABIN 3 C/PARK	595.00	

EFT14702	21/11/2024	ELDERS QUAIRADING	BIN LINERS 24 x 10PK 140L - STREET BINS CARAVAN PARK - BLACK DISPOSABLE GLOVES, SPRINKLER FOUNTAIN CLIP/ON MATERIALS FOR RETIC REPAIRS AT OVAL	574.20	
EFT14703	21/11/2024	ALTUS PLANNING - EFTSURE VERIFIED	TOWN PLANNING SERVICES FOR OCTOBER 2024	1967.63	
EFT14704	21/11/2024	HALL BROS CONTRACTING (STEPHEN SMITH HALL)	DIAGNOSE GRADER MAINTENANCE ISSUE P240 REPLACE WHEEL STUDS ON TIP BACKHOE P3854,	305.00	
EFT14705	21/11/2024	WA TRAFFIC PLANNING	BULYEE - QUAIRADING RD & OLD BEVERLEY EAST RD - TRAFFIC MANAGMENT PLAN - RRG	1430.00	PARTIALLY
EFT14706	21/11/2024	CIVIL PRODUCTS WA - EFTSURE VERIFIED	AS PER QUOTE 3536 - PUBLIC TOILETS, REPLACEMENT STREET BLADES, POOL ENTRY SIGNAGE	663.30	
EFT14707	21/11/2024	CUSTOM GEAR - EFTSURE VERIFIED	WASTE BAG DISPENSER FOR BARK PARK	898.70	
EFT14708	21/11/2024	LAURYN MCLEAN	REIMBURSEMENT REQUEST - PRE-EMPLOYMENT MEDICAL CSO	148.50	
EFT14709	21/11/2024	CHG-MERIDIAN AUDTRALIA PTY LIMITED	QUAIRADING CRC GYM EQUIPMENT RENTAL FOR THE PERIOD 01/07/2024 - 30/09/2024 - PRINCIPAL & INTEREST	6803.98	
EFT14710	25/11/2024	SHIRE OF QUAIRADING	DEPOSIT - 8 EDWARDS WAY QUAIRADING - WINDSPRAY ENTERPRISES PTY LTD, BALANCE FOR LOT 301, 8 EDWARDS WAY - MULTI-POWER ELECTRICAL SERVICES DEPOSIT - 9 EDWARDS WAY QUAIRADING - WINDSPRAY ENTERPRISES PTY LTD, BALANCE FOR LOT 321, 9 EDWARDS WAY - MULTI-POWER ELECTRICAL SERVICES DEPOSIT - 11 EDWARDS WAY QUAIRADING - WINDSPRAY ENTERPRISES PTY LTD, BALANCE FOR LOT 328, 11 EDWARDS WAY - MULTI-POWER ELECTRICAL SERVICES DEPOSIT FOR LOT 326 REID STREET QUAIRADING - BRIAN GILLESPIE DEPOSIT FOR 1 EDWARDS WAY - BRIAN GILLESPIE	31000.00	FULLY
EFT14711	28/11/2024	ALICE JANE COLLARD	REFUND OF TOWN HALL KEY & FACILITY BOND - ALICE COLLARD - 26/11/24	825.00	FULLY

EFT14712	28/11/2024	QUAIRADING FARMERS CO-OP	QUAIRADING CO-OP ACCOUNT - AUGUST, SEPTEMBER & OCTOBER 24 - TRAFFIC MANAGEMENT TRAINING (PARTIALLY FUNDED) GST FREE, RAP MEETING, YOUTH CENTRE & CHILDRENS WEEK CATERING, SHIRE ADMIN & DEPOT CONSUMABLES, COUNCIL REFRESHMENTS & C/PARK MATERIALS	2862.94	PARTIALLY
EFT14713	28/11/2024	TELSTRA	TELSTRA ACCOUNT #3147560712 SUPPLY AND USAGE FOR THE PERIOD 16/11/24-15/12/24 - DEPOT, SHIRE ADMIN, C/PARK, CESM & QWRF	481.95	PARTIALLY
EFT14714	28/11/2024	CUTTING EDGES EQUIPMENT PARTS PTY LTD - EFTSURE VERIFIED	BLADES FOR GRADERS - P5512 & P240	2145.55	
EFT14715	28/11/2024	COUNTRY COPIERS NORTHAM	SHIRE ADMIN COPIER READING FOR THE PERIOD 08/10/24 - 11/11/24	313.67	
EFT14716	28/11/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	WATC - LOAN 118, DEAL 50336 PRINCIPAL & INTEREST REPAYMENT	29180.32	
EFT14717	28/11/2024	EASTERN HILLS CHAINSAWS & MOWERS	WHIPPER SNIPPER CORD - DEPOT GARDENS	134.10	
EFT14718	28/11/2024	QUAIRADING MEDICAL PRACTICE (GREAT CARE HEALTH)	PRE-EMPLOYMENT MEDICAL FOR TRAINEE	150.70	
EFT14719	28/11/2024	CDA AIR CONDITIONING & REFRIGERATION	REPAIR AIR CON 1 19 POWELL CRES	383.00	
EFT14720	28/11/2024	WATER CORPORATION	WATER CORP ACCOUNT #9007641987 LGA STANDPIPE AT KELLERBERRIN-YOTING RD CUNDERDIN SOUTH FL LOT ROAD RES ADJ LOC 46 WATER USAGE AND SUPPLY FOR THE PERIOD 21/09/2024 - 18/11/24 255 KL USED WATER CORP ACCOUNT #9007642015 QWRF WATER USAGE AND SUPPLY FOR THE PERIOD 22/09/2024 - 18/11/24 0 KL USED WATER CORP ACCOUNT #9007641995 LGA STANDPIPE AT PANTAPPIN NORTHWEST RD CUNDERDIN SOUTH FL LOT 20935 WATER USAGE AND SUPPLY FOR THE PERIOD 21/09/2024 - 18/11/24 21 KL USED	862.61	

EFT14721	28/11/2024	BOB WADDELL & ASSOCIATES PTY LTD	2024/2025 RATES MANAGEMENT: 16HRS SERVICE PROVIDED BY TARA (W/E: 17/11/24) CHANGE OF OWNERSHIP, APPLICATIONS & LETTERS, INTRIM LETTER, RATES QUERIES & DEBT RECOVERY ASSISTANCE WITH THE 2023/24 ANNUAL FINANCIAL REPORT & AUDIT QUERIES, ASSISTANCE WITH ROU ASSET/LEASE PAYMENT QUERY 2024/2025 RATES MANAGEMENT: 3.75HRS SERVICE PROVIDED BY TARA (W/E: 24/11/24) PENSIONER CLAIMS, 2ND INSTALLMENT NOTICES, APPLICATIONS & LETTERS, RATES QUERIES 2024/2025 FINANCIAL ASSISTANCE - OCTOBER FINANCIAL STATEMENTS	5148.00	
EFT14722	28/11/2024	SYNERGY	SYNERGY ACCOUNT #558474190 SUPPLY AND USAGE FOR THE PERIOD 10/9/24 - 5/11/24 - AKV COMMON AREA, UNITS 1 - 8 & PARKER HOUSE (CREDIT DUE TO INCORRECT SYNERGY METER READING CAUSING OVERCHARGE TO THIS ACCOUNT ON PREVIOUS BILL) Synergy Account #422437350 U A 50 SUBURBAN POWER USAGE AREA SUPPLY FOR THE PERIOD 11/09/24 - 11/11/24 732 UNITS USED ONCHARGE SYNERGY ACCOUNT #893699340 SHIRE ADMIN POWER USAGE AND SUPPLY FOR THE PERIOD 11/09/24 - 11/11/24 1268 UNITS USED SYNERGY ACCOUNT #195168700 28 REID POWER USAGE AND SUPPLY FOR THE PERIOD 11/09/24 - 11/11/24 929 UNITS USED ONCHARGE SYNERGY ACCOUNT #422743450 31 DALL POWER USAGE AND SUPPLY FOR THE PERIOD 11/09/24 - 11/11/24 57 UNITS USED ONCHARGE SYNERGY ACCOUNT #431870690 U 50B SUBURBAN POWER USAGE AND SUPPLY FOR THE PERIOD 11/09/24 - 11/11/24 513 UNITS USED ONCHARGE SYNERGY ACCOUNT #389453150 8 DALL POWER USAGE AND SUPPLY FOR THE PERIOD 11/09/24 - 11/11/24 1353 UNITS USED ONCHARGE	5773.84	PARTIALLY

			SYNERGY ACCOUNT #689509470 (TENNIS CLUB) SUPPLY AND USAGE FOR THE PERIOD 07/09/24 - 06/11/24 644 UNITS USED (ONCHARGED), SYNERGY ACCOUNT #689509470 (LOT 190 MCLENNAN) SUPPLY AND USAGE FOR THE PERIOD 07/09/24 - 06/11/24 259 UNITS USED (ONCHARGED), SYNERGY ACCOUNT #689509470 (OVAL & GROUNDS) SUPPLY AND USAGE FOR THE PERIOD 07/09/24 - 06/11/24 3228.28 UNITS USED, SYNERGY ACCOUNT #689509470 (ROUNDING) SUPPLY AND USAGE FOR THE PERIOD 07/09/24 - 06/11/24 SYNERGY ACCOUNT #137839080 QCRC POWER USAGE AND SUPPLY FOR THE PERIOD 23/10/24 - 12/11/24 822.31 UNITS USED		PARTIALLY
EFT14723	28/11/2024	SULLIVAN LOGISTICS PTY LTD T/A KALEXPRESS AND QUALITY TRANSPORT	FREIGHT, MMS SIGNS FOR ROAD CONSTRUCTION - BULYEE - QUAIRADING ROAD (RRG)	43.10	PARTIALLY
EFT14724	28/11/2024	LYNNETTE JANE COWCILL - AIR BNB	ACCOMMODATION - FENCING CONTRACTORS FOR QWRF	240.00	
EFT14725	28/11/2024	MURRAY YARRAN	REFUND TO MURRAY YARRAN - COMMUNITY BUILDING FACILITY & KEY BOND - 26/11/24	625.00	FULLY
EFT14726	28/11/2024	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2024/25 ESL QUARTER 2 IN ACCORDANCE WITH THE DEPARTMENT OF EMERGENCY SERVICES OF WA ACT 1998 PART 6A - EMERGENCY SERVICES LEVY SECTION 36ZJ AND OPTION B AGREEMENT ARRANGEMENTS	25521.49	FULLY
EFT14727	28/11/2024	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL - DEPOT YARD	8289.60	
EFT14728	28/11/2024	WA LOCAL GOVERNMENT ASSOCIATION	CR GOM INDUCTION TRAINING - UNDERSTANDING LOCAL GOVERNMENT ELEARNING COURSE & CONFLICTS OF INTEREST ELEARNING COURSE SPEED DISPLAY SIGNS ON HEAL ST	595.73	
EFT14729	28/11/2024	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OF NOVEMBER 2024 - DATES SERVICED 5/11/24 & 14/11/24	924.00	


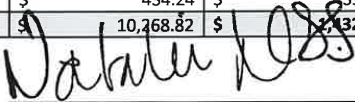

EFT14730	28/11/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY FOR THE PERIOD 01/09/2024 - 30/09/2024 (BUILDING PERMITS)	203.05	FULLY
EFT14731	28/11/2024	AVON VALLEY TOYOTA	PURCHASE OF NEW 2024 TOYOTA CAMRY 2.5L HYBRID ASCENT, PURCHASE OF NEW 2024 TOYOTA CAMRY 2.5L HYBRID ASCENT, 12 MONTH REGISTRATION OF COMMUNITY CAR - NEW 2024 TOYOTA CAMRY 2.5L HYBRID ASCENT, 12 MONTH REGISTRATION OF COMMUNITY CAR (GST ON INSURANCE) - NEW 2024 TOYOTA CAMRY 2.5L HYBRID ASCENT	22058.30	FULLY
EFT14732	28/11/2024	OFFICEWORKS	2 X MONITORS FOR EO DESK INC FREIGHT REPLACEMENT RECEIPT PRINTER FOR CONTAINERS 4 CHANGE AS OLD ONE IS NO LONGER WORKING INC FREIGHT	1108.90	
EFT14733	28/11/2024	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	NISSAN-F/ULP, Q200 MOWER - F/ULP, MAZDA-F/ULP, JERRY CAN-F/ULP, HINO FIRE 4.4-F/ULP, ISUZU MULCHING-F/ULP, HOLDEN CREW CAB -F/ULP FUEL - PQ01, FUEL - POTH, FUEL - PQ0, FUEL - C/PARK OPERATIONS FUEL - P5064, FUEL - POTH MOWERS, FORKLIFT, JERRY CANS, FUEL - PQ0 FUEL - C/PARK OPERATIONS, FUEL - PQ0, FUEL - P465C, FUEL - P5426, FUEL - POTH, FUEL - P5064	5866.93	
EFT14734	28/11/2024	COMPLETE OFFICE SUPPLIES PTY LIMITED	ADMIN STATIONERY PURCHASES FOR OCTOBER 24 - POST IT FLAGS, POST IT NOTES. SCISSORS, NOTE BOOKS, PAPER, PENS, DIARY DEPOT STATIONERY PURCHASES FOR OCTOBER 24 - ARTLINE 100, ROLLERBALL PENS, NOTEBOOKS,ADHESIVE TAPE,ARCHIVE BOXES FOR CEMETERY DOCUMENTS	542.67	
EFT14735	28/11/2024	LFA FIRST RESPONSE	FIRST AID EQUIPMENT FOR DEPOT & EXEC. VEHICLES	2172.00	
EFT14736	28/11/2024	BRUCE ROCK HEALTH CENTRE	PRE-EMPLOYMENT MEDICAL - QWRF ATTENDANT	120.00	
EFT14737	28/11/2024	HUTTON & NORTHEY SALES	REPLACEMENT COMPRESSOR FOR Q633 2018 ISUZU DMAX MISC PARTS/MATERIALS FOR FIREFIGHTER TANK LOCK PIN 8MM ROUND FOR TRACTOR	1998.78	
EFT14738	28/11/2024	NATALIE NESS	GYM MEMBERSHIP REIMBURSEMENT FOR CEO AS PER SECTION 10 OF THEIR CONTRACT	70.00	
EFT14739	28/11/2024	TOTAL TOOLS	SQUAT JACKS TO PROP COLLAPSED CULVERT - QDG/CORRIGIN RD	663.35	

EFT14740	28/11/2024	CARABINER ARCHITECTS PTY LTD	SCHEMATIC DESIGN %50 (%30 CLAIM) END OCT 24 - QUAIRADING SPORTS PRECINCT (LRCI)	15950.55	FULLY
EFT14741	28/11/2024	BOBCAT PLUS PTY LTD	INSTALLATION OF NEW CULVERT & HEADWALLS TRELOAR RD R2R	11000.00	FULLY
EFT14742	28/11/2024	BITUMEN DISTRUBUTORS PTY LTD	8 x DRUMS OF EMULSION (SHIRE TO SUPPLY DRUMS) DANGIN TERRACE - ROAD MAINTENANCE	1848.00	
EFT14743	28/11/2024	VERIZON CONNECT	MONTHLY ACCT, VEHICLE TRACKERS , NOV 2024	451.00	
EFT14744	28/11/2024	ROCK SOLID SERVICES	INSTALLATION OF ELECTRICAL & COMMUNICATIONS AS QUOTED - STAGE 2 LIGHT INDUSTRIAL SUBDIVISION - PARTIAL INVOICE	16279.23	
EFT14745	28/11/2024	HILL AND CANNING CONSULTING ENGINEERS PTY. LTD.	GREATER SPORTS GROUND (GSC) DESIGN DEVELOPMENT & CONTRACT DOCUMENTATION - NETBALL/BASKETBALL COURTS (LRCI FUNDED)	10676.05	FULLY
EFT14746	28/11/2024	XAV GROUP PTY LTD T/A CONTRACT AQUATIC	Q SWIMMING POOL CHEMICALS - 2024/25 SEASON (CAL HYPO 10KG TUBS, DRY ACID, ALKALINITY UP, EPI PEN, VARIOUS OTHER CHEMICALS THAT MAY BE REQUIRED THROUGHOUT THE SEASON)	4361.80	
EFT14747	28/11/2024	C.A.I. FENCING - EFTSURE VERIFIED	FENCING FOR CRICKET PRACTICE NETS	7700.00	
				\$ 723,223.83	

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

ACTUAL TOTAL TAKINGS		
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
30/10/2024	TRANSPORT TAKINGS	\$31.00
31/10/2024	TRANSPORT TAKINGS	\$1,505.75
01/11/2024	TRANSPORT TAKINGS	\$515.50
04/11/2024	TRANSPORT TAKINGS	\$3,191.45
05/11/2024	TRANSPORT TAKINGS	\$10,755.60
06/11/2024	TRANSPORT TAKINGS	\$4,840.65
07/11/2024	TRANSPORT TAKINGS	\$467.15
08/11/2024	TRANSPORT TAKINGS	\$1,275.35
11/11/2024	TRANSPORT TAKINGS	\$1,540.00
12/11/2024	TRANSPORT TAKINGS	\$2,005.30
13/11/2024	TRANSPORT TAKINGS	\$440.10
14/11/2024	TRANSPORT TAKINGS	\$220.50
15/11/2024	TRANSPORT TAKINGS	\$2,067.75
18/11/2024	TRANSPORT TAKINGS	\$1,236.30
19/11/2024	TRANSPORT TAKINGS	\$2,880.85
20/11/2024	TRANSPORT TAKINGS	\$1,200.30
21/11/2024	TRANSPORT TAKINGS	\$90.55
22/11/2024	TRANSPORT TAKINGS	\$449.25
25/11/2024	TRANSPORT TAKINGS	\$1,219.30
26/11/2024	TRANSPORT TAKINGS	\$2,660.45
27/11/2024	TRANSPORT TAKINGS	\$305.45
TAKINGS RECEIVED IN THE BANK - NOVEMBER 2024		\$38,898.55

AMOUNTS YET TO BE DRAWN		
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
28/11/2024	TRANSPORT TAKINGS	\$62.10
NOVEMBER TAKINGS RECEIVED IN THE BANK - DECEMBER 2024		\$62.10

Shire of Quairading Credit Card Reconciliation - Page 1			
Statement From	28/10/2024	Statement Total	
Statement To	27/11/2024	\$	10,268.82
Credit Card Summary			
Card Name	Title	Card Ending	
Natalie Ness	CEO	\$ 2,360.23	
Tricia Brown	EMCS	\$ 673.75	
Jen Green	EMED	\$ 1,065.10	
Benjamin Davies	CESM	\$ 2,652.51	
Sarah Caporn	EMWS	\$ 3,517.23	
Credit Card Transaction - GL Entry			
GL Code	Amount (incl GST)	GST (\$)	Narration/Summary
SIGNS.2400.2101	\$ 1,065.10	\$ 96.80	ADVERTISEMENT BANNERS FOR THE SHIRE MAIN STREET
2040211.2101	\$ 587.81	\$ 53.44	REFRESHMENTS FOR VARIOUS MEETINGS (DLGSCI MEETING, GROH HOUSING PROJECT, & MOTEL PROJECT MEETING)
PQ0.2610.4001	\$ 189.47	\$ 17.23	FUEL FOR Q0 - CEO VEHICLE
PQ0.2410.2704	\$ 20.35	\$ 1.85	Q0 CAR WASH - CEO VEHICLE
2130642.2101	\$ 417.75	\$ 37.92	REFRESHMENTS FOR LG PROFESSIONALS CONFERENCE & CONCERENCE PARKING FEES
2140209.2101	\$ 1,144.85	\$ 104.08	ACCOMMODATION FOR VARIOUS MEETINGS CEO & SPO (DLGSCI MEETING, GROH HOUSING PROJECT, & MOTEL PROJECT MEETING)
	-\$ 5,851.85		TRANSFER OF FUNDS FROM MUNI ACCOUNT TO EMCS CREDIT CARD
121402210.2100	\$ 5,851.85	\$ 531.99	ADOBE YEARLY SUBSCRIPTION
W11201.2100.2101	\$ 36.98	\$ 3.36	Q SWIM POOL MEMBERSHIP PASSES INC POSTAGE
POQ1.2610.4001	\$ 292.22	\$ 26.57	FUEL FOR P0Q1 - EMCS VEHICLE
P458.2400.2704	\$ 145.40	\$ -	ANNUAL COMMUNITY BUS (Q458) INSPECTION
P5335.2400.2101	\$ 50.50	\$ -	SWAP, RETAIN & REISSUE OF COMMUNITY CAR PLATES
120402110.2101"	\$ 148.65	\$ 13.51	COUNCIL REFRESHMENTS
RM166.2980.2101	\$ 19.59	\$ 1.78	OVER PO AMOUNT FOR 5MM AGGRATE - POTHING MATERIALS
BO11201.2400.2101	\$ 140.72	\$ 12.79	Q SWIMMING POOL SIGNAGE & SWIM NAPPIES
W11332.2400.2101	\$ 300.15	\$ 27.29	BLADES FOR TRACTOR/SLASHER/MOWER
2140330.2101"	\$ 1,671.67	\$ 151.97	CALIBRATION OF BREATH TESTER & SELF DRUG TEST KITS
2140330.2101"	\$ 49.50	\$ -	HOSPITAL DRUG TEST - DEPOT STAFF MEMBER
POTH.2400.2101	\$ 1,155.00	\$ 105.00	5x FINE HOSE REELS FOR WATER TANK/UNITS
WSF010D.2400.2101	\$ 150.00	\$ 13.64	ROAD SIDE VEGETATION FIELD DAY EVENT - EMWS, WS & P&GS
BO14201.2400.2101	\$ 30.60	\$ 2.79	CHRISTMAS DECORATIONS FOR DEPOT
PROU.2610.4000	\$ 1,010.56	\$ 91.86	CESM VEHICLE FUEL COSTS
2050765.2100	\$ 1,094.46	\$ 99.29	QUAIRADING BFB TRAINING REFRESHMENTS, SUPPLIES & EQUIPMENT, KEYS CUNDERDIN, QUAIRADING & TAMMIN BFB FIRST AID SUPPLIES (GST INC)
2050765.2100	\$ 113.25	\$ -	CUNDERDIN, QUAIRADING & TAMMIN BFB FIRST AID SUPPLIES (GST FREE)
2050765.2100	\$ 434.24	\$ 39.48	ACCIDENTAL TRANSACTION, TO BE INVOICED
Totals	\$ 10,268.82	\$ 2,132.64	ACCOUNTS PROCESSING
Shire Confirmation	 Natalie Ness, Chief Executive Officer		Journal Date (DD): Journal Number: Journal Batch: Journal Posting Period:
Council Approval	 Trevor Stacey, Chair A&R Committee		



Electronic Statement

BusinessChoice Everyday Mastercard® Statement

Billing Account Number
 5163 2800 9109 9937
 Payment Due Date
 23 DECEMBER 2024
 Closing Balance
 \$10,268.82
 Minimum Payment Due
 \$309.00
 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	5	02752751	19.96%	14.25%		
Contact Name	Billing Account Number	Opening Balance	Credit Limit			
Natalie Ness	5163280091099937	10,120.25	20,000			
Statement From	Statement To	Payment Due Date	Opening Balance	Minimum Payment Due	Closing Balance	Available Credit
28 OCT 2024	27 NOV 2024	23 DEC 2024	10,120.25	309.00	10,268.82	9,731.18

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			
10,120.25	10,120.25 -	0.00	0.00	0.00	10,268.82	10,268.82	0.00	309.00



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



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.

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
11 NOV	Payments AUTOMATIC PAYMENT <div style="text-align: right;">Sub Total:</div>	10,120.25 - 10,120.25 -
	Miscellaneous Transactions	
27 NOV	NATALIE NESS 5163 2800 0106 6463 Monthly Balance	2,360.23
27 NOV	TRICIA BROWN 5163 2800 0107 6777 Monthly Balance	673.75
27 NOV	SARAH CAPORN 5163 2800 0153 8917 Monthly Balance	3,517.23
27 NOV	JENNIFER GREEN 5163 2800 0180 5969 Monthly Balance	1,065.10
27 NOV	BENJAMIN DAVIES 5163 2800 0197 3585 Monthly Balance	2,652.51
	Sub Total:	10,268.82
	Grand Total:	148.57

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



Electronic Statement

BusinessChoice Everyday Mastercard® Statement

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

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Natalie Jane Ness	5163 2800 0106 6463	5,000	5,000.00
Statement From	Statement To	Facility Number	
28 OCT 2024	27 NOV 2024	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	2,360.23	0.00	0.00	2,360.23 -	0.00	0.00	0.00

Electronic Statement



Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
28 OCT	DOME NORTHAM NORTHAM AUS	35.80	
	EATING PLACES, RESTAURANTS		
28 OCT	DUNNINGS NORTHAM NORTHAM AUS	65.00	
	SERVICE STATIONS		
01 NOV	BP QUAIRADING 6561 QUAIRADING AUS	232.60	
	SERVICE STATIONS		
01 NOV	BP QUAIRADING 6561 QUAIRADING AUS	17.95	
	SERVICE STATIONS		
04 NOV	SOUTHERN STAR ENTERPRI MUNDARING AUS	20.35	
	CAR WASHES		
05 NOV	SFS PCEC 6189 PERTH AUS	6.00	
	CATERERS		
05 NOV	WILSON PARKING AUSTRAL PERTH AUS	10.12	
	AUTOMOBILE PARKING LOTS AND		
05 NOV	LSP*Hygge Bar Perth AUS	48.63	
	DRINKING PLACES (ALCOHOLIC B		
07 NOV	Hilton Perth Perth AUS	252.96	
	HILTON HOTELS		
07 NOV	Subway Mundaring Mundaring AUS	17.25	
	FAST FOOD RESTAURANTS		
07 NOV	CPP Convention Centre Perth AUS	82.79	
	AUTOMOBILE PARKING LOTS AND		
09 NOV	Partners on Booking BV Sydney AUS	277.85	
	TRAVEL AGENCIES AND TOUR OPE		
18 NOV	BP KONDININ ROADHOUS KONDININ AUS	71.02	
	SERVICE STATIONS		
18 NOV	CORRIGIN SUPERMARKET A CORRIGIN AUS	143.60	
	GROCERY STORES, SUPERMARKETS		
18 NOV	TRADEWINDS HOTEL EAST FREMANTL AUS	339.00	
	HOTELS, MOTELS, RESORTS - LO		



Electronic Statement

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
18 NOV	CORRIGIN ROADHOUSE Austral AUS	11.62	
	HOTELS, MOTELS, RESORTS - LO		
19 NOV	LIBERTY OCONNOR WA BOULDER AUS	53.45	
	SERVICE STATIONS		
19 NOV	TRADEWINDS HOTEL EAST FREMANTL AUS	90.00	
	HOTELS, MOTELS, RESORTS - LO		
23 NOV	ESP FremantleRydgesOPI Fremantle AUS	528.00	
	HOTELS, MOTELS, RESORTS - LO		
24 NOV	Esplanade Rydges FB Fremantle AUS	6.00	
	HOTELS, MOTELS, RESORTS - LO		
24 NOV	Esplanade Rydges ICP Fremantle AUS	34.00	
	HOTELS, MOTELS, RESORTS - LO		
24 NOV	ESP FremantleRydgesOPI Fremantle AUS	16.24	
	HOTELS, MOTELS, RESORTS - LO		
	Sub Total:	2,360.23	
	Miscellaneous Transactions		
27 NOV	TRANSFER CLOSING BALANCE TO BILLING ACCT	2,360.23 -	
	Sub Total:	2,360.23 -	
	Grand Total:	0.00	

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

Cardholder Signature Natalie Ness Date 4/12/24

Transactions examined and approved.

Manager/Supervisor Signature [Signature] Date 5/12/24

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

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

Important update to your Terms and Conditions

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



Electronic Statement

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	30/09/2024				
	Statement To	27/11/2024				
** Denotes an error. These are to be refunded.						
Credit Card Transactions - Natalie Ness, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
28/10/2024	DOME NORTHAM	\$ 35.80	\$ 3.25	Y	2040211.2101"	REFRESHMENTS FOR DLGSCI MEETING
28/10/2024	DUNNINGS NORTHAM	\$ 65.00	\$ 5.91	Y	PQ0.2610.4001	FUEL FOR Q0
1/11/2024	QUAIRADING BP	\$ 232.60	\$ 21.15	Y	2040211.2101	STAFF LUNCH
1/11/2024	QUAIRADING BP	\$ 17.95	\$ 1.63	Y	2040211.2101	STAFF LUNCH
4/11/2024	SOUTHERN STAR CAR WASH	\$ 20.35	\$ 1.85	Y	PQ0.2410.2704	CEO CAR WASH
5/11/2024	LIBERTY CAFÉ & BAR	\$ 6.00	\$ 0.55	Y	2130642.2101	REFRESHMENTS FOR LG PROFESSIONALS CONFERENCE
5/11/2024	WILSON PARKING	\$ 10.12	\$ 0.92	Y	2130642.2101	Q0 CEO PARKING FEES
5/11/2024	HYGGE BAR	\$ 48.63	\$ 4.36	Y	2130642.2101	REFRESHMENTS FOR LG PROFESSIONALS CONFERENCE
7/11/2024	HILTON HOTELS PERTH	\$ 252.96	\$ 22.99	Y	2130642.2101	REFRESHMENTS FOR LG PROFESSIONALS CONFERENCE
7/11/2024	SUBWAY MUNDARING	\$ 17.25	\$ 1.57	Y	2130642.2101	REFRESHMENTS FOR LG PROFESSIONALS CONFERENCE
7/11/2024	PERTH CONCENTION CEN	\$ 82.79	\$ 7.53	Y	2130642.2101	Q0 CEO PARKING FEES
9/11/2024	PARTNERS - TRAVEL AGENTS	\$ 277.85	\$ 25.26	Y	2140209.2101"	ACCOMMODATION DLGSCI MEETING
18/11/2024	BP KONDININ	\$ 71.02	\$ 6.46	Y	PQ0.2610.4001	FUEL FOR Q0
18/11/2024	CORRIGIN SUPERMARKET	\$ 143.60	\$ 13.05	Y	2040211.2101"	REFRESHMENTS FOR GROH HOUSING PROJECT MEETING
18/11/2024	TRADEWINDS HOTEL - FREMANTLE	\$ 339.00	\$ 30.82	Y	21040209.2101"	ACCOMMODATION FOR GROH HOUSING PROJECT MEETING - SPO
18/11/2024	CORRIGIN ROADHOUSE	\$ 11.62	\$ 1.06	Y	2040211.2101"	REFRESHMENTS FOR GROH HOUSING PROJECT MEETING
19/11/2024	LIBERTY OCONNOR	\$ 53.45	\$ 4.86	Y	PQ0.2610.4001	FUEL FOR Q0
19/11/2024	TRADEWINDS HOTEL - FREMANTLE	\$ 90.00	\$ 8.18	Y	2040211.2101"	REFRESHMENTS FOR GROH HOUSING PROJECT MEETING

Credit Card Transactions - Natalie Ness, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
23/11/2024	ESP FREMANTLE HOTEL	\$ 528.00	\$ 48.00	Y	2140209.2101"	ACCOMMODATION FOR MOTEL & CEACA HOUSING PROJECT MEETINGS
24/11/2024	ESP FREMANTLE HOTEL	\$ 16.24	\$ 1.48	Y	2040211.2101"	REFRESHMENTS FOR MOTEL PROJECT MEETING
24/11/2024	ESP FREMANTLE HOTEL	\$ 34.00	\$ 3.09	Y	2040211.2101"	REFRESHMENTS FOR MOTEL PROJECT MEETING
24/11/2024	ESP FREMANTLE HOTEL	\$ 6.00	\$ 0.55	Y	2040211.2101"	REFRESHMENTS FOR MOTEL PROJECT MEETING
Total		\$ 2,360.23	\$ 214.52			



Electronic Statement

BusinessChoice Everyday Mastercard® Statement

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Tricia Brown	5163 2800 0107 6777	2,000	2,000.00
Statement From	Statement To	Facility Number	
28 OCT 2024	27 NOV 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	5,851.85 -	6,525.60	0.00	0.00	673.75 -	0.00	0.00	0.00



Electronic Statement

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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


BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
11 NOV	Payments C27615 TFR FROM Westpac Busines FINANCIAL INSTITUTIONS - MAN	5,851.85 -	
	Sub Total:	5,851.85 -	
25 OCT	Purchases Vistaprint Australia P Derrimut AUS	36.98	
01 NOV	BUSINESS SERVICES NOT ELSEWH AMPOL DAWESVILL 55215F DAWESVILLE AUS	98.95	
10 NOV	SERVICE STATIONS AMPOL DAWESVILL 55215F DAWESVILLE AUS	99.69	
11 NOV	SERVICE STATIONS Adobe Sydney AUS	5,851.85	
13 NOV	DIGITAL GOODS - APPS WESTERN STABILISERS CORRIGIN AUS	145.40	
19 NOV	SPECIAL TRADE CONTRACTORS SHIRE QUAIRADING QUAIRADING AUS	31.10	
19 NOV	GOVERNMENT SERVICES NOT ELSE SHIRE QUAIRADING QUAIRADING AUS	19.40	
22 NOV	GOVERNMENT SERVICES NOT ELSE BP QUAIRADING 6561 QUAIRADING AUS	93.58	
24 NOV	SERVICE STATIONS COLES 7543COLES 7543 DAWESVILLE AUS	56.65	
24 NOV	GROCERY STORES, SUPERMARKETS LIQUORLAND 2843LIQUORL DAWESVILLE AUS	92.00	
	PACKAGE STORES - BEER, LIQUO		
	Sub Total:	6,525.60	
27 NOV	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	673.75 -	

Electronic Statement

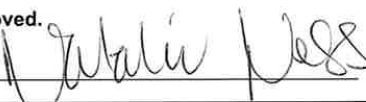


BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Sub Total:	673.75 -	
	Grand Total:	0.00	

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

Cardholder Signature  Date 3/12/24

Transactions examined and approved.

Manager/Supervisor Signature  Date 4/12/24

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

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

Important update to your Terms and Conditions

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

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

Shire of Quairading
Credit Card Reconciliation - Page 3

Statement From 28/10/2024
Statement To 27/11/2024

Credit Card Transactions - Tricia Brown, EMCS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
11/11/2024	TFR FROM WESTPAC BUSINESS FINANCIAL	-\$ 5,851.85				ADOBE YEARLY FUNDS TRANSFER
25/10/2024	Vistaprint	\$ 36.98	\$ 3.36	Y	W11201.2100.2101	Q SWIM - MEMBERSHIP POOL PASSES INC POSTAGE
1/11/2024	AMPOL FUEL	\$ 98.95	\$ 9.00	Y	POQ1.2610.4001	FUEL FOR POQ1
10/11/2024	AMPOL FUEL	\$ 99.69	\$ 9.06	Y	POQ1.2610.4001	FUEL FOR POQ1
11/11/2024	ADOBE DIGITAL	\$ 5,851.85	\$531.99	Y	121402210.2100	ADOBE YEARLY SUBSCRIPTION PAYMENT
13/11/2024	WESTERN STABILISERS CORRIGIN	\$ 145.40	\$ -	N	P458.2400.2704	ANNUAL COMMUNITY BUS (Q458) INSPECTION
19/11/2024	SHIRE OF QUAIRADING	\$ 31.10	\$ -	N	P5335.2400.2101	SWAP & RETAIN COMMUNITY CAR PLATES
19/11/2024	SHIRE OF QUAIRADING	\$ 19.40	\$ -	N	P5335.2400.2101	REISSUE OF COMMUNITY CAR RETAINED PLATE Q5335
22/11/2024	QUAIRADING BP	\$ 93.58	\$ 8.51	Y	POQ1.2610.4001	FUEL FOR POQ1
24/11/2024	COLES DAWESVILLE	\$ 56.65	\$ 5.15	Y	120402110.2101	COUNCIL REFRESHMENTS
24/11/2024	LIQUORLAND	\$ 92.00	\$ 8.36	Y	120402110.2101	COUNCIL REFRESHMENTS
Total		\$ 673.75	\$575.43			



Electronic Statement

BusinessChoice Everyday Mastercard® Statement

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

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Mrs Sarah Elizabeth Caporn	5163 2800 0153 8917	5,000	5,000.00
Statement From	Statement To	Facility Number	
28 OCT 2024	27 NOV 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	3,517.23	0.00	0.00	3,517.23 -	0.00	0.00	0.00



Electronic Statement

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

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

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BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
29 OCT	BGC QUARRIES THE LAKES AUS	19.59	
	LUMBER & BUILDING MATERIALS		
31 OCT	Vistaprint Australia P Derrimut AUS	66.97	
	BUSINESS SERVICES NOT ELSEWH		
31 OCT	WWW.FIELDQUIP.COM.AU OAKY AUS	300.15	
	COMMERCIAL EQUIPMENT, NOT EL		
30 OCT	EZI*Andatech Vermont AUS	549.00	
	DOCTORS NOT ELSEWHERE CLASSI		
01 NOV	THE WESTATE UNIT TRU WELSHPOOL AUS	1,155.00	
	INDUSTRIAL SUPPLIES, NOT ELS		
04 NOV	PATHWEST LABORATORY NEDLANDS AUS	49.50	
	MEDICAL & DENTAL LABORATORIE		
05 NOV	EZI*ROYAL MEDICAL SUP BROOKVALE AUS	573.67	
	DOCTORS NOT ELSEWHERE CLASSI		
05 NOV	EZI*Andatech Vermont AUS	549.00	
	DOCTORS NOT ELSEWHERE CLASSI		
09 NOV	WALGA EVENTS WEST LEEDERVI AUS	150.00	
	CIVIC, SOCIAL & FRATERNAL AS		
23 NOV	BIG W 0443 MIDLAND AUS	104.35	
	VARIETY STORES		
	Sub Total:	3,517.23	
	Miscellaneous Transactions		
27 NOV	TRANSFER CLOSING BALANCE TO BILLING ACCT	3,517.23 -	
	Sub Total:	3,517.23 -	
	Grand Total:	0.00	



Electronic Statement

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

Cardholder Signature [Signature] Date 3.12.24.

Transactions examined and approved.

Manager/Supervisor Signature [Signature] Date 4/12/24.

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

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 4						
	Statement From	28/10/2024				
	Statement To	27/11/2024				
Credit Card Transactions - Sarah Caporn, EMWS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
29/10/2024	BGC QUARRIES	\$ 19.59	\$ 1.78	Y	RM166.2980.2101	OVER PO AMOUNT FOR 5MM AGGRATE - POTHING MATERIALS
31/10/2024	VISTAPRINT	\$ 66.97	\$ 6.09	Y	BO11201.2400.2101	Q SWIMMING POOL SIGNAGE
31/10/2024	FIELDQUIP.COM.AU	\$ 300.15	\$ 27.29	Y	W11332.2400.2101	BLADES FOR TRACTOR/SLASHER/MOWER
30/10/2024	EZI* ANDATECH	\$ 549.00	\$ 49.91	Y	2140330.2101	CALIBRATION OF BREATHALYSER
1/11/2024	THE WESTATE UNIT	\$ 1,155.00	\$ 105.00	Y	POTH.2400.2101	5x FINE HOSE REELS FOR WATER TANK/UNITS
5/11/2024	PATHWEST	\$ 49.50	\$ -	N	2140330.2101	DRUG TEST - DEPOT STAFF MEMBER
5/11/2024	EZI* ANDATECH	\$ 573.67	\$ 52.15	Y	2140330.2101"	SALIVA DRUG TESTS - DEPOT
5/11/2024	EZI* ANDATECH	\$ 549.00	\$ 49.91	Y	2140330.2101"	CALIBRATION OF BREATHALYSER
9/11/2024	WALGA EVENTS	\$ 150.00	\$ 13.64	Y	WSF010D.2400.2101	ROAD SIDE VEGETATION FIELD DAY EVENT - EMWS, WS & P&GS
23/11/2024	BIG W MIDLAND	\$ 73.75	\$ 6.70	Y	BO11201.2400.2101	NAPPIES FOR QUAIRADING SWIMMING POOL
23/11/2024	BIG W MIDLAND	\$ 30.60	\$ 2.79	Y	BO14201.2400.2101	CHRISTMAS DECORATIONS FOR DEPOT
Total		\$ 3,517.23	\$ 315.26			



Electronic Statement

BusinessChoice Everyday Mastercard® Statement

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Benjamin Davies	5163 2800 0197 3585	5,000	5,000.00
Statement From	Statement To	Facility Number	
28 OCT 2024	27 NOV 2024	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	2,652.51	0.00	0.00	2,652.51 -	0.00	0.00	0.00

Electronic Statement



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1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
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Please remember any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

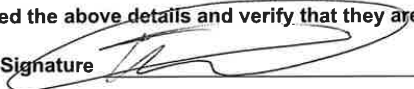
BusinessChoice Everyday Mastercard®					
Date of Transaction	Description			Debits/Credits	Cardholder Comments
	Purchases				
25 OCT	BP CUNDERDIN ROADHOU CUNDERDIN AUS			123.39	
	SERVICE STATIONS				
25 OCT	BP CUNDERDIN ROADHOU CUNDERDIN AUS			40.84	
	SERVICE STATIONS				
27 OCT	SP VIJIM LIMITED WAN CHAI HKG			434.24	
	INC FX FEE AUD \$12.64				
	CAMERA & PHOTOGRAPHIC SUPPLY				
31 OCT	BP CUNDERDIN ROADHOU CUNDERDIN AUS			105.50	
	SERVICE STATIONS				
04 NOV	Vistaprint Australia P Derrimut AUS			140.98	
	BUSINESS SERVICES NOT ELSEWH				
04 NOV	KEELERHARDWARE.COM.AU NORTH WILLOUG AUS			115.55	
	HARDWARE STORES				
04 NOV	OFFICEWORKS Bentleigh Eas AUS			64.35	
	STATIONERY, OFFICE & SCHOOL				
04 NOV	OFFICEWORKS Bentleigh Eas AUS			90.45	
	STATIONERY, OFFICE & SCHOOL				
05 NOV	THE FIRST AID STORE AU LIVERPOOL AUS			144.35	
	LABORATORY, MEDICAL, DENTAL				
06 NOV	BP CUNDERDIN ROADHOU CUNDERDIN AUS			143.14	
	SERVICE STATIONS				
08 NOV	OFFICEWORKS Bentleigh Eas AUS			157.03	
	STATIONERY, OFFICE & SCHOOL				
10 NOV	Cunderin Farmers Co-0 CUNDERDIN AUS			89.10	
	GROCERY STORES, SUPERMARKETS				
08 NOV	BP CUNDERDIN ROADHOU CUNDERDIN AUS			108.08	
	SERVICE STATIONS				
10 NOV	BP CUNDERDIN ROADHOU CUNDERDIN AUS			26.63	
	SERVICE STATIONS				

Electronic Statement

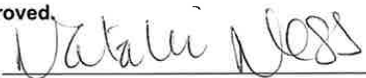


BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
10 NOV	AMPOL MECKERING MECKERING AUS SERVICE STATIONS	186.67	
11 NOV	Vistaprint Australia P Derrimut AUS BUSINESS SERVICES NOT ELSEWH	223.97	
15 NOV	BP CUNDERDIN ROADHOU CUNDERDIN AUS SERVICE STATIONS	116.00	
19 NOV	QUAIRADING CO-OP QUAIRADING AUS GLASSWARE & CRYSTAL STORES	9.98	
19 NOV	Cunderin Farmers Co-0 CUNDERDIN AUS GROCERY STORES, SUPERMARKETS	56.95	
18 NOV	BP CUNDERDIN ROADHOU CUNDERDIN AUS SERVICE STATIONS	139.63	
19 NOV	BP QUAIRADING 6561 QUAIRADING AUS SERVICE STATIONS	136.68	
19 NOV	BP QUAIRADING 6561 QUAIRADING AUS SERVICE STATIONS	36.90	
19 NOV	BP QUAIRADING 6561 QUAIRADING AUS SERVICE STATIONS	18.95 -	
19 NOV	BP QUAIRADING 6561 QUAIRADING AUS SERVICE STATIONS	18.95 -	
	Sub Total:	2,652.51	
	Miscellaneous Transactions		
27 NOV	TRANSFER CLOSING BALANCE TO BILLING ACCT	2,652.51 -	
	Sub Total:	2,652.51 -	
	Grand Total:	0.00	

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

Cardholder Signature  Date 2/12/24

Transactions examined and approved.

Manager/Supervisor Signature  Date 4/12/24

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

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Electronic Statement

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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

Credit Card Reconciliation - Page 5						
Statement From		28/10/2024				
Statement To		27/11/2024				
Credit Card Transactions - Benjamin Davies, CESM						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
25/10/2024	BP CUNDERDIN	\$ 123.39	\$ 11.22	Y	PROU.2610.4000	CESM VEHICLE FUEL
25/10/2024	BP CUNDERDIN	\$ 40.84	\$ 3.71	Y	PROU.2610.4000	CESM VEHICLE FUEL
27/10/2024	SO VIJIM LIMITED	\$ 434.24	\$ 39.48	Y	2050765.2100	ACCIDENTAL PURCHASE ON THE CARD - TO BE REIMBURSED BY INVOICE
31/10/2024	BP CUNDERDIN	\$ 105.50	\$ 9.59	Y	PROU.2610.4000	CESM VEHICLE FUEL
4/11/2024	VISTAPRINT	\$ 140.98	\$ 12.82	Y	2050765.2100	QUAIRADING BFB TRAINING RESOURCES
4/11/2024	KEELER HARDWARE	\$ 115.55	\$ 10.50	Y	2050765.2100	Q BFB EQUIPMENT/SUPPLIES - KEYS
4/11/2024	OFFICEWORKS	\$ 64.35	\$ 5.85	Y	2050765.2100	Q BFB EQUIPMENT
4/11/2024	OFFICEWORKS	\$ 90.45	\$ 8.22	Y	2050765.2100	Q BFB EQUIPMENT
5/11/2024	THE FIRST AID STORE	\$ 52.20	\$ 4.74	Y	2050765.2100	QUAIRADING, CUNDERDIN & TAMMIN BFB FIRST AID EQUIPMENT GST INC
5/11/2024	THE FIRST AID STORE	\$ 92.15	\$ -	N	2050765.2100	QUAIRADING, CUNDERDIN & TAMMIN BFB FIRST AID EQUIPMENT GST FREE
6/11/2024	BP CUNDERDIN	\$ 143.14	\$ 13.01	Y	PROU.2610.4000	CESM VEHICLE FUEL
8/11/2024	OFFICEWORKS	\$ 157.03	\$ 14.27	Y	2050765.2100	Q BFB EQUIPMENT
10/11/2024	CUNDERDIN FARMERS CO-OP	\$ 21.10	\$ -	N	2050765.2100	QUAIRADING BFB TRAINING SUPPLIES (GST FREE)
10/11/2024	CUNDERDIN FARMERS CO-OP	\$ 68.00	\$ 6.12	Y	2050765.2100	QUAIRADING BFB TRAINING SUPPLIES (GST INC)
8/11/2024	BP CUNDERDIN	\$ 108.08	\$ 9.83	Y	PROU.2610.4000	CESM VEHICLE FUEL
10/11/2024	BP CUNDERDIN	\$ 26.63	\$ 2.42	Y	PROU.2610.4000	CESM VEHICLE FUEL

10/11/2024	AMPOL MECKERING	\$ 186.67	\$ 16.97	Y	PROU.2610.4000	CESM VEHICLE FUEL
11/11/2024	VISTAPRINT	\$ 223.97	\$ 20.35	Y	2050765.2100	QUAIRADING BFB TRAINING SUPPLIES
15/11/2024	BP CUNDERDIN	\$ 116.00	\$ 10.55	Y	2050765.2100	QUAIRADING BFB TRAINING SUPPLIES
19/11/2024	QUAIRADING CO-OP	\$ 9.98	\$ 0.78	Y	2050765.2100	QUAIRADING BFB TRAINING SUPPLIES
19/11/2024	CUNDERDIN FARMERS CO-OP	\$ 56.95	\$ 5.18	Y	2050765.2100	QUAIRADING BFB TRAINING SUPPLIES
18/11/2024	BP CUNDERDIN	\$ 139.63	\$ 12.69	Y	PROU.2610.4000	CESM VEHICLE FUEL
19/11/2024	BP QUAIRADING	\$ 136.68	\$ 12.42	Y	PROU.2610.4000	CESM VEHICLE FUEL
19/11/2024	BP QUAIRADING	\$ 36.90	\$ 3.35	Y	2050765.2100	QUAIRADING BFB TRAINING REFRESHMENTS
19/11/2024	BP QUAIRADING	-\$ 18.95	-\$ 1.72	Y	2050765.2100	QUAIRADING BFB TRAINING REFRESHMENTS
19/11/2024	BP QUAIRADING	-\$ 18.95	-\$ 1.72	Y	2050765.2100	QUAIRADING BFB TRAINING REFRESHMENTS
Total		\$ 2,652.51	\$ 230.63			

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 - 6pm, 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 OCT 2024	27 NOV 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)
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	1,065.10	0.00	0.00	1,065.10 -	0.00	0.00	0.00



Electronic Statement

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	
	Sub Total:	3,517.23 -	
	Grand Total:	0.00	

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

Cardholder Signature [Signature] Date 2/12/24

Transactions examined and approved.

Manager/Supervisor Signature [Signature] Date 4/12/24

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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	
01 NOV	Purchases Vistaprint Australia P Derrimut AUS BUSINESS SERVICES NOT ELSEWH Sub Total:	1,065.10 1,065.10	Business in main sheet.
27 NOV	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT Sub Total:	1,065.10 - 1,065.10 -	
	Grand Total:	0.00	

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

Cardholder Signature [Signature] Date 2/12/24

Transactions examined and approved.

Manager/Supervisor Signature [Signature] Date 4/12/24



Electronic Statement

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Shire of Quairading
Credit Card Reconciliation - Page 6

Statement From 28/10/2024
Statement To 27/11/2024

Credit Card Transactions - Vacant, EMED						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
1/11/2024	VISTAPRINT	\$ 1,065.10	\$96.80	Y	SIGNS.2400.2101	BANNERS FOR THE SHIRE MAIN STREET
Total		\$ 1,065.10	\$ 96.80			

11.3 Monthly Financial Statements - November 2024

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. Attachment (i) Monthly Financial Statements November 2024 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 088-24/25

Moved: Cr TJ Stacey

Seconded: Cr JC Hayes

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 30 November 2024, as included in Attachment (i)

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

IN BRIEF

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

MATTER FOR CONSIDERATION

To receive the monthly financial report and statements.

BACKGROUND

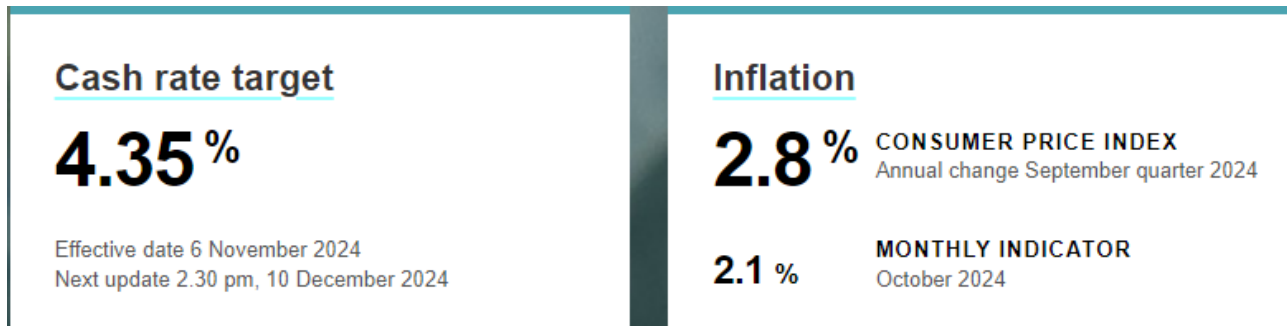
The Local Government (Financial Management) Regulations 1996 requires Shire Officers to prepare, within a prescribed timeframe, financial reports covering prescribed information and present these to Council.

Shire Officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislated requirements.

The monthly CPI indicator rose 2.1% in the 12 months to October 2024.

	Aug 23 to Aug 24 % change	Sep 23 to Sep 24 % change	Oct 23 to Oct 24 % change
All groups monthly CPI	2.7	2.1	2.1

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 6 November 2024, the cash rate will remain unchanged at 4.35 %. The current RBA Inflation rate has decreased to 2.8% with the monthly indicator for October 2024 at 2.1%.



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	Low <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 November 2024 Monthly Financial Statements reflects the adopted 2024/2025 Budget.

The current aged creditors balance as of 30 November 2024 is \$36,637.80. This is made up of mostly current invoices.

The current aged debtors balance as of 30 November 2024 is \$88,501.32 with the majority of the balance being current invoices.

COMMENTS AFFECTING COUNCIL DECISION

Cr Stacey commented that he had queried the graph on page 11 of Attachment 1 to this agenda report with the EMCS, who had explained that the last data point for 24/25 was an error and had been pulled through incorrectly. The value should be \$3M.

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**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 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	527,667	437,779	(89,888)
Capital Grants, Subsidies and Contributions	4%	2,066,381	538,607	92,976	(445,631)
	20%	2,667,255	1,066,274	530,755	(535,519)
Rates Levied	100%	2,799,736	2,799,735	2,786,530	(13,205)

Financial Position		Prior Year 30 November 2023	Current Year 30 November 2024
Adjusted Net Current Assets	99%	\$ 3,037,672	\$ 3,004,367
Cash and Equivalent - Unrestricted	117%	\$ 2,410,881	\$ 2,832,075
Cash and Equivalent - Restricted	103%	\$ 4,093,439	\$ 4,209,195
Receivables - Rates	111%	\$ 662,005	\$ 736,557
Receivables - Other	24%	\$ 430,260	\$ 102,261
Payables	97%	\$ 286,702	\$ 276,704

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

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

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

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

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

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

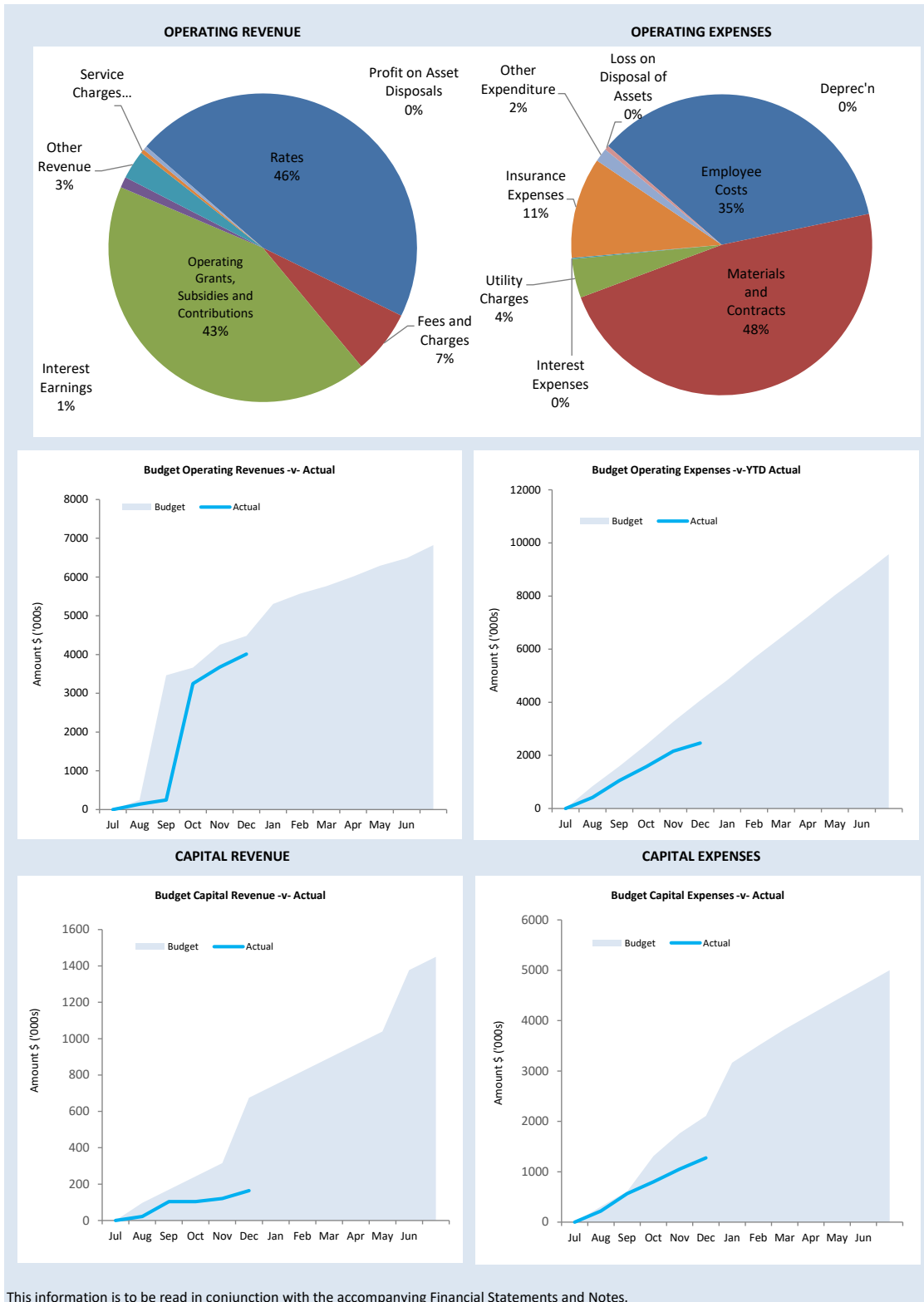
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

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

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

SUMMARY GRAPHS



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

STATUTORY REPORTING PROGRAMS

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

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

SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM
FOR THE PERIOD ENDED 30 NOVEMBER 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	378,160	211,433	(166,727)	(44%)	▼	\$
Law, Order and Public Safety	286,992	286,992	131,916	110,781	(21,135)	(16%)	▼	\$
Health	500	500	205	(1)	(206)	(101%)	▼	
Education and Welfare	72,712	72,712	30,235	49,479	19,244	64%	▲	\$
Housing	169,464	169,464	70,505	72,439	1,934	3%	▲	
Community Amenities	234,046	234,046	98,610	169,130	70,520	72%	▲	\$
Recreation and Culture	30,150	30,150	8,020	9,071	1,051	13%	▲	
Transport	304,769	304,769	232,158	260,713	28,555	12%	▲	\$
Economic Services	326,600	326,600	173,930	164,149	(9,781)	(6%)	▼	
Other Property and Services	50,100	50,100	21,940	84,563	62,623	285%	▲	\$
	4,757,025	4,757,025	3,945,414	3,918,293				
Expenditure from operating activities								
Governance	(688,725)	(688,725)	(329,669)	(290,482)	39,187	12%	▲	\$
General Purpose Funding	(120,484)	(120,484)	(48,365)	(44,402)	3,963	8%	▲	
Law, Order and Public Safety	(589,061)	(589,061)	(246,473)	(282,984)	(36,511)	(15%)	▼	\$
Health	(547,158)	(547,158)	(227,845)	(238,341)	(10,496)	(5%)	▼	
Education and Welfare	(365,867)	(365,867)	(154,000)	(105,502)	48,498	31%	▲	\$
Housing	(255,064)	(255,064)	(107,372)	(80,921)	26,451	25%	▲	\$
Community Amenities	(1,149,300)	(1,149,300)	(478,741)	(274,388)	204,353	43%	▲	\$
Recreation and Culture	(1,316,934)	(1,316,934)	(522,577)	(338,293)	184,284	35%	▲	\$
Transport	(3,465,795)	(3,465,795)	(1,445,440)	(548,049)	897,391	62%	▲	\$
Economic Services	(1,028,479)	(1,028,479)	(409,679)	(278,181)	131,499	32%	▲	\$
Other Property and Services	(47,502)	(47,502)	(100,017)	16,517	116,534	117%	▲	\$
	(9,574,369)	(9,574,369)	(4,070,178)	(2,465,026)				
Operating activities excluded from budget								
Add back Depreciation	3,448,062	3,448,062	1,436,080	0	(1,436,080)	(100%)	▼	\$
Adjust (Profit)/Loss on Asset Disposal	312,693	312,693	131,700	(13,853)	(145,553)	(111%)	▼	\$
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	1,572,519	(9,650)				
Amount attributable to operating activities	(1,051,850)	(1,051,850)	1,447,755	1,443,617				
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	2,066,381	2,066,381	538,607	92,976	(445,631)	(83%)	▼	\$
Proceeds from Disposal of Assets	920,000	920,000	410,165	164,091	(246,074)	(60%)	▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	0	0	0	0	0			
	2,986,381	2,986,381	948,772	257,066				
Outflows from investing activities								
Land Held for Resale	(50,000)	(50,000)	(20,840)	(14,799)	6,041	29%	▲	
Land and Buildings	(751,494)	(751,494)	(348,168)	(143,343)	204,825	59%	▲	\$
Plant and Equipment	(1,373,057)	(1,373,057)	(592,065)	(518,760)	73,305	12%	▲	\$
Furniture and Equipment	(15,000)	(15,000)	(6,250)	0	6,250	100%	▲	
Infrastructure Assets - Roads	(1,859,924)	(1,859,924)	(741,836)	(313,250)	428,586	58%	▲	\$
Infrastructure Assets - Drainage	0	0	0	0	0			
Infrastructure Assets - Footpaths	(5,500)	(5,500)	(2,290)	(5,500)	(3,210)	(140%)	▼	
Infrastructure Assets - Other	(553,081)	(553,081)	(230,840)	(107,728)	123,112	53%	▲	\$
Infrastructure Assets - Bridges	(20,000)	(20,000)	(8,330)	(35,100)	(26,770)	(321%)	▼	\$
Payments for financial assets at amortised cost - self supporting loans	0	0	0	0	0			
	(4,628,055)	(4,628,055)	(1,950,619)	(1,138,480)				
Amount attributable to investing activities	(1,641,675)	(1,641,675)	(1,001,847)	(881,414)				
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)	(28,275)	(33,722)	(5,447)	(19%)	▼	
Payments for principal portion of lease liabilities	(29,925)	(29,925)	(13,926)	(5,457)	8,469	61%	▲	
Transfer to Restricted Cash - Other	0	0	0	0	0			
Transfer to Reserves	(275,000)	(275,000)	(114,585)	(97,556)	17,029	15%	▲	\$
	(372,823)	(372,823)	(156,786)	(136,735)				
Amount attributable to financing activities	157,177	157,177	108,214	(136,735)				
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year								
Amount attributable to operating activities	2,583,335	2,583,335	2,583,335	2,578,899	(4,436)	(0%)	▼	
Amount attributable to investing activities	(1,051,850)	(1,051,850)	1,447,755	1,443,617	(4,138)	(0%)	▼	
Amount attributable to financing activities	(1,641,675)	(1,641,675)	(1,001,847)	(881,414)	120,433	(12%)	▲	
Amount attributable to financing activities	157,177	157,177	108,214	(136,735)	(244,949)	(226%)	▼	
Surplus or deficit at the end of the financial year	46,987	46,987	3,137,457	3,004,367	(133,090)	(4%)	▼	

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 30 NOVEMBER 2024

NATURE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGEES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION

Depreciation expense raised on all classes of assets.

FINANCE COSTS

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

OTHER EXPENDITURE

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

SHIRE OF QUAIRADING

STATEMENT OF FINANCIAL ACTIVITY BY NATURE & TYPE
FOR THE PERIOD ENDED 30 NOVEMBER 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	527,667	437,779	(89,888)	(17%) ▼	\$
Fees and Charges		682,553	682,553	281,010	408,025	127,015	45%	\$
Service Charges		0	0	0	0	0		
Interest Revenue		152,350	152,350	63,440	68,619	5,179	8%	
Other Revenue		422,171	422,171	232,192	182,924	(49,268)	(21%) ▼	\$
Profit on Disposal of Assets	7	99,341	99,341	41,370	25,325	(16,045)	(39%) ▼	\$
Gain FV Valuation of Assets		0	0	0	0	0		
		4,757,025	4,757,025	3,945,414	3,909,202			
Expenditure from operating activities								
Employee Costs		(2,237,356)	(2,237,356)	(920,030)	(867,302)	52,728	6%	▲
Materials and Contracts		(2,838,670)	(2,838,670)	(1,267,600)	(1,169,027)	98,573	8%	▲
Utility Charges		(277,050)	(277,050)	(115,075)	(102,589)	12,486	11%	▲
Depreciation		(3,448,062)	(3,448,062)	(1,436,080)	0	1,436,080	100%	\$
Finance Costs		(7,980)	(7,980)	(3,315)	(3,135)	180	5%	▲
Insurance Expenses		(205,303)	(205,303)	(102,065)	(266,340)	(164,275)	(161%) ▼	\$
Other Expenditure		(147,914)	(147,914)	(52,943)	(36,070)	16,873	32%	▲
Loss on Disposal of Assets	7	(412,034)	(412,034)	(173,070)	(11,471)	161,598	93%	\$
Loss FV Valuation of Assets		0	0	0	0	0		
		(9,574,369)	(9,574,369)	(4,070,178)	(2,455,935)			
Operating activities excluded from budget								
Add back Depreciation		3,448,062	3,448,062	1,436,080	0	(1,436,080)	(100%) ▼	\$
Adjust (Profit)/Loss on Asset Disposal	7	312,693	312,693	131,700	(13,853)	(145,553)	(111%) ▼	\$
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	1,572,519	(9,650)			
Amount attributable to operating activities		(1,051,850)	(1,051,849)	1,447,755	1,443,617			
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	13	2,066,381	2,066,381	538,607	92,976	(445,631)	(83%) ▼	\$
Proceeds from Disposal of Assets	7	920,000	920,000	410,165	164,091	(246,074)	(60%) ▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	9	0	0	0	0	0		
		2,986,381	2,986,381	948,772	257,066			
Outflows from investing activities								
Land Held for Resale	8	(50,000)	(50,000)	(20,840)	(14,799)	6,041	(29%) ▲	
Land and Buildings	8	(751,494)	(751,494)	(348,168)	(143,343)	204,825	59%	\$
Plant and Equipment	8	(1,373,057)	(1,373,057)	(592,065)	(518,760)	73,305	12%	\$
Furniture and Equipment	8	(15,000)	(15,000)	(6,250)	0	6,250	100%	▲
Infrastructure Assets - Roads	8	(1,859,924)	(1,859,924)	(741,836)	(313,250)	428,586	58%	\$
Infrastructure Assets - Drainage	8	0	0	0	0	0		
Infrastructure Assets - Footpaths	8	(5,500)	(5,500)	(2,290)	(5,500)	(3,210)	(140%) ▼	
Infrastructure Assets - Other	8	(553,081)	(553,081)	(230,840)	(107,728)	123,112	53%	\$
Infrastructure Assets - Bridges	8	(20,000)	(20,000)	(8,330)	(35,100)	(26,770)	(321%) ▼	\$
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0		
		(4,628,055)	(4,628,055)	(1,950,619)	(1,138,480)			
Amount attributable to investing activities		(1,641,675)	(1,641,675)	(1,001,847)	(881,414)			
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)	(28,275)	(33,722)	(5,447)	(19%) ▼	
Payments for principal portion of lease liabilities	9	(29,925)	(29,925)	(13,926)	(5,457)	8,469	61%	▲
Transfer to Restricted Cash - Other		0	0	0	0	0		
Transfer to Reserves	10	(275,000)	(275,000)	(114,585)	(97,556)	17,029	15%	\$
		(372,823)	(372,823)	(156,786)	(136,735)			
Amount attributable to financing activities		157,177	157,177	108,214	(136,735)			
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)	1,447,755	1,443,617	(4,138)	(0%)	
Amount attributable to investing activities		(1,641,675)	(1,641,675)	(1,001,847)	(881,414)	120,433	(12%)	
Amount attributable to financing activities		157,177	157,177	108,214	(136,735)	(244,949)	(226%) ▼	
Surplus or deficit at the end of the financial year	1	46,987	46,988	3,137,457	3,004,367	(133,090)	(4%)	

▲ ▼ 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 30 NOVEMBER 2024**

	30-Nov-23	30-Nov-24
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	7,040,340	7,041,270
Trade and other receivables	505,826	838,818
Other financial assets	0	0
Inventories	198,674	213,173
Contract assets	676,569	361,891
Other assets	109,426	530
TOTAL CURRENT ASSETS	8,530,834	8,455,682
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	24,000,369
Infrastructure	99,655,219	100,116,797
Right-of-use assets	33,094	33,094
TOTAL NON-CURRENT ASSETS	123,359,561	124,347,803
TOTAL ASSETS	131,890,394	132,803,486
CURRENT LIABILITIES		
Trade and other payables	1,412,713	313,400
Other liabilities	238,647	743,988
Lease liabilities	11,047	5,589
Employee related provisions	176,085	176,085
TOTAL CURRENT LIABILITIES	1,906,389	1,273,238
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	1,539,186
NET ASSETS	129,718,057	131,264,299
EQUITY		
Retained surplus	41,964,110	43,412,797
Reserve accounts	4,111,639	4,209,195
Revaluation surplus	83,642,307	83,642,307
TOTAL EQUITY	129,718,057	131,264,299

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

SHIRE OF QUAIRADING

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

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

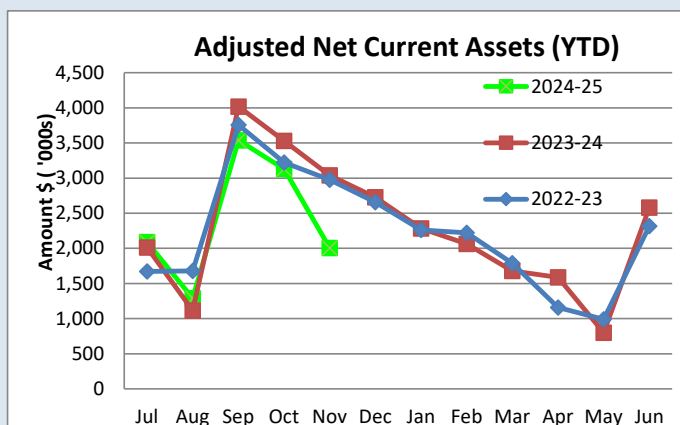
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2024	This Time Last Year 30/11/2023	Year to Date Actual 30/11/2024
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,928,701	2,410,881	2,832,075
Cash Restricted - Reserves	2	4,111,639	4,093,439	4,209,195
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	0	279,317	662,005	736,557
Receivables - Other	3	226,508	430,260	102,261
Other Financial Assets	3	0	0	0
Other Assets Other Than Inventories	4	785,994	837,427	362,421
Inventories	4	8,674	(1,923)	23,173
		8,340,834	8,432,089	8,265,682
Less: Current Liabilities				
Payables	5	(1,361,321)	(286,702)	(276,704)
Contract Liabilities	11	(238,647)	(980,393)	(743,988)
Bonds & Deposits	14	(51,392)	(20,489)	(36,696)
Loan Liability	9	(67,898)	(33,274)	(34,176)
Lease Liability	9	(11,047)	(9,941)	(5,589)
Provisions	11	(176,085)	(184,697)	(176,085)
		(1,906,389)	(1,515,496)	(1,273,238)
Less: Cash Reserves	10	(4,111,639)	(4,093,439)	(4,209,195)
Add Back: Component of Leave Liability not Required to be funded		177,149	171,302	181,352
Add Back: Loan Liability		67,898	33,274	34,176
Add Back: Lease Liability		11,047	9,941	5,589
Less : Loan Receivable - clubs/institutions		0	0	0
Net Current Funding Position		2,578,899	3,037,672	3,004,367

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)
\$3. M
Last Year YTD
Surplus(Deficit)
\$3.04 M

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

OPERATING ACTIVITIES
 NOTE 2
 CASH AND FINANCIAL ASSETS

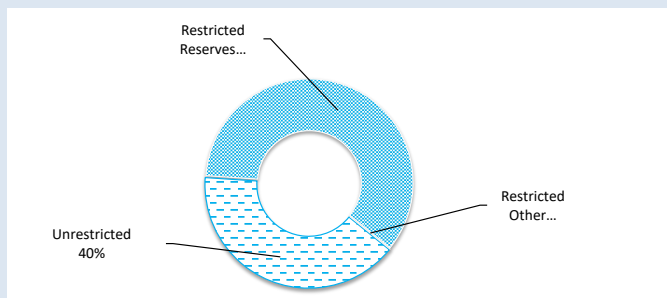
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	499			499	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	1,170,346			1,170,346	Westpac		Ongoing
Municipal Investment Cash at Bank	0			0	Westpac	Nil	Ongoing
Medical Practice Cash at Bank	33			33	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	328,069			328,069	Westpac	5.16%	12/02/2025
Municipal - Term Deposit Investment 2	331,828			331,828	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	2,832,075	4,209,195	0	7,041,270			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Restricted
\$7.04 M	\$4.21 M

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

OPERATING ACTIVITIES
 NOTE 3
 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2024	30 Nov 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)	(2,474,880)
Equals Current Outstanding	314,891	772,131
	314,891	772,131
% Collected	89.66%	76.22%

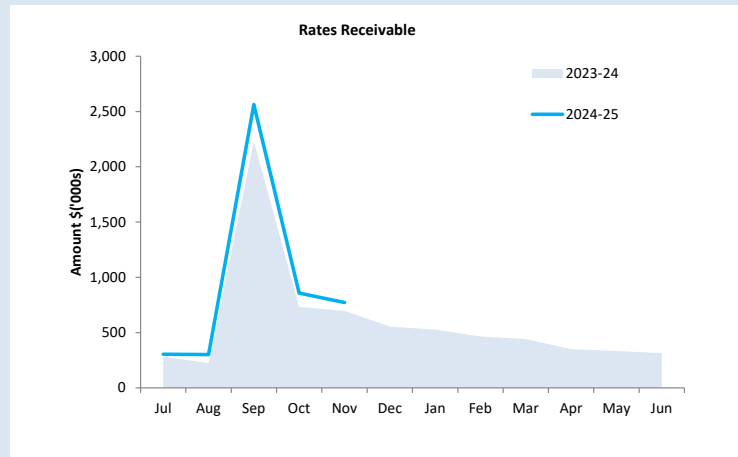
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	74,640	6,612	1,328	5,921	88,501
Percentage	84%	7%	2%	7%	
Balance per Trial Balance					
Sundry Debtors					62,043
Receivables - Other					40,217
Total Receivables General Outstanding					102,261
Amounts shown above include GST (where applicable)					

KEY INFORMATION

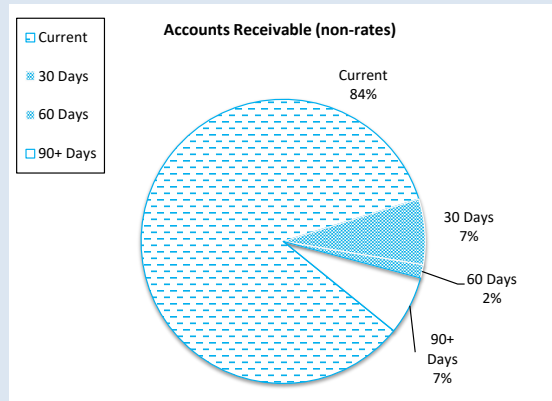
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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
76%	\$772,131



Debtors Due
\$102,261
Over 30 Days
16%
Over 90 Days
7%

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

OPERATING ACTIVITIES
 NOTE 4
 OTHER CURRENT ASSETS

Other Current Assets	Opening Balance 1 Jul 2024	Asset Increase	Asset Reduction	Closing Balance 30 Nov 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	14,499	0	23,173
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				575,594
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

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

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

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

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

CONTRACT ASSETS

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

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

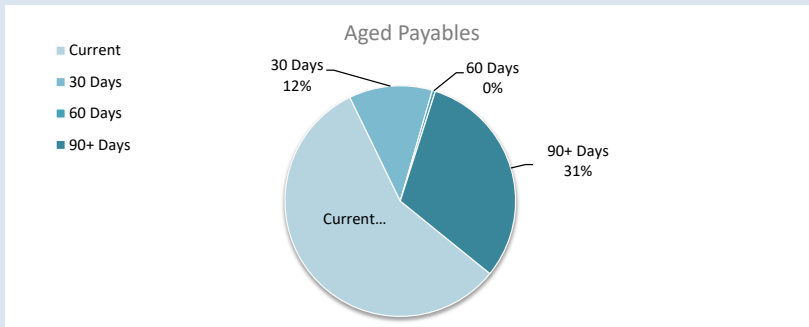
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	20,754	4,262	161	11,261	36,438
Percentage	57%	11.7%	0.4%	30.9%	
Balance per Trial Balance					
Sundry creditors - General					119,649
Other creditors					25,973
Accruals/Income in Advance					390
ATO liabilities					98,168
Other accruals/payables					32,524
Total Payables General Outstanding					276,704

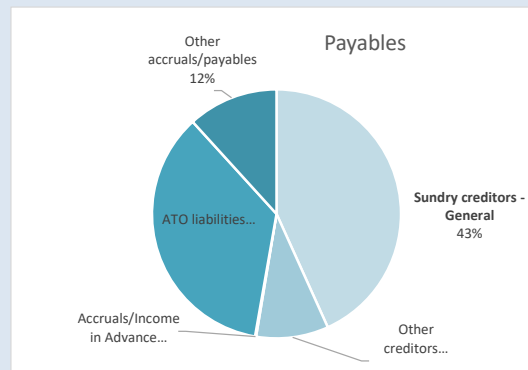
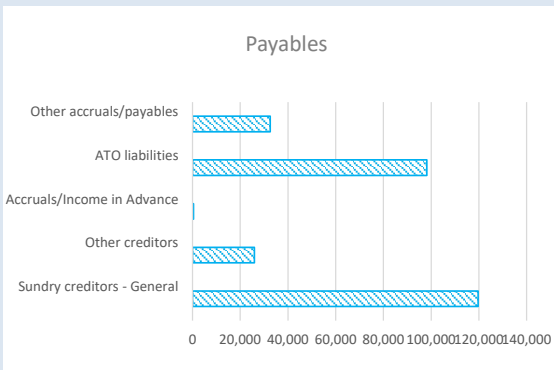
Amounts shown above include GST (where applicable)

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
\$276,704
Over 30 Days
43%
Over 90 Days
30.9%



SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2024

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

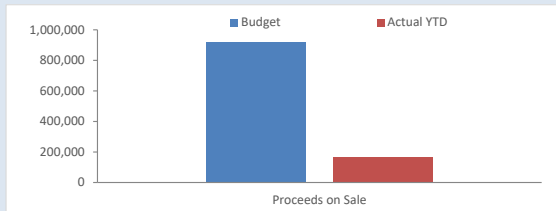
RATE TYPE	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross rental valuations											
GRV - Residential	0.138187	378	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 30 NOVEMBER 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 30 NOVEMBER 2024

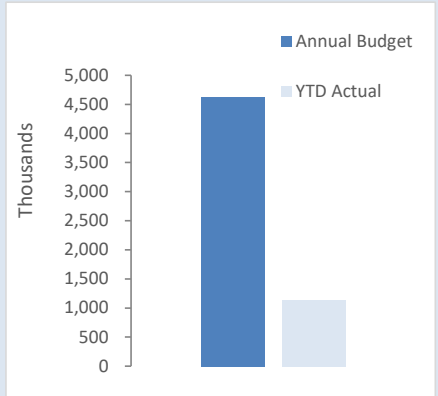
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	50,000	20,840	50,000	14,799	(6,041)
Land and Buildings	751,494	348,168	751,494	143,343	(204,825)
Plant and Equipment	1,373,057	592,065	1,373,057	518,760	(73,305)
Furniture and Equipment	15,000	6,250	15,000	0	(6,250)
Infrastructure Assets - Roads	1,859,924	741,836	1,859,924	313,250	(428,586)
Infrastructure Assets - Footpaths	5,500	2,290	5,500	5,500	3,210
Infrastructure Assets - Other	553,081	230,840	553,081	107,728	(123,112)
Infrastructure Assets - Bridges	20,000	8,330	20,000	35,100	26,770
Capital Expenditure Totals	4,628,055	1,950,619	4,628,055	1,138,480	(812,139)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,066,381	538,607	2,066,381	92,976	(445,631)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	920,000	410,165	920,000	164,091	(246,074)
Council contribution - Cash Backed Reserves					
Various Reserves	530,000	265,000	530,000	0	(265,000)
Council contribution - operations	1,111,675	736,847	1,111,675	881,414	144,567
Capital Funding Total	4,628,055	1,950,619	4,628,055	1,138,480	(812,139)

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.

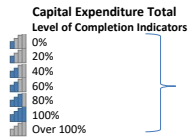
KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.63 M	\$1.14 M	25%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.07 M	\$0.09 M	4%

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

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

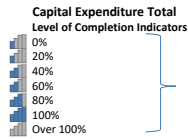


Percentage YTD Actual to Annual Budget Expenditure over budget highlighted in red.

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Assets	Account Number	Balance Sheet Category	Job Number	Adopted	Amended	Total YTD	Variance (Under)/Over
						Annual Budget	Annual Budget		
						\$	\$	\$	\$
		Land Held for Resale							
		Community Amenities							
0.30		Stage 2 Light Industrial Subdivision	4100607	507	TP0000	(50,000)	(50,000)	(20,835)	(14,799)
		Total - Community Amenities				(50,000)	(50,000)	(20,835)	(14,799)
0.30		Total - Land Held for Resale				(50,000)	(50,000)	(20,835)	(14,799)
		Buildings							
		Health							
0.22		Medical Centre - Building (Capital)	4070712	512	BC7702	(12,500)	(12,500)	(12,500)	(2,760)
		Total - Health				(12,500)	(12,500)	(12,500)	(2,760)
		Education & Welfare							
1.16		Daycare Centre - Building (Capital)	4080612	512	BC8301	(20,000)	(20,000)	(15,413)	(7,700)
1.00		Arthur Kelly Village - Common Area - Building (Capital)	4080612	512	BC8600	0	0	0	(2,320)
0.76		Frail Aged Lodge (Parker House) - Building (Capital)	4080612	512	BC8610	(30,594)	(30,594)	(12,740)	(23,233)
0.00		Youth Centre - Building (Capital)	4080712	512	BC8701	(10,000)	(10,000)	(4,160)	0
		Total - Education & Welfare				(60,594)	(60,594)	(32,313)	(48,667)
		Housing							
0.00		14 Reid Street - Building (Capital)	4090114	514	BC9101	(5,000)	(5,000)	(2,080)	2,080
0.05		1/19 Gillett Street - Single Persons Unit - Building (Capital)	4090114	514	BC9102	(3,750)	(3,750)	(1,555)	(198)
0.00		31 Dall Street - Building (Capital)	4090114	514	BC9103	(11,000)	(11,000)	(4,580)	0
0.73		8 Dall Street - Building (Capital)	4090114	514	BC9104	(33,490)	(33,490)	(13,950)	(24,558)
0.00		4/19 Gillett Street - Single Persons Unit - Building (Capital)	4090114	514	BC9112	(3,750)	(3,750)	(1,555)	0
0.05		2/19 Gillett Street - Single Persons Unit - Building (Capital)	4090214	514	BC9202	(3,750)	(3,750)	(1,555)	(198)
0.03		3/19 Gillett Street - Single Persons Unit - Building (Capital)	4090214	514	BC9203	(6,550)	(6,550)	(2,725)	(198)
1.00		7 Edwards Way - Police House - Building (Capital)	4090214	514	BC9208	0	0	0	(21,630)
		Total - Housing				(67,290)	(67,290)	(28,000)	(46,782)
		Community Amenities							
0.01		Recycling Centre - Building (Capital)	4100112	512	BC10102	(88,376)	(88,376)	(36,820)	(1,256)
		Total - Community Amenities				(88,376)	(88,376)	(36,820)	(1,256)
		Recreation And Culture							
1.11		Swimming Pool - Building (Capital)	4110212	512	BC11201	(28,000)	(28,000)	(11,665)	(31,069)
0.35		Swimming Pool Kiosk - Building (Capital)	4110212	512	BC11202	(5,000)	(5,000)	(2,080)	(1,759)
0.00		Swimming Pool Plant Room - Building (Capital)	4110712	512	BC11205	(50,000)	(50,000)	(41,665)	0
0.00		Golf Club - Building (Capital)	4110312	512	BC11305	(6,000)	(6,000)	(2,495)	0
		Total - Recreation And Culture				(89,000)	(89,000)	(57,905)	(32,829)
		Transport							
0.00		Depot Workshop - Building (Capital)	4120112	512	BC12201	(8,617)	(8,617)	(3,580)	0
		Total - Transport				(8,617)	(8,617)	(3,580)	0
		Economic Services							
0.00		Cabin 4 - 1 Bedroom Unit (Capital)	4130212	512	BC13248	(205,000)	(205,000)	(85,380)	0
0.00		Cabin 5 - 1 Bedroom Unit (Capital)	4130212	512	BC13249	(205,000)	(205,000)	(85,380)	0
0.73		Veterinary Clinic - Building (Capital)	4130812	512	BC13810	(15,117)	(15,117)	(6,290)	(11,048)
		Total - Economic Services				(425,117)	(425,117)	(177,050)	(11,048)
0.19		Total - Buildings				(751,494)	(751,494)	(348,168)	(143,343)
		Plant & Equipment							
		Transport							
0.72		Works Supervisors Vehicle	4120330	530	PE12301	(72,000)	(72,000)	(72,000)	(52,101)
0.83		Tractor FEL (90HP)	4120330	530	PE12304	(90,000)	(90,000)	(37,500)	(75,000)
0.00		Smooth Drum Vibe Roller 12T	4120330	530	PE12311	(300,000)	(300,000)	0	0
0.79		Mazda BT50 Ute	4120330	530	PE12313	(65,000)	(65,000)	(65,000)	(51,269)
0.00		Grader	4120330	530	PE12314	(400,000)	(400,000)	(400,000)	0
0.91		6 Wheel Tip Truck	4120330	530	PE12317	(292,702)	(292,702)	0	(266,899)
0.00		Tenant Sweeper	4120330	530	PE12319	(75,000)	(75,000)	0	0
		Total - Transport				(1,294,702)	(1,294,702)	(574,500)	(445,269)
		Economic Services							
0.96		Toyota Camry - Community Car	4120330	530	PE12320	(36,200)	(36,200)	0	(34,715)
		Total - Economic Services				(36,200)	(36,200)	0	(34,715)
		Other Property & Services							
0.00		Purchase of New CEO Vehicle	4140230	530	PE14201	(42,154)	(42,154)	(17,565)	0
1.00		Purchase of New CEO Vehicle - Natalie Ness	4140230	530	PE14203	0	0	0	(38,776)
		Total - Other Property & Services				(42,154)	(42,154)	(17,565)	(38,776)

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

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**



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

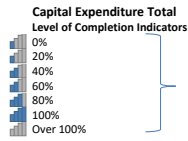
% of Completion

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

Assets	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Total YTD	Variance (Under)/Over
				Annual Budget	Annual Budget	YTD Budget	YTD Budget		
				\$	\$	\$	\$	\$	
0.38	Total - Plant & Equipment			(1,373,057)	(1,373,057)	(592,065)	(518,760)	73,305	
	Furniture & Equipment								
	Other Property & Services								
0.00		Chambers Furniture Upgrade	4140220 520 FE14202	(15,000)	(15,000)	(6,250)	0	6,250	
	Total - Other Property & Services			(15,000)	(15,000)	(6,250)	0	6,250	
0.00	Total - Furniture & Equipment			(15,000)	(15,000)	(6,250)	0	6,250	
	Infrastructure - Roads								
	Transport								
0.00		Dangin Terrace (R2R)	4120144 540 R2R169	(22,000)	(22,000)	(9,165)	0	9,165	
0.00		Walker Street (R2R)	4120144 540 R2R138	(60,000)	(60,000)	(25,000)	0	25,000	
0.00		Cubbine Road, Cubbine (R2R)	4120145 540 R2R005	(83,562)	(83,562)	(34,815)	0	34,815	
0.83		Kellerberrin - Yoting Road (R2R)	4120145 540 R2R164	(90,000)	(90,000)	(37,500)	(74,784)	(37,284)	
0.00		Quairading - Corrigin Road (R2R)	4120145 540 R2R166	(140,000)	(140,000)	(58,330)	0	58,330	
0.44		Hayes Road (R2R)	4120145 540 R2R015	(70,000)	(70,000)	(29,165)	(30,960)	(1,795)	
0.07		Andrews Road (R2R)	4120145 540 R2R105	(82,041)	(82,041)	(13,656)	(6,015)	7,641	
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)	(43,830)	(125,748)	(81,918)	
0.02		Bulyee - Quairading Road (RRG)	4120148 540 RRG002	(554,765)	(554,765)	(231,145)	(9,202)	221,943	
0.04		Old Beverley East Road (RRG)	4120149 540 RRG006	(244,673)	(244,673)	(101,920)	(8,987)	92,933	
0.01		Old Beverley East Road (LRCI Funded)	4120162 540 LRC006	(244,649)	(244,649)	(101,925)	(3,467)	98,458	
0.18		Dangin - Mears Road - WSFN Development Expenditure	4120162 540 WSF010D	(62,990)	(62,990)	(26,235)	(11,387)	14,848	
1.00		Treloar Road (R2R)	4120146 540 R2R092	0	0	0	(10,000)	(10,000)	
	Total - Transport			(1,759,924)	(1,759,924)	(712,686)	(295,387)	417,299	
0.17	Total - Infrastructure - Roads			(1,759,924)	(1,759,924)	(712,686)	(295,387)	417,299	
	Infrastructure - Drainage								
	Transport								
0.00		Punch Road - Drainage Capital	4120166 540 DC143	(20,000)	(20,000)	(5,830)	0	5,830	
0.59		Minchin Road - Drainage Capital	4120166 540 DC063	(20,000)	(20,000)	(5,830)	(11,700)	(5,870)	
0.00		Squiers Road - Drainage Capital	4120166 540 DC176	(20,000)	(20,000)	(5,830)	0	5,830	
0.00		Toapin Road - Drainage Capital	4120166 540 DC055	(20,000)	(20,000)	(5,830)	0	5,830	
0.31		Quairading - Corrigin Road - Drainage Capital	4120166 540 DC166	(20,000)	(20,000)	(5,830)	(6,163)	(333)	
	Total - Transport			(100,000)	(100,000)	(29,150)	(17,863)	11,287	
0.18	Total - Infrastructure - Drainage			(100,000)	(100,000)	(29,150)	(17,863)	11,287	
	Infrastructure - Footpaths								
	Transport								
0.00		Harris Street - Footpath Capital	4120170 560 FC130	(5,500)	(5,500)	(2,290)	0	2,290	
1.00		Macdonald Street - Footpath Capital	560 FC131	0	0	0	(5,500)	(5,500)	
	Total - Transport			(5,500)	(5,500)	(2,290)	(5,500)	(3,210)	
1.00	Total - Infrastructure - Footpaths			(5,500)	(5,500)	(2,290)	(5,500)	(3,210)	
	Infrastructure - Bridges								
	Transport								
1.00		Badjaling North Road - Bridge (Capital)	4120167 555 BR4145	(20,000)	(20,000)	(8,330)	(20,000)	(11,670)	
1.00		Mount Stirling Road - Bridge (Capital)	4120167 555 BR4143	0	0	0	(15,100)	(15,100)	
	Total - Transport			(20,000)	(20,000)	(8,330)	(35,100)	(26,770)	
1.76	Total - Infrastructure - Bridges			(20,000)	(20,000)	(8,330)	(35,100)	(26,770)	
	Infrastructure - Other								
	Law, Order & Public Safety								
0.00		Solar Electronic Fire Danger Signs (Capital) - DRF Funded	4050790 590 EM5702	(30,000)	(30,000)	(21,250)	0	21,250	
1.00		Caroling Water Tank - Fire Water	4050790 590 EM5701	0	0	0	(42)	(42)	
	Total - Law, Order & Public Safety			(30,000)	(30,000)	(21,250)	(42)	21,208	
	Community Amenities								
0.00		Cemetery Upgrade (Capital)	4100790 590 OC10703	(16,792)	(16,792)	(6,990)	0	6,990	
	Total - Community Amenities			(16,792)	(16,792)	(6,990)	0	6,990	
	Recreation And Culture								
0.16		Cricket Nets (Capital)	4110390 590 OC11344	(44,792)	(44,792)	(18,655)	(7,000)	11,655	
0.00		Skate Park (Capital)	4110390 590 OC11345	(25,000)	(25,000)	(10,415)	0	10,415	

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 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	Category	Job Number	Annual Budget	Annual Budget	YTD Budget		
0.10	Bore Field	4110390	590	PC11315	(38,661)	(38,661)	(16,100)	(3,688)	12,412
0.17	Greater Sports Ground (GSC) - Netball/Basketball Courts (LRCl Fur	4110390	590	LRC11335	(377,836)	(377,836)	(157,430)	(64,452)	92,978
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)	(202,600)	(76,768)	125,832
1.55	Economic Services								
	Standpipe Controller 1	4130890	590	OC13801	(20,000)	(20,000)	0	(30,918)	(30,918)
	Total - Economic Services				(20,000)	(20,000)	0	(30,918)	(30,918)
0.19	Total - Infrastructure - Other				(553,081)	(553,081)	(230,840)	(107,728)	123,112
0.25	Grand Total				(4,628,055)	(4,628,055)	(1,950,614)	(1,138,480)	812,134
	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)	(20,835)	(14,799)	6,036
	Land - Freehold		508		0	0	0	0	0
	Buildings - Specialised		512		(684,204)	(684,204)	(320,168)	(96,560)	223,608
	Buildings - Non Specialised		514		(67,290)	(67,290)	(28,000)	(46,782)	(18,782)
	Furniture & Equipment		520		(15,000)	(15,000)	(6,250)	0	6,250
	Plant & Equipment		530		(1,373,057)	(1,373,057)	(592,065)	(518,760)	73,305
	Infrastructure - Roads		540		(1,859,924)	(1,859,924)	(741,836)	(313,250)	428,586
	Infrastructure - Bridges		555		(20,000)	(20,000)	(8,330)	(35,100)	(26,770)
	Infrastructure - Footpaths & Cycleways		560		(5,500)	(5,500)	(2,290)	(5,500)	(3,210)
	Infrastructure - Other		590		(553,081)	(553,081)	(230,840)	(107,728)	123,112
					0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
					(4,628,055)	(4,628,055)	(1,950,614)	(1,138,480)	812,134

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 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	5,457	12,370	12,370	26,235	19,322	19,322	728	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	5,457	29,925	29,925	26,235	1,767	1,767	728	1,324	1,324
Total	31,692	0	0	0	5,457	29,925	29,925	26,235	1,767	1,767	728	1,324	1,324
Current financing borrowings	11,047							5,589					
Non-current financing borrowings	20,646							20,646					
	31,693							26,235					

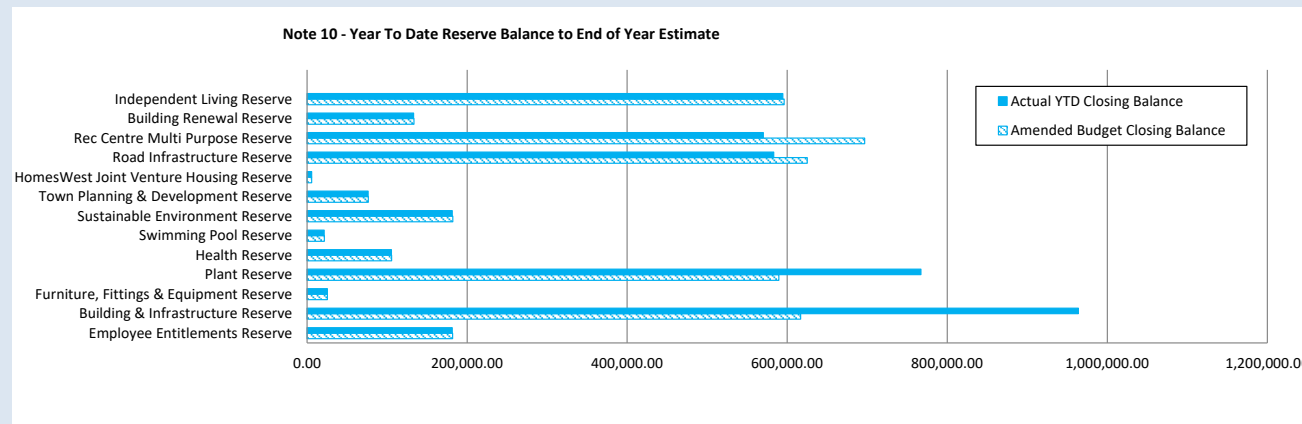
SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 NOVEMBER 2024

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 30 NOVEMBER 2024

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2024	Liability Increase	Liability Reduction	Closing Balance 30 Nov 2024
		\$	\$	\$	\$
Other Liabilities					
- Contract Liabilities	12	68,952	12,000	(63,780)	17,172
- Capital Grant/Contribution Liabilities	13	169,695	311,786	(121,583)	359,898
Total Other liabilities		238,647	323,786	(185,363)	377,071
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
Total current unspent grants, contributions and reimbursements		238,647	323,786	(185,363)	377,071
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					553,155
Amounts shown above include GST (where applicable)					

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

CONTRACT LIABILITIES

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

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 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 30 Nov 2024	Current Liability 30 Nov 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	28,110	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	527,667	437,779
Contributions									
TOTALS	68,952	12,000	(63,780)	17,172	18,172	600,874	600,874	527,667	437,779

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 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 30 Nov 2024	Current Liability 30 Nov 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	2,880	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	163,900	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	40,360	0
R2R Grant - Walker Street (R2R)	0	0	0	0	0	60,000	60,000	25,000	0
R2R Grant - Subbine Rd, Cubbine (R2R)	0	0	0	0	0	81,138	81,138	33,815	0
R2R Grant - Kellerberrin-Yoting Rd (R2R)	0	0	0	0	0	90,000	90,000	37,500	0
R2R Grant - Quairading Corrigin Road (R2R)	0	0	0	0	0	138,912	138,912	57,880	0
R2R Grant - Hayes Road (R2R)	0	0	0	0	0	80,000	80,000	33,330	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	0	92,006
RRG Grant - Bulyee - Quairading Road 24/25	0	147,955	(9,202)	138,753	138,753	369,888	369,888	0	9,202
RRG Grant - Old Beverley East Road 24/25	0	65,225	(8,987)	56,238	56,238	163,063	163,063	0	8,987
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	94,535	0
WSFN Grant - Dangin - Mears Development Funds	29,398	0	(11,387)	18,010	18,010	24,752	24,752	12,376	11,387
	169,695	311,786	(121,583)	359,898	719,666	2,048,569	2,048,569	520,795	92,976
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	(121,583)	359,898	719,666	2,066,381	2,066,381	538,607	92,976

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 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 30 Nov 2024
		\$	\$	\$
Restricted Cash - Bonds and Deposits				
Building Services Levy (BSL)	2,581.57	389.91	(2,849.98)	121.50
Construction Training Fund (CTF)	588.53	0.00	0.00	588.53
Councillor Nomination Fee	0.00	0.00	0.00	0.00
Key, Hall & Equipment Bonds	4,458.55	7,205.00	(4,600.00)	7,063.55
Unclaimed Monies	1,152.50	0.00	0.00	1,152.50
Department of Transport Licensing	(4,784.19)	207,420.20	(207,021.55)	(4,385.54)
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	235,912.11	(250,607.53)	36,696.14
Trust Funds				
Nil	0.00	0.00	0.00	0.00
Sub-Total	0.00	0.00	0.00	0.00
	51,391.56	235,912.11	(250,607.53)	36,696.14

KEY INFORMATION

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 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	(166,727)	(44%)	▼	S	Timing	Quarter 1 and Quarter received - Qtr 3 and 4 to be received
Law, Order and Public Safety	(21,135)	(16%)	▼	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	19,244	64%	▲	S	Timing	
Community Amenities	70,520	72%	▲	S		Timing of budget allocation for Domestic Refuse Collection Charges.
Transport	28,555	12%	▲	S	Timing	
Other Property and Services	62,623	285%	▲	S	Permanent	
Expenditure from operating activities						
Governance	39,187	12%	▲	S	Timing	
Law, Order and Public Safety	(36,511)	(15%)	▼	S	Timing	Significant spend on Fire Truck Servicing
Education and Welfare	48,498	31%	▲	S	Timing	
Housing	26,451	25%	▲	S	Timing	
Community Amenities	204,353	43%	▲	S	Timing	
Recreation and Culture	184,284	35%	▲	S	Timing	
Transport	897,391	62%	▲	S	Timing	Road Construction still to be completed
Economic Services	131,499	32%	▲	S	Timing	
Other Property and Services	116,534	117%	▲	S	Timing	
INVESTING ACTIVITIES						
Capital Grants, Subsidies and Contributions	(445,631)	(83%)	▼	S	Timing	Grant funding still to be received
Proceeds from Disposal of Assets	(246,074)	(60%)	▼	S	Timing	Not all purchases have been made, further disposals expected
Land and Buildings	204,825	59%	▲	S	Timing	Work not yet completed
Plant and Equipment	73,305		▲	S	Timing	Items not yet purchased
Infrastructure Assets - Roads	428,586	58%	▲	S	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Other	123,112	53%	▲	S	Timing	Projects not yet completed, see capital Works Note 8.

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

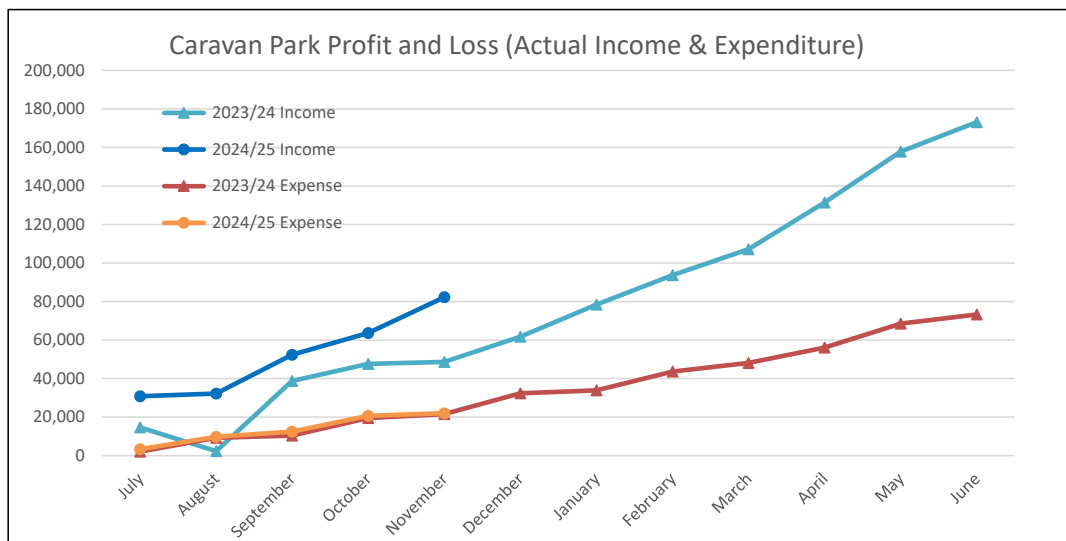
NOTE 16
BUDGET AMENDMENTS

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 30 NOVEMBER 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	232	\$ 20,759.32	\$ 24,990.00	\$ 60,000.00	\$ 60,000.00	35%
Cabin and Unit Charges	319	\$ 61,313.92	\$ 54,145.00	\$ 130,000.00	\$ 130,000.00	47%
Fees, Charges & Reimbursements		\$ 136.38	\$ -	\$ -	\$ -	0%
TOTAL INCOME	551	\$ 82,209.62	\$ 79,135.00	\$ 190,000.00	\$ 190,000.00	43%
EXPENDITURE						
Caravan Park						
Salaries & Wages		\$ -	\$ 6,655.00	\$ 15,990.00	\$ 15,990.00	0%
Materials & Contracts		\$ 3,010.57	\$ 4,840.00	\$ 11,640.00	\$ 11,640.00	26%
Utilities & Insurance		\$ 2,989.06	\$ 5,695.00	\$ 13,700.00	\$ 13,700.00	22%
Caravan Park Total		\$ 5,999.63	\$ 17,190.00	\$ 41,330.00	\$ 41,330.00	15%
Cabins (3x 2 bedroom Cabins)						
Salaries & Wages		\$ -	\$ 9,570.00	\$ 23,025.00	\$ 23,025.00	0%
Materials & Contracts		\$ -	\$ 1,050.00	\$ 2,532.00	\$ 2,532.00	0%
Utilities & Insurance		\$ 5,361.94	\$ 4,549.00	\$ 10,757.00	\$ 10,757.00	50%
Cabins Total		\$ 5,361.94	\$ 15,169.00	\$ 36,314.00	\$ 36,314.00	15%
Caretaker Reception						
Salaries & Wages		\$ 6,481.98	\$ 3,995.00	\$ 9,594.00	\$ 9,594.00	68%
Materials & Contracts		\$ 275.87	\$ 370.00	\$ 892.00	\$ 892.00	31%
Utilities & Insurance		\$ 2,363.89	\$ 2,822.00	\$ 6,667.00	\$ 6,667.00	35%
Caretaker Reception Total		\$ 9,121.74	\$ 7,187.00	\$ 17,153.00	\$ 17,153.00	53%
Units (4x 1 bedroom units)						
Salaries & Wages		\$ 57.05	\$ 3,455.00	\$ 8,315.00	\$ 8,315.00	1%
Materials & Contracts		\$ -	\$ 350.00	\$ 844.00	\$ 844.00	0%
Utilities & Insurance		\$ 1,498.84	\$ 484.00	\$ 1,109.00	\$ 1,109.00	135%
Units Total		\$ 1,555.89	\$ 4,289.00	\$ 10,268.00	\$ 10,268.00	15%
TOTAL EXPENDITURE		\$ 22,039.20	\$ 43,835.00	\$ 105,065.00	\$ 105,065.00	21%
Closing Funding Surplus(Deficit)		\$ 60,170.42	\$ 35,300.00		\$ 84,935.00	71%



ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 31 Dall Street Rent Reduction

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

RESOLUTION: OCM 089-24/25

Moved: Cr JR Hippisley
 Seconded: Cr EV Gom

That Council

1. Reduce the weekly rent amount for 31 Dall Street from \$325.00 to \$275.00 for the Quairading Pharmacy from 16 December 2024 to 30 June 2025.
2. Charge Quairading Pharmacy the Housing Bond of \$1,100.00 equal to four weeks rent at \$275.00 per week.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 5/0

IN BRIEF

The Quairading Pharmacy will have a new Pharmacist managing the business from 16 December 2024. A request from Quairading Pharmacy has been received for the rental of 31 Dall Street, Quairading, at a rent reduction from the listed weekly rental in the 2024-2025 Schedule of Fees and charges rate of \$325.00 *(or as by Agreement).

MATTER FOR CONSIDERATION

For Council to reduce the weekly rent of 31 Dall Street, Quairading to \$275.00 for Quairading Pharmacy, for the period 16 December 2024 to 30 June 2025, for a total rental of \$7,700.00 for the nominated period, and charge Quairading Pharmacy a \$1,100.00 Housing Bond equal to four weeks rent at \$275.00 per week.

BACKGROUND

The current Quairading Pharmacist Mr Ej Cheung has managed the Pharmacy business for the past 10 years. Mr Cheung currently resides in a 1-bedroom Shire of Quairading unit located at 1/41 Gillet Street, Quairading. Mr Cheung has decided to relocate to Perth at the end of December 2024.

The business is recruiting a new Pharmacist who will be female and relocating to Quairading in December 2024. The Gillet Street unit that Mr Cheung currently resides in is considered not appropriate by Quairading Pharmacy for the new Pharmacist to reside in, given issues with the tenants of the neighbouring unit.

31 Dall Street, Quairading, is included in the Quairading Medical Practice (QMP) contract for the use of the Practice Nurse and is currently vacant. The current QMP Practice Nurse resides in Beverley and drives in and out of Quairading daily, so currently has no use for the property.

Mr Cheung met with Dr Jack on the 18th November 2024 to discuss the possibility of Quairading Pharmacy renting the property in order to attract and retain a new Pharmacist for Quairading.

Dr Jack confirmed on the 21st November 2024 that the Shire can offer 31 Dall Street to Quairading Pharmacy for a rental period from 16 December 2024 to 30 June 2025.

Mr Cheung has requested a rental reduction of \$275.00 per week in support of attracting and retaining a Pharmacist in Quairading.

Currently, the Shire of Quairading's 2024-2025 Schedule of Fees & Charges outline the following fee for 31 Dall Street:

- \$325.00 per week rent *(or as by Agreement)
- Bond payable in advance equal to 4 weeks rent amount

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Schedule of Fees & Charges

FINANCIAL IMPLICATIONS

The 2024/2025 Schedule of Fees and Charges lists a weekly rent of \$325.00 for 31 Dall Street, Quairading. A reduction in the amount charged would mean a reduction in income for Council:

1. 28 weeks at \$325.00 for a total revenue of \$9,100.00
2. 28 weeks at \$275.00 for a total revenue of \$7,700.00
3. Total variance of \$1,400.00
4. Additionally the Shire of Quairading will be required to furnish the house at a cost of \$10,000.00. This amount is budgeted in the 2024-2025 Annual budget for the Quairading Medical Practice (QMP) taking possession of the property for the QMP Practice Nurse.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Mr Ej Cheung met with the CEO and EMCS on 20th November 2025 to discuss the rent reduction proposal.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

4.2 Strategic, Social and Economic Risks: Social Challenges and Community Expectations

2.2 Community Health and Safety Risks: Healthcare Service Stability

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>A reduction of \$1,400.00 in rent is a minimal loss in revenue for Council given 31 Dall Street is in the Quairading Medical Practice contract free of rent payments for the nominated rental period.</i></p> <p><i>The Shire of Quairading will make a \$7,700.00 profit from the proposed rental agreement.</i></p> <p><i>The Shire of Quairading will need to spend \$10,000.00 to furnish the property. This amount is budgeted for in the 2024-2025 Annual Budget.</i></p>
Health	<p>High</p> <p><i>Having a residing Pharmacist in Quairading is crucial for residents and the Quairading Medical Practice and future health sustainability of the Quairading community.</i></p>
Reputation	<p>High</p> <p><i>Council is tasked with supporting business growth in the local community. The risk associated with not having a Pharmacy in town would be detrimental to the community and force residents to shop in neighbouring towns to fulfil their pharmaceutical and gift purchase needs.</i></p>
Operations	<p>Low</p> <p><i>Property management is currently in the remit of Shire Officers.</i></p>
Natural Environment	<p>Nil</p>

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

COMMENT

Nil.

COMMENTS AFFECTING COUNCIL DECISION

Cr Hippisley acknowledged that this was a necessary step to support a local business and keep a service available for residents in town.

12.2 Temporary Employment or Appointment of CEO Policy Review**Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Marion Haeusler, Executive Officer**Attachments** 1. Temporary Employment or Appointment of CEO Policy - Draft [↓](#) **Voting Requirements** Absolute Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 090-24/25

Moved: Cr TJ Stacey

Seconded: Cr JC Hayes

That Council adopt by absolute majority the reviewed Temporary Employment or Appointment of CEO Policy.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley**AGAINST:** Nil**CARRIED BY ABSOLUTE MAJORITY 5/0****IN BRIEF**

In accordance with section 5.39C of the *Local Government Act 1995*, Council must have a policy that sets out the process to be followed in relation to the employment or appointment of a person as the Chief Executive Officer (CEO) or of a person acting in the role of CEO for a period no longer than 12 months.

The Temporary Employment or Appointment of CEO Policy was last reviewed by Council in April 2023.

Officers have made changes to the minimum length of time for the appointment of an Acting CEO under section 2.3 and added sub-section 2.3.1 (Attachment 1).

MATTER FOR CONSIDERATION

Appointing a Senior Officer in the role of Acting CEO is an action the CEO can take to ensure that the regular service provision of the Council remains uninterrupted during a CEO's planned or unplanned absence in the short term. It is for Council to consider that the sub-delegations from CEO to Executive Managers in the Shire of Quairading Delegations Register, as endorsed by Council, are comprehensive to the point where regular service provision of the Council can be expected to be unaffected by a planned or unplanned absence of the CEO for the duration of no more than one week, or five business days.

Furthermore, Council may consider that the annual Christmas Closure Period of the Shire Administration and Works Depot, endorsed by Council, as well as any Public Holidays be exempt from any consideration towards the total length of the CEO's absence. Advertising the Christmas Closure Period to the Quairading community through multiple channels reinforces the understanding and expectation of the community that no business will be conducted for that time. This is also routinely understood for Public Holidays.

BACKGROUND

It is a statutory requirement under the *Local Government Act 1995* section 5.39C and the *Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations)* that Council have a Policy relating to the Temporary Employment or Appointment of the CEO.

The CEO will ensure that during any leave period that does not require the appointment of an Acting CEO, Executive Managers are well informed and prepared for any event that may arise in the CEO's absence.

The Executive Management Team of the Shire of Quairading already has processes in place by which Executive Managers are regularly updated on the progress and demands of current and future projects. With this information and the relevant delegations in place, Executive Managers are well equipped to make and execute administrative decisions in the CEO's absence.

The adoption of the reviewed policy will ensure compliance with the relevant sections of the *Local Government Act 1995* and provide clear direction on temporary arrangements for CEO employment.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.36. Local government employees

- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) Believes that the person is suitably qualified for the position; and
 - (b) Is satisfied* with the provisions of the proposed employment contract.

** Absolute majority required.*

5.37. Senior employees

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

5.39. Contracts for CEO and senior employees

- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.
 - (1a) Despite subsection (1) —
 - (a) An employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting;

5.39C. Policy for temporary employment or appointment of CEO

- (1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following —
 - (a) The employment of a person in the position of CEO for a term not exceeding 1 year;
 - (b) The appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

* *Absolute majority required.*

- (2) A local government may amend* the policy.

* *Absolute majority required.*

- (3) 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.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.

[Section 5.39C inserted: No. 16 of 2019 s]

Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations)

POLICY IMPLICATIONS

Temporary Employment or Appointment of CEO Policy

FINANCIAL IMPLICATIONS

Council budgets for higher duties to be paid should an Executive Manager be selected to act in the CEO position for known short periods of leave being taken by the CEO.

In the case of longer periods of leave, an experienced local government practitioner can be employed to undertake the Acting CEO's position.

There are financial implications if the CEO's leave is unforeseen (i.e. unexpected serious illness) when existing executive staff resources do not allow an officer to undertake "higher duties" for a longer period.

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:

3.3 Governance, Financial and Compliance Risks: Organisational Misconduct

RISK ASSESSMENT

	Option 1
Financial	Medium <i>In the event that the CEO's leave is unforeseen there could be significant financial implications of paying an Executive Manager at a "higher duties" wage.</i>
Health	N/A
Reputation	Low <i>It is a statutory requirement to have a Temporary Employment or Appointment of CEO Policy.</i>
Operations	Low <i>This Policy is to be reviewed 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.



TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO POLICY

OBJECTIVE

To establish a policy, in accordance with Section 5.39C of the *Local Government Act 1995* ('the Act'), that details the Shire of Quairading's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

SCOPE

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Shire of Quairading.

DEFINITIONS

Acting CEO means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.

Temporary CEO means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

POLICY

1 Acting and temporary CEO requirements and qualifications

- 1.1 When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.
- 1.2 Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of Executive Manager, Corporate Services, Executive Manager of Works & Services and Executive Manager of Economic Development are considered suitably qualified to perform the role of Acting or Temporary CEO.
- 1.3 A person appointed to act in the position of the Executive Manager, Corporate Services, Executive Manager of Works & Services or Executive Manager, Economic Development is not included in the determination set out in Clause 2.3

2 Appoint Acting CEO – Planned and unplanned leave for periods of up to six weeks

- 2.1 The CEO is authorised to appoint the Executive Manager, Corporate Services, Executive Manager, Works & Service or Executive Manager, Economic Development in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding six weeks. The selection will be subject to the Executive Manager's performance and availability and operational requirements. The intent is to ensure equitable access to the professional development opportunity.

TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO POLICY



- 2.2 All Executive Managers will be given the opportunity to Act on a rotational basis. The Executive Manager is not compelled to accept the Acting position. If the offer is rejected, the offer is extended to the next Executive Manager in line.
- 2.3 The CEO must appoint an Acting CEO for any leave periods greater than one week or five business days, and less than six weeks.
 - 2.3.1 For the purpose of calculating the length of the CEO's leave for an appointment made under 2.3, the annual Council-endorsed Christmas Closure Period of the Quairading Shire Administration Building and Works Depot shall be excluded from consideration.
- 2.4 The CEO is to immediately advise all Council Members when and for what period of time the selected Executive Manager is appointed as Acting CEO.
- 2.5 If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with 1.2, then Council may select the Executive Manager.
- 2.6 Council may, by resolution, extend an Acting CEO period under subclause 2.3 beyond six weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

3 Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months

- 3.1 This clause applies to the following periods of extended leave:
 - 3.1.1 Substantive CEO's extended planned leave which may include accumulated annual leave, long service leave or personal leave; and
 - 3.1.2 Substantive CEO's extended unplanned leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- 3.2 The Council will, by resolution, appoint an Acting CEO for periods greater than six weeks but less than 12 months, as follows:
 - 3.2.1 Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - 3.2.2 Conduct an external recruitment process in accordance with clause 4.1.3.

4 Appoint Temporary CEO – Substantive Vacancy

- 4.1 In the event that the substantive CEO's employment with the Shire of Quairading is ending, the Council when determining to appoint a Temporary CEO may either:
 - 4.1.1 By resolution, appoint the Executive Manager, Corporate Services, Executive Manager, Works & Services or Executive Manager, Economic Development as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
 - 4.1.2 By resolution, appoint Executive Manager, Corporate Services, Executive Manager, Works & Services or Executive Manager, Economic Development as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or



TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO POLICY

- 4.1.3 Following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- 4.2 The President will liaise with the selected Executive Manager to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- 4.3 The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from Executive Management or the Executive Officer.

5 Remuneration and conditions of Acting or Temporary CEO

- 5.1 Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 100% of the cash component only of the substantive CEO’s total reward package.
- 5.2 Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- 5.3 Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

GUIDELINES

Local Government Act 1995

STATUTORY ENVIRONMENT

Local Government Act 1995

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Graeme Fardon	29/04/21	166-20/21	New legislation		
02	Nicole Gibbs	29/09/22	63 - 22/23	Biennial Review	Sept 24	
03	Nicole Gibbs	27/4/23	217 - 22/23	Change of staff	April 25	
04	Natalie Ness			Minor Amendment	Dec 26	

12.3 Community Grants Program 2024/25, Round 1 - Quairading Early Years Network.

Responsible Officer Jen Green, Executive Manager, Economic Development

Reporting Officer Chloe Nella, Special Projects Officer

Attachments 1. Community Grant Assessment Sheet (confidential)
2. Quairading Early Years Network - Application (confidential)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 091-24/25

Moved: Cr JR Hippisley
Seconded: Cr EV Gom

That Council approve the Quairading Early Years Network’s Community Grants application to the value of \$2,500.00.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley
AGAINST: Nil

CARRIED 5/0

IN BRIEF

- The Community Grants Policy was reviewed, updated, and endorsed by Council in June 2023.
- Five applications were received for round 1 to the value of \$11,250.00
- Details of Quairading Early Years Network application have been provided for consideration and recommendation to Council.
- This application was evaluated based on criteria in the Community Grants Policy.

BACKGROUND

Council’s Annual Community Grants Program is a strategic tool for capacity building, supporting innovation and addressing community need in line with the Council and Community vision.

Funding is available to assist community groups in establishing and or continuing a service of activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.

Round 1 opened on the 1st October and closed on 30th November. In total, the Shire received five community grants applications to a value of \$11,250.00. Details of applications are below:

Applicant	Amount
Quairading Early Years Network	\$2,500.00
Quairading Bridge Club	\$250.00

Quairading Football and Netball Club	\$1,800.00
Quairading Rainmakers	\$4,200.00
Quairading DHS P&C	\$2,500.00
Grand Total	\$11,250.00

The Shire has allocated \$37,845.00 towards community grants in the 2024-25 budget. Currently the Shire has supported five community groups with in-kind grants (under CEO delegation) totalling to a value of \$1,711.35. These applications are:

Applicant (In-kind grants)	Description	Amount
Quairading Bowling Club	Community bus hire	\$500.00
Quairading District High School	Town hall hire	\$400.00
Quairading Play Group	Pool hire	\$409.08
Quairading Curtain Raisers	Town hall hire	\$300.00
Quairading Aquatic Club	Pool hire	\$102.27
Grand Total		\$1,711.35

This application by Quairading Early Years Network is for the Paint Quairading REaD Literacy Project and Quairading Sensory Education Tent. Paint the Town REaD is an early literacy community scheme that encourages the whole community to read, talk, sing and rhyme with children. There are two key features of the Quairading Paint the Town REaD program:

1. An annual Community Reading Day engaging the whole community where young children are read to in their local shops by shop staff, local celebrities and local High School students and volunteers
2. Year-round activities encouraging the local community to think smarter about how to include early literacy in all aspects of their life and work – from a sensory ready tent at local community events to branded promotional merchandise encouraging families to read with their children daily.

The Paint the Town REaD program focuses on collaboration and community building with the emphasis on the simple message of ‘read to your children’ getting into every home. The Quairading Paint the Town REaD program has the potential to be a long-term project once established in the community and the ripple effect of increased school ready-ness, attendance, academic growth will benefit every child growing up in Quairading.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Community Grants Policy

FINANCIAL IMPLICATIONS

Nil – 2024-25 Financial year

ALIGNMENT WITH STRATEGIC PRIORITIES

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

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Funds for the Community Grants are allocated within the approved budget.</i>
Health	N/A
Reputation	High <i>Council is supporting Community Groups to provide valuable activities and social events for the Community.</i>
Operations	Low <i>Officers are not involved in running the programs supported by the Community Grants.</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

This is a strong application and supports the younger generation in Quairading.

The Shire was successful in receiving \$12,500 from the Government of Western Australia to support this program.

COMMENTS AFFECTING COUNCIL DECISION

Cr Stacey asked with regard to all business and community grant applications, whether discussion could be had in an open forum considering the information contained in the supplementary confidential items agenda. Cr Haythornthwaite advised for Councillors to take care to not explicitly mention in detail information provided in the confidential attachments, when discussing the individual applications.

Cr Stacey enquired whether the fact that the lack of a Constitution for the Early Years Network was indicated in the checklist, made the applicant ineligible for the Community Grants Program. Cr Haythornthwaite summarised the response from responsible officers. The Community Grants Policy states that the program is to provide funding to assist current or potential community groups or clubs establish or continue a service or activity. Incorporation is only desirable, not essential. There is no mention of constitutions in the Policy. Officers expect the group, which is currently a sub-committee to the Quairading Playgroup, may become incorporated in its own right with the establishment of the Paint Quairading REaD program.

The checklist was originally developed at request from Council to provide more guidance for the grants program, but is not entirely aligned with the requirements stipulated in the Policy. A review of both may be necessary.

12.4 Community Grants Program 2024/25, Round 1 - Quairading Bridge Club.

Responsible Officer Jen Green, Executive Manager, Economic Development

Reporting Officer Chloe Nella, Special Projects Officer

Attachments 1. Quairading Bridge Club Application (confidential)
2. Quairading Bridge Club Assessment (confidential)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 092-24/25

Moved: Cr EV Gom

Seconded: Cr TJ Stacey

That Council approve the Quairading Bridge Club’s Community Grant application to the value of \$250.00.

FOR: Crs TJ Stacey, EV Gom and JR Hippisley

AGAINST: Crs JN Haythornthwaite and JC Hayes

CARRIED 3/2

IN BRIEF

- The Community Grant Policy was reviewed, updated, and endorsed by Council in June 2023.
- Five applications were received for Round 1 to the value of \$11,250.00
- Details of Quairading Bridge Club’s application have been provided for consideration and recommendation to Council.
- This application was evaluated based on criteria in the Community Grants Policy.

BACKGROUND

Council’s Annual Community Grants Program is a strategic tool for capacity building, supporting innovation and addressing community need in line with the Council and Community vision.

Funding is available to assist community groups in establishing and or continuing a service of activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.

Round 1 opened on the 1st October and closed on 30th November. In total, the Shire received five community grants applications to a value of \$11,250.00. Details of applications are below:

Applicant	Amount
Quairading Early Years Network	\$2,500.00
Quairading Bridge Club	\$250.00

Quairading Football and Netball Club	\$1,800.00
Quairading Rainmakers	\$4,200.00
Quairading DHS P&C	\$2,500.00
Grand Total	\$11,250.00

The Shire has allocated \$37,845.00 towards community grants in the 2024-25 budget. Currently the Shire has supported five community groups with in-kind grants (under CEO delegation) totalling to a value of \$1,711.35. These applications are:

Applicant (In-kind grants)	Description	Amount
Quairading Bowling Club	Community bus hire	\$500.00
Quairading District High School	Town Hall hire	\$400.00
Quairading Play Group	Pool hire	\$409.08
Quairading Curtain Raisers	Town Hall hire	\$300.00
Quairading Aquatic Club	Pool hire	\$102.27
Grand Total		\$1,711.35

This application by Quairading Bridge Club is requesting support from the Shire with payment of their hire fees. The Bridge Club meet every Monday at the Community Resource Centre and pay a fee of \$10. All attendees are retired and currently use their own money to cover the cost of the room hire.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Community Grants Policy

FINANCIAL IMPLICATIONS

Nil – 2024-25 Financial year

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Funds for the Community Grants are allocated within the approved budget.</i>
Health	N/A
Reputation	High <i>Council is supporting Community Groups to provide valuable activities and social events for the Community.</i>
Operations	Low <i>Officers are not involved in running the programs supported by the Community Grants.</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

- The Bridge Club originally requested the funds via the waiver of fees (in-kind) however as the CRC is not a Shire facility the CEO cannot approve this waiver.
- If successful, the Bridge Club will pay reduced costs – roughly \$5 a session rather than \$10.

COMMENTS AFFECTING COUNCIL DECISION

Cr Gom spoke for the recommendation and commented that if the cost could be lowered for the community to participate, she was in favour.

Cr Stacey queried whether there was scope for the CEO to waiver fees through her delegated authority. Cr Haythornthwaite explained that, as the CRC was not run by the Shire, this was not possible in this case.

Cr Hayes spoke against the recommendation as she believes approval will set a precedent for other community groups who are currently funding the venue hire for the CRC rooms themselves.

12.5 Community Grants Program 2024/25, Round 1 - Quairading Rainmakers

Responsible Officer Jen Green, Executive Manager, Economic Development

Reporting Officer Chloe Nella, Special Projects Officer

Attachments 1. Quairading Rainmakers Application (confidential)
2. Rainmakers Assessment (confidential)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 093-24/25

Moved: Cr JC Hayes

Seconded: Cr JR Hippisley

That Council approve the Quairading Rainmakers community grant application to the value of \$4,200.00, subject to receiving Lotterywest funding.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

IN BRIEF

- The Community Grants Policy was reviewed, updated, and endorsed by Council in June 2023.
- Five applications were received for Round 1 2024-25 to the value of \$11,250.00
- Details of Quairading Rainmakers application have been provided for consideration and recommendation to Council.
- This application was evaluated based on criteria in the Community Grants Policy.

BACKGROUND

Council’s Annual Community Grants Program is a strategic tool for capacity building, supporting innovation and addressing community need in line with the Council and Community vision.

Funding is available to assist community groups in establishing and or continuing a service of activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.

Round 1 opened on the 1st October and closed on 30th November. In total, the Shire received five community grants applications to a value of \$11,250.00. Details of applications are below:

Applicant	Amount
Quairading Early Years Network	\$2,500.00
Quairading Bridge Club	\$250.00

Quairading Football and Netball Club	\$1,800.00
Quairading Rainmakers	\$4,200.00
Quairading DHS P&C	\$2,500.00
Grand Total	\$11,250.00

The Shire has allocated \$37,845.00 towards community grants in the 2024-25 budget. Currently the Shire has supported five community groups with in-kind grants (under CEO delegation) totalling to a value of \$1,711.35. These applications are:

Applicant (In-kind grants)	Description	Amount
Quairading Bowling Club	Community bus hire	\$500.00
Quairading District High School	Town Hall hire	\$400.00
Quairading Play Group	Pool hire	\$409.08
Quairading Curtain Raisers	Town Hall hire	\$300.00
Quairading Aquatic Club	Pool hire	\$102.27
Grand Total		\$1,711.35

The Quairading Rainmakers main aim as a community group is to organise and offer activities that make Quairading an even more vibrant place to live and an exciting place to visit. The organisation provides opportunities to local young adults to participate in committee jobs and bring event and initiative ideas to life that they otherwise wouldn't be able to.

The Quairading rainmakers have applied for funding to help with an event – Quairading Rainmakers Inc. Mock Wedding. It will be held on Saturday 29th March 2025 and will be a part performance, part social event with an overall aim of bringing young to middle aged adults from across our Shire and greater district together whilst raising awareness of the importance of engaging and participating in social activities to maintain positive mental health.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Community Grants Policy

FINANCIAL IMPLICATIONS

Nil – 2024-25 Financial year

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.4 Community:** Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience
- 1.2 Community:** Provide social and cultural activities for all members of the community

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Funds for the Community Grants are allocated within the approved budget.</i>
Health	N/A
Reputation	High <i>Council is supporting Community Groups to provide valuable activities and social events for the Community.</i>
Operations	Low <i>Officers are not involved in running the programs supported by the Community Grants.</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

Rainmakers have applied for Lotterywest funding to support with funding for this event.

It should be noted, Rainmakers have advised the Shire that they will require a one-off event insurance. They are only able to purchase this three months in advance so if successful with funding they will purchase in January.

COMMENTS AFFECTING COUNCIL DECISION

Cr Hayes spoke for the recommendation and stated that the planned event was inclusive and should be supported by the Shire.

Cr Hippisley added that Quairading Rainmakers events were always positively received.

12.6 Community Grants Program 2024/25, Round 1 - Quairading Football and Netball Club

Responsible Officer Jen Green, Executive Manager, Economic Development

Reporting Officer Chloe Nella, Special Projects Officer

Attachments 1. Quairading Football and Netball Club Assessment (confidential)
2. Quairading Football and Netball Club Application (confidential)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 094-24/25

Moved: Cr EV Gom

Seconded: Cr JC Hayes

That Council approve the Quairading Football and Netball Club’s Community Grant application to the value of \$1,800.00.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

IN BRIEF

- The Community Grants Policy was reviewed, updated, and endorsed by Council in June 2023.
- Five applications were received for Round 1, 2024-25 to the value of \$11,250.00
- Details of Quairading Football and Netball Club application have been provided for consideration and recommendation to Council.
- This application was evaluated based on criteria in the Community Grants Policy.

BACKGROUND

Council’s Annual Community Grants Program is a strategic tool for capacity building, supporting innovation and addressing community need in line with the Council and Community vision.

Funding is available to assist community groups in establishing and or continuing a service of activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.

Round 1 opened on the 1st October and closed on 30th November. In total, the Shire received five community grants applications to a value of \$11,250.00. Details of applications are below:

Applicant	Amount
Quairading Early Years Network	\$2,500.00
Quairading Bridge Club	\$250.00

Quairading Football and Netball Club	\$1,800.00
Quairading Rainmakers	\$4,200.00
Quairading DHS P&C	\$2,500.00
Grand Total	\$11,250.00

The Shire has allocated \$37,845.00 towards community grants in the 2024-25 budget. Currently the Shire has supported five community groups with in-kind grants (under CEO delegation) totalling to a value of \$1,711.35. These applications are:

Applicant (In-kind grants)	Description	Amount
Quairading Bowling Club	Community bus hire	\$500.00
Quairading District High School	Town Hall hire	\$400.00
Quairading Play Group	Pool hire	\$409.08
Quairading Curtain Raisers	Town Hall hire	\$300.00
Quairading Aquatic Club	Pool hire	\$102.27
Grand Total		\$1,711.35

This application by the Quairading Football and Netball Club is for funding to help with purchasing of their new guernseys for the Quairading Bulls. Due to Country Football WA rebranding in 2022, the club is required by the State rules and regulations of the game to update all of the on-field player apparel, this includes football guernseys and shorts.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Community Grants Policy

FINANCIAL IMPLICATIONS

Nil – 2024-25 Financial year

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.4 Community:** Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience
- 1.2 Community:** Provide social and cultural activities for all members of the community

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Funds for the Community Grants are allocated within the approved budget.</i>
Health	N/A
Reputation	High <i>Council is supporting Community Groups to provide valuable activities and social events for the Community.</i>
Operations	Low <i>Officers are not involved in running the programs supported by the Community Grants.</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

The Club is still finalising the design, and council could consider requesting to have their logo on the new design.

COMMENTS AFFECTING COUNCIL DECISION

Cr Hippisley commented that he was surprised that the Quairading Football and Netball Club should choose the avenue of the Shire’s Community Grants Program to fund their new guernseys. It was his understanding that the club was usually well funded.

Cr Stacey explained that the Club traditionally raises the funds for jumper replacements through sponsorship from local businesses. In this instance, half the cost seems to be sought through the Shire's official pathway available to community groups to request funding.

12.7 Community Grants Program 2024/25, Round 1 - Quairading DHS P&C

Responsible Officer Jen Green, Executive Manager, Economic Development

Reporting Officer Chloe Nella, Special Projects Officer

Attachments 1. Quairading DHS P&C Assessment (confidential)
2. Quairading DHS P&C Application (confidential)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 095-24/25

Moved: Cr EV Gom
Seconded: Cr JC Hayes

That Council approve the Quairading DHS P&C Community Grant application to the value of \$2,500.00.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley
AGAINST: Nil

CARRIED 5/0

IN BRIEF

- The Community Grants Policy was reviewed, updated, and endorsed by Council in June 2023.
- Five applications were received for round 1 to the value of \$11,250.00
- Details of Quairading DHS P&C application have been provided for consideration and recommendation to Council.
- This application was evaluated based on criteria in the Community Grants Policy.

BACKGROUND

Council’s Annual Community Grants Program is a strategic tool for capacity building, supporting innovation and addressing community need in line with the Council and Community vision.

Funding is available to assist community groups in establishing and or continuing a service of activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.

Round 1 opened on the 1st October and closed on 30th November. In total, the Shire received five community grants applications to a value of \$11,250.00. Details of applications are below:

Applicant	Amount
Quairading Early Years Network	\$2,500.00
Quairading Bridge Club	\$250.00

Quairading Football and Netball Club	\$1,800.00
Quairading Rainmakers	\$4,200.00
Quairading DHS P&C	\$2,500.00
Grand Total	\$11,250.00

The Shire has allocated \$37,845.00 towards community grants in the 2024-25 budget. Currently the Shire has supported five community groups with in-kind grants (under CEO delegation) totalling to a value of \$1,711.35. These applications are:

Applicant (In-kind grants)	Description	Amount
Quairading Bowling Club	Community bus hire	\$500.00
Quairading District High School	Town Hall hire	\$400.00
Quairading Play Group	Pool hire	\$409.08
Quairading Curtain Raisers	Town Hall hire	\$300.00
Quairading Aquatic Club	Pool hire	\$102.27
Grand Total		\$1,711.35

This application by Quairading DHS P&C is requesting funds to support with their The Building 'Qmunity' Spirit event. This event aims to promote a friendly and inclusive community and strengthen the partnership between families and the school. The event will be held on the evening of the parent information session and provide an opportunity for families, old and new, to come and connect, enhancing the wellbeing of community members.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Community Grants Policy

FINANCIAL IMPLICATIONS

Nil – 2024-25 Financial year

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.4 Community:** Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience
- 1.2 Community:** Provide social and cultural activities for all members of the community

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Funds for the Community Grants are allocated within the approved budget.</i>
Health	N/A
Reputation	High <i>Council is supporting Community Groups to provide valuable activities and social events for the Community.</i>
Operations	Low <i>Officers are not involved in running the programs supported by the Community Grants.</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

This is a strong application and supports the younger generation and families in Quairading.

12.8 Business Support Grants Program - 2024/25, Round 1 - Arun Thongjaj**Responsible Officer** Jen Green, Executive Manager, Economic Development**Reporting Officer** Chloe Nella, Special Projects Officer**Attachments**

1. Arun Thongjaj Assessment (confidential)
2. Arun Thongjaj Grant Application (confidential)

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

Responsible Officer: Nil

OFFICER RECOMMENDATION

Moved: Cr JR Hippisley

Seconded: Cr EV Gom

That Council approves Arun Thongjaj's Business Support Grants application to a value of \$679.15.

FOR: Crs EV Gom and JR Hippisley**AGAINST:** Crs JN Haythornthwaite, TJ Stacey and JC Hayes**LOST 2/3**

IN BRIEF

- The Business Support Grants Policy was reviewed by Council on the 27th July 2023.
- Seven applications were received during Round 1 of the 2024/25 Business Support Grants Program to the value of \$22,979.12.
- Details of each application are provided in separate reports for consideration and recommendation to Council.
- This application was evaluated based on criteria in the Policy.

MATTER FOR CONSIDERATION

Nil

BACKGROUND

Funding is available to assist local businesses to encourage the growth and sustainability of their enterprise which will in turn improve local employment opportunities for residents and help achieve thriving local industry and community.

Council's Annual Business Support Grants Program is a strategic tool for supporting and encouraging the growth of small business and business innovation.

Round 1 opened on the 1st of October 2024 and closed on 30th November 2024 and was promoted via the Shire Facebook page, website, Banksia Bulletin, Passion Sheet and email distribution list.

The Shire received seven applications, see below details:

Applicant	Amount
Arun Thongjaj	\$679.15
Garrett’s Garage	\$5,000.00
Quairading Co-op	\$3,771.11
Agrisource Agencies	\$2,978.86
Tash’s Hair Studio	\$550.00
Quairading Club	\$5,000.00
The Clinic Quairading	\$5,000.00
Grand Total	\$22,979.12

This application by Arun Thongjaj, through partnership with The Makers Keep, will work together to engage locals and visitors as active participants in appreciating and preserving the area’s natural heritage. The aim is to showcase the Wheatbelt unique bird species through art pieces, available for sale at the Makers Keep. Each piece will highlight a local birdlife, celebrating natural beauty.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Business Support Grants Policy

FINANCIAL IMPLICATIONS

The Shire has allocated \$20,000.00 towards Business grants in the 2024-25 budget. Currently the Shire has received seven applications totalling to a value of \$22,979.12. It is recommended that the Shire approves all applications and uses the additional funds from the Community Grants Program pool to support the extra \$2,979.12 understanding that no funds remain for a second round of Business Support Grants within the financial year.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Funding for the Business Support Grants has been approved by Council with the FY 24/25 Budget. Although the total amounts requested through submissions in Round 1 exceed the budgeted amount, this can be recouped from the Community Grants budget.</i>
Health	N/A
Reputation	High <i>Supporting local business in their establishment or viability shows that Council is committed to their vision of Quairading as a place “...with thriving industry creating jobs...”</i>
Operations	Low <i>Administration of the Business Support Grants Program lies within Officers usual scope of tasks.</i>
Natural Environment	N/A

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

COMMENT

Nil

COMMENTS AFFECTING COUNCIL DECISION

Cr Hippisley spoke for the recommendation and stated that this sort of application was, in his opinion, what the Community Grants Program was for; a small local business that was a bit unusual.

Cr Hayes spoke against the recommendation as the funds requested were proposed to be used to create items that were then to be on sold. This was not in the spirit of the Grants Program. She suggested perhaps part of the tourism funding could be used for the brochures.

Cr Hippisley closed the debate by reminding that this application could support diversity in the high street.

12.9 Business Support Grants Program - 2024/25, Round 1 - Garrett's Garage

Responsible Officer Jen Green, Executive Manager, Economic Development

Reporting Officer Chloe Nella, Special Projects Officer

Attachments 1. Garrett's Garage Grant Application (confidential)
2. Garrett's Garage Assessment (confidential)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 096-24/25

Moved: Cr TJ Stacey
Seconded: Cr JC Hayes

That Council approves Garrett’s Garage Business Support Grants application to a value of \$5,000.00.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley
AGAINST: Nil

CARRIED 5/0

IN BRIEF

- The Business Support Grants Policy was reviewed by Council on the 27th July 2023.
- Seven applications were received during Round 1 of the 2024/25 Business Support Grants Program to the value of \$22,979.12.
- Details of each application are provided in separate reports for consideration and recommendation to Council.
- This application was evaluated based on criteria in the Policy.

MATTER FOR CONSIDERATION

Nil

BACKGROUND

Funding is available to assist local businesses to encourage the growth and sustainability of their enterprise which will in turn improve local employment opportunities for residents and help achieve thriving local industry and community.

Council’s Annual Business Support Grants Program is a strategic tool for supporting and encouraging the growth of small business and business innovation.

Round 1 opened on the 1st of October 2024 and closed on 30th November 2024 and was promoted via the Shire Facebook page, website, Banksia Bulletin, Passion Sheet and email distribution list.

The Shire received seven applications, see below details:

Applicant	Amount
Arun Thongjaj	\$679.15
Garrett’s Garage	\$5,000.00
Quairading Co-op	\$3,771.11
Agrisource Agencies	\$2,978.86
Tash’s Hair Studio	\$550.00
Quairading Club	\$5,000.00
The Clinic Quairading	\$5,000.00
Grand Total	\$22,979.12

This application by Garrett’s Garage is to replace the current facility signage of its previous owner. Garrett’s Garage is a new business that has established itself as a automotive mechanical workshop servicing Quairading Residents and the surrounding Shires. It provides servicing, diagnostics and repairs of all vehicles. They are requesting funding to support with the purchase and to erect signage onto the property.

The new signage will remove details of the previous owner and business and enable the residents of Quairading and people passing through town to see the business and know where the workshop is located.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Business Support Grants Policy

FINANCIAL IMPLICATIONS

The Shire has allocated \$20,000.00 towards Business grants in the 2024-25 budget. Currently the Shire has received seven applications totalling to a value of \$22,979.12. It is recommended that the Shire approves all applications and uses the additional funds from the Community Grants Program pool to support the extra \$2,979.12, understanding that no funds remain for a second round of Business Support Grants

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>Funding for the Business Support Grants has been approved by Council with the FY 24/25 Budget. Although the total amounts requested through submissions in Round 1 exceed the budgeted amount, this can be recouped from the Community Grants budget.</i></p>
Health	N/A
Reputation	<p>High</p> <p><i>Supporting local business in their establishment or viability shows that Council is committed to their vision of Quairading as a place “...with thriving industry creating jobs...”</i></p>
Operations	<p>Low</p> <p><i>Administration of the Business Support Grants Program lies within Officers usual scope of tasks.</i></p>
Natural Environment	N/A

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

COMMENT

Nil

COMMENTS AFFECTING COUNCIL DECISION

Cr Stacey spoke for the recommendation by stating that it would support a business on a side road and that for such a business, signage was paramount.

At 02:48 PM, Mrs Stacey Harris left the meeting.

12.10 Business Support Grants Program - 2024/25, Round 1 - Quairading Farmers Co-operative

Responsible Officer Jen Green, Executive Manager, Economic Development

Reporting Officer Chloe Nella, Special Projects Officer

Attachments 1. Quairading Farmers Co-operative Assessment (confidential)
2. Quairading Farmers Co-operative Application (confidential)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 097-24/25

Moved: Cr JC Hayes

Seconded: Cr EV Gom

That Council approves Quairading Farmers Co-operative Business Support Grants application to a value of \$3,771.11.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

IN BRIEF

- The Business Support Grants Policy was reviewed by Council on the 27th July 2023.
- Seven applications were received during Round 1 of the 2024/25 Business Support Grants Program to the value of \$22,979.12.
- Details of each application are provided in separate reports for consideration and recommendation to Council.
- This application was evaluated based on criteria in the Policy.

MATTER FOR CONSIDERATION

Nil

BACKGROUND

Funding is available to assist local businesses to encourage the growth and sustainability of their enterprise which will in turn improve local employment opportunities for residents and help achieve thriving local industry and community.

Council’s Annual Business Support Grants Program is a strategic tool for supporting and encouraging the growth of small business and business innovation.

Round 1 opened on the 1st of October 2024 and closed on 30th November 2024 and was promoted via the Shire Facebook page, website, Banksia Bulletin, Passion Sheet and email distribution list.

The Shire received seven applications, see below details:

Applicant	Amount
Arun Thongjaj	\$679.15
Garrett's Garage	\$5,000.00
Quairading Co-op	\$3,771.11
Agrisource Agencies	\$2,978.86
Tash's Hair Studio	\$550.00
Quairading Club	\$5,000.00
The Clinic Quairading	\$5,000.00
Grand Total	\$22,979.12

The Shire has allocated \$20,000.00 towards Business grants in the 2024-25 budget. Currently the Shire has received seven applications totalling to a value of \$22,979.12. It is recommended that the Shire approves all applications and uses the additional funds from the Community Grants Program pool to support the extra \$2,979.12.

This application by Quairading Farmers' Co-operative is requesting Council to support with renovations of their building. Access to Health Services is an ongoing challenge for rural community and co-op is actively supporting the establishment of the new Allied Health Business.

The renovation will improve the street scape of Quairading and include the new Allied Health Building and the Chemist.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Business Support Grants Policy

FINANCIAL IMPLICATIONS

The Shire has allocated \$20,000.00 towards Business grants in the 2024-25 budget. Currently the Shire has received seven applications totalling to a value of \$22,979.12. It is recommended that the Shire approves all applications and uses the additional funds from the Community Grants Program pool to support the extra \$2,979.12 understanding that no funds remain for a second round of Business Support Grants within the financial year.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)

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

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

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Funding for the Business Support Grants has been approved by Council with the FY 24/25 Budget. Although the total amounts requested through submissions in Round 1 exceed the budgeted amount, this can be recouped from the Community Grants budget.</i>
Health	N/A
Reputation	High <i>Supporting local business in their establishment or viability shows that Council is committed to their vision of Quairading as a place “...with thriving industry creating jobs...”</i>
Operations	Low <i>Administration of the Business Support Grants Program lies within Officers usual scope of tasks.</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

- The Co-op have already commenced the first stage of works inside the building and the works outside of the building will begin in January.

COMMENTS AFFECTING COUNCIL DECISION

Cr Hayes spoke for the recommendation stating that this application was in line with the Business Support Grants, as it was in aid of making the building façades in the main street look as best as they could.

12.11 Business Support Grants Program - 2024/25, Round 1 - Agrisource Agencies

Responsible Officer Jen Green, Executive Manager, Economic Development

Reporting Officer Chloe Nella, Special Projects Officer

Attachments 1. Agrisource Agencies Application (confidential)
2. Agrisource Agencies Assessment (confidential)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Financial
Responsible Officer: Impartiality

MOTION

Moved: Cr EV Gom

That Council approves Agrisource Agencies Business Support Grants application to a value of \$2,978.86.

MOTION LAPSED

IN BRIEF

- The Business Support Grants Policy was reviewed by Council on the 27th July 2023.
- Seven applications were received during Round 1 of the 2024/25 Business Support Grants Program to the value of \$22,979.12.
- Details of each application are provided in separate reports for consideration and recommendation to Council.
- This application was evaluated based on criteria in the Policy.

MATTER FOR CONSIDERATION

Council must consider that one of the owners of the applying business is also a Shire employee and the Reporting Officer.

BACKGROUND

Funding is available to assist local businesses to encourage the growth and sustainability of their enterprise which will in turn improve local employment opportunities for residents and help achieve thriving local industry and community.

Council’s Annual Business Support Grants Program is a strategic tool for supporting and encouraging the growth of small business and business innovation.

Round 1 opened on the 1st of October 2024 and closed on 30th November 2024 and was promoted via the Shire Facebook page, website, Banksia Bulletin, Passion Sheet and email distribution list.

The Shire received seven applications. See below details:

Applicant	Amount
Arun Thongjaj	\$679.15

Garrett’s Garage	\$5,000.00
Quairading Co-op	\$3,771.11
Agrisource Agencies	\$2,978.86
Tash’s Hair Studio	\$550.00
Quairading Club	\$5,000.00
The Clinic Quairading	\$5,000.00
Grand Total	\$22,979.12

This application by Agrisource Agencies is requesting support for its Agronomy Day in February. Agriculture is the largest employer of the Shire, and this day aims to support farmers by improving their productivity, encourage sustainable practices, and strengthen the local farming community. The day aims to support by fostering connections amongst farmers, researchers and suppliers – promoting knowledge sharing and collaboration.

Overall, Agrisource Agencies are seeking a grant to help with costs of the event, including logistics, speaker fees and promotional materials. In addition, the event will be hosted locally.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Business Support Grants Policy

FINANCIAL IMPLICATIONS

The Shire has allocated \$20,000.00 towards Business grants in the 2024-25 budget. Currently the Shire has received seven applications totalling to a value of \$22,979.12. It is recommended that the Shire approves all applications and uses the additional funds from the Community Grants Program pool to support the extra \$2,979.12, understanding that no funds remain for a second round of Business Support Grants within the financial year

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Funding for the Business Support Grants has been approved by Council with the FY 24/25 Budget. Although the total amounts requested through submissions in Round 1 exceed the budgeted amount, this can be recouped from the Community Grants budget.</i>
Health	N/A
Reputation	High <i>Supporting local business in their establishment or viability shows that Council is committed to their vision of Quairading as a place “...with thriving industry creating jobs...”</i>
Operations	Low <i>Administration of the Business Support Grants Program lies within Officers usual scope of tasks.</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

The Reporting Officer is declaring a Financial Interest in this item, as she is the applicant.

The Executive Manager Economic Development assessed the application due to the Financial Interest declared by the Reporting Officer.

The Responsible Officer (EMED) is declaring an Impartiality Interest in this item, as she is the direct supervisor of the applicant in her role as Special Projects Officer.

12.12 Business Support Grants Program - 2024/25, Round 1 - Quairading Club

Responsible Officer Jen Green, Executive Manager, Economic Development

Reporting Officer Chloe Nella, Special Projects Officer

Attachments 1. Quairading Club Application (confidential)
2. Quairading Club Assessment (confidential)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Financial
Responsible Officer: Nil

RESOLUTION: OCM 098-24/25

Moved: Cr JC Hayes

Seconded: Cr EV Gom

That Council approves Quairading Club Business Support Grants application to a value of \$5,000.00.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

IN BRIEF

- The Business Support Grants Policy was reviewed by Council on the 27th July 2023.
- Seven applications were received during Round 1 of the 2024/25 Business Support Grants Program to the value of \$22,979.12.
- Details of each application are provided in separate reports for consideration and recommendation to Council.
- This application was evaluated based on criteria in the Policy.

MATTER FOR CONSIDERATION

Nil

BACKGROUND

Funding is available to assist local businesses to encourage the growth and sustainability of their enterprise which will in turn improve local employment opportunities for residents and help achieve thriving local industry and community.

Council’s Annual Business Support Grants Program is a strategic tool for supporting and encouraging the growth of small business and business innovation.

Round 1 opened on the 1st of October 2024 and closed on 30th November 2024 and was promoted via the Shire Facebook page, website, Banksia Bulletin, Passion Sheet and email distribution list.

The Shire received seven applications, see below details:

Applicant	Amount
Arun Thongjaj	\$679.15
Garrett’s Garage	\$5,000.00
Quairading Co-op	\$3,771.11
Agrisource Agencies	\$2,978.86
Tash’s Hair Studio	\$550.00
Quairading Club	\$5,000.00
The Clinic Quairading	\$5,000.00
Grand Total	\$22,979.12

This application by the Quairading Club requests funding to purchase furniture. The current tables are heavy and damaged and are not conducive to frequent rearranging. The upgrade will enable the club to host bigger events – parties and wakes. In addition, it will significantly enhance both the customer experience and overall functionality of the business. It will provide a modern, comfortable, and durable furniture which creates a welcoming and inviting atmosphere.

This supports tourism and providing a safe place for residents.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Business Support Grants Policy

FINANCIAL IMPLICATIONS

The Shire has allocated \$20,000.00 towards Business grants in the 2024-25 budget. Currently the Shire has received seven applications totalling to a value of \$22,979.12. It is recommended that the Shire approves all applications and uses the additional funds from the Community Grants Program pool to support the extra \$2,979.12, understanding that no funds remain for a second round of Business Support Grants within the financial year.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Funding for the Business Support Grants has been approved by Council with the FY 24/25 Budget. Although the total amounts requested through submissions in Round 1 exceed the budgeted amount, this can be recouped from the Community Grants budget.</i>
Health	N/A
Reputation	High <i>Supporting local business in their establishment or viability shows that Council is committed to their vision of Quairading as a place “...with thriving industry creating jobs...”</i>
Operations	Low <i>Administration of the Business Support Grants Program lies within Officers usual scope of tasks.</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.

At 2:55 pm, Cr Jo Hayes left the meeting.

12.13 Business Support Grants Program - 2024/25, Round 1 - The Clinic Quairading

Responsible Officer Jen Green, Executive Manager, Economic Development

Reporting Officer Chloe Nella, Special Projects Officer

Attachments 1. The Clinic Quairading Application (confidential)
2. The Clinic Quairading Assessment (confidential)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 099-24/25

Moved: Cr EV Gom

Seconded: Cr TJ Stacey

That Council approves The Clinic Quairading Business Support Grants application to a value of \$5,000.00.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom and JR Hippisley

AGAINST: Nil

CARRIED 4/0

IN BRIEF

- The Business Support Grants Policy was reviewed by Council on the 27th July 2023.
- Seven applications were received during Round 1 of the 2024/25 Business Support Grants Program to the value of \$22,979.12.
- Details of each application are provided in separate reports for consideration and recommendation to Council.
- This application was evaluated based on criteria in the Policy.

MATTER FOR CONSIDERATION

Nil

BACKGROUND

Funding is available to assist local businesses to encourage the growth and sustainability of their enterprise which will in turn improve local employment opportunities for residents and help achieve thriving local industry and community.

Council’s Annual Business Support Grants Program is a strategic tool for supporting and encouraging the growth of small business and business innovation.

Round 1 opened on the 1st of October 2024 and closed on 30th November 2024 and was promoted via the Shire Facebook page, website, Banksia Bulletin, Passion Sheet and email distribution list.

The Shire received seven applications, see below details:

Applicant	Amount
Arun Thongjaj	\$679.15
Garrett’s Garage	\$5,000.00
Quairading Co-op	\$3,771.11
Agrisource Agencies	\$2,978.86
Tash’s Hair Studio	\$550.00
Quairading Club	\$5,000.00
The Clinic Quairading	\$5,000.00
Grand Total	\$22,979.12

This application by The Clinic Quairading is a new business in town opening in January 2025. Its aim is to provide Health Services to the Quairading community, including chiropractic, physiotherapy, occupational therapy and massage. The Clinic aims to improve the quality of life of residents, providing social activities for all members of the community and providing health services and health facilities and programs within the shire and its residents.

This grant application is focussed on purchasing of the Pilates machines for the Clinic. Pilates provides symptomatic pain relief, strengthening and conditioning. Overall Pilates is highly effective in rehabilitation and prevention of conditions, enhancing physical activity and promoting wellbeing. These benefits contribute to improving the overall quality of life for Quairading residents.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Business Support Grants Policy

FINANCIAL IMPLICATIONS

The Shire has allocated \$20,000.00 towards Business grants in the 2024-25 budget. Currently the Shire has received seven applications totalling to a value of \$22,979.12. It is recommended that the Shire approves all applications and uses the additional funds from the Community Grants Program pool to support the extra \$2,979.12, understanding that no funds remain for a second round of Business Support Grants within the financial year.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

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

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Funding for the Business Support Grants has been approved by Council with the FY 24/25 Budget. Although the total amounts requested through submissions in Round 1 exceed the budgeted amount, this can be recouped from the Community Grants budget.</i>
Health	N/A
Reputation	High <i>Supporting local business in their establishment or viability shows that Council is committed to their vision of Quairading as a place “...with thriving industry creating jobs...”</i>
Operations	Low <i>Administration of the Business Support Grants Program lies within Officers usual scope of tasks.</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

- This is a new business in town, aiming to open in February 2025.

At 2:57 pm, Cr Jo Hayes returned to the meeting.

At 2:57 pm, Cr Jo Haythornthwaite left the meeting.

Cr Stacey assumed the Chair in the absence of the Shire President.

12.14 Business Support Grants Program - 2024/25, Round 1 - Tash's Hair Studio

Responsible Officer Jen Green, Executive Manager, Economic Development

Reporting Officer Chloe Nella, Special Projects Officer

Attachments 1. Tash's Hair Studio Combined (confidential)
2. Tash's Hair Studio Assessment (confidential)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Impartiality
Responsible Officer: Impartiality

RESOLUTION: OCM 100-24/25

Moved: Cr JR Hippisley

Seconded: Cr EV Gom

That Council approves Tash’s Hair Studio’s Business Support Grants application to the value of \$550.00.

FOR: Crs TJ Stacey, EV Gom, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 4/0

IN BRIEF

- The Business Support Grants Policy was reviewed by Council on the 27th July 2023.
- Seven applications were received during Round 1 of the 2024/25 Business Support Grants Program to the value of \$22,979.12.
- Details of each application are provided on a separate report for consideration and recommendation to Council.
- This application was evaluated based on criteria in the Policy.

MATTER FOR CONSIDERATION

Council must consider that the applicant is also a Shire employee.

BACKGROUND

Funding is available to assist local businesses to encourage the growth and sustainability of their enterprise which will in turn improve local employment opportunities for residents and help achieve thriving local industry and community.

Council’s Annual Business Support Grants Program is a strategic tool for supporting and encouraging the growth of small business and business innovation.

Round 1 opened on the 1st of October 2024 and closed on 30th November 2024 and was promoted via the Shire Facebook page, website, Banksia Bulletin, Passion Sheet and email distribution list.

The Shire received seven applications, see below details:

Applicant	Amount
Arun Thongjaj	\$679.15
Garrett’s Garage	\$5,000.00
Quairading Co-op	\$3,771.11
Agrisource Agencies	\$2,978.86
Tash’s Hair Studio	\$550.00
Quairading Club	\$5,000.00
The Clinic Quairading	\$5,000.00
Grand Total	\$22,979.12

This application by Tash’s Hair Studio requests funding to purchase new equipment for the studio. The old equipment needs updating and it will provide a more welcoming environment and make customers feel more comfortable whilst having their hair cut.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Business Support Grants Policy

FINANCIAL IMPLICATIONS

The Shire has allocated \$20,000.00 towards Business grants in the 2024-25 budget. Currently the Shire has received seven applications totalling to a value of \$22,979.12. It is recommended that the Shire approves all applications and uses the additional funds from the Community Grants Program pool to support the extra \$2,979.12, understanding that no funds remain for a second round of Business Support Grants within the financial year.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)

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

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

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Funding for the Business Support Grants has been approved by Council with the FY 24/25 Budget. Although the total amounts requested through submissions in Round 1 exceed the budgeted amount, this can be recouped from the Community Grants budget.</i>
Health	N/A
Reputation	High <i>Supporting local business in their establishment or viability shows that Council is committed to their vision of Quairading as a place “...with thriving industry creating jobs...”</i>
Operations	Low <i>Administration of the Business Support Grants Program lies within Officers usual scope of tasks.</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

The Salon reopened with a new owner (Natasha Masters) in April 2024.

The Reporting Officer and Responsible Officer are declaring an Impartiality Interest in this item, as they work directly with the applicant in her role as Grants & Projects Officer.

At 2:58 pm, Cr Jo Haythornthwaite returned to the meeting.

Cr Haythornthwaite resumed the Chair.

12.15 Shire Grants Programs - Budget Amendment

Responsible Officer	Natalie Ness, Chief Executive Officer
Reporting Officer	Jen Green, Executive Manager, Economic Development
Attachments	Nil
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse a budget amendment to transfer the available funds of \$2,979.12 from the Community Grants Scheme to the Business Support Grants to increase the budget from \$20,000.00 to \$22,979.12.

IN BRIEF

This item proposes a budget amendment to transfer \$2,979.12 from the Community Grants Scheme to the Business Support Grants Scheme in order to support seven strong applications received for funding. The transfer would increase the Business Support Grants budget from \$20,000.00 to \$22,979.12.

MATTER FOR CONSIDERATION

Council is requested to endorse the budget amendment to reallocate funds from the Community Grants Scheme to the Business Support Grants. The transfer will enable the approval of all seven applications, totalling \$22,979.12, despite exceeding the original budget allocation. Officers recommend supporting all applications as they meet the funding criteria and demonstrate significant merit. Council must consider that no funds will remain for a second round of Business Support Grants within the financial year.

BACKGROUND

The Business Support Grants Scheme initially had a budget of \$20,000.00. However, seven strong applications have been received, totalling \$22,979.12, which exceeds the current available budget. Officers have reviewed the applications and recommend supporting all of them. To facilitate this, a budget amendment is proposed to transfer \$2,979.12 from the Community Grants Scheme, where funds are available, to the Business Support Grants Scheme.

All seven applications and their assessment documents are included in this Agenda.

APPLICATIONS ROUND ONE | BUSINESS SUPPORT GRANTS | 2024-25

Applicant	Amount
Arun Thongjaj	\$679.15
Garrett’s Garage	\$5,000.00
Quairading Co-op	\$3,771.11
Agrisource Agencies	\$2,978.86
Tash’s Hair Studio	\$550.00
Quairading Club	\$5,000.00
The Clinic Quairading	\$5,000.00
Grand Total	\$22,979.12

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Community Grants Policy

Business Support Grants Policy

FINANCIAL IMPLICATIONS

Current Budget Available:

ECON DEV - Business Support Grants - \$20,000.00

OTH CUL - Community Grants Scheme - \$37,845.00

The Shire has allocated \$37,845.00 towards the Community Grants Scheme in the 2024-25 budget. The Shire has supported five community groups with in-kind grants (under CEO delegation) totalling to a value of \$1,711.35.

If Council supports all Community Grant Applications in this current round (\$11,250.00) plus the transfer of funds to the Business Support Grants, it leaves \$21,904.53 available for Round 2 of the Community Grants Program which opens on 1st March 2025.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.2 Community:** Provide social and cultural activities for all members of the community
- 1.4 Community:** Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience
- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.2 Economy:** Build upon our “Take a Closer Look” brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population

- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 2.4 Economy:** Encourage local workforce participation
- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Low. <i>There is ample available budget within the Community Grants Scheme budget line.</i>
Health	Low <i>Nil.</i>
Reputation	Low <i>Supporting all Business Support Grants will increase Council's reputation within the business community and add value to the Shire's economic development.</i>
Operations	Low. <i>Projects funded under the Business Support Grants Program are implemented by the businesses with limited Shire Officer involvement.</i>
Natural Environment	Low <i>Nil.</i>

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

COMMENT

Nil

COMMENTS AFFECTING COUNCIL DECISION

Cr Hippisley asked whether the recommendation would be amended to reflect that not all Business Support Grant recommendations were resolved by Council.

Cr Haythornthwaite explained that the recommendation was no longer necessary at all, as the combined approved amounts did not exceed the Business Support Grants budget. The recommendation was not put to Council.

Cr Hayes enquired whether it would be in Officer’s interest to move the application closing date forward in the future, in order to provide ample time to assess the applications before making recommendations to Council. She added the question whether explanation would be provided to the applicants in item 12.11 on why the application was not successful. Cr Haythornthwaite agreed that any unsuccessful applicant should be provided with feedback on the reasons.

12.16 Shire of Quairading Annual Report FY23/24

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Natalie Ness, Chief Executive Officer

Attachments 1. Annual Financial Report 2023/24 - Final Draft [↓](#) 

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 101-24/25

Moved: Cr TJ Stacey

Seconded: Cr JC Hayes

That Council:

1. Pursuant to Section 5.54(1) of the *Local Government Act 1995*, ACCEPTS BY AN ABSOLUTE MAJORITY The Shire of Quairading Annual Report for the 2023/2024 Financial Year, included as Attachment 1;
2. Pursuant to Section 5.27 of the *Local Government Act 1995*, CONVENES an Annual Meeting of Electors of the Shire of Quairading to be held on Tuesday 4 February 2025 at 6:00pm at the Shire of Quairading Town Hall, to present the Shire of Quairading Annual Report for the 2023/2024 Financial Year; and
3. NOTES that:
 - 3.1 the Shire of Quairading Annual Report may be subject to further formatting and styling to be determined by the Chief Executive Officer prior to publication;
 - 3.2 pursuant to Section 5.29 and 5.55 of the *Local Government Act 1995*, the Chief Executive Officer will give public notice of the General Meeting of Electors to be held on 4 February 2022, and the availability of the Shire of Quairading Annual Report for the 2023/24 Financial Year, and will make the report available on the Shire of Quairading website within fourteen days; and
 - 3.3 pursuant to Regulation 5.1 of the *Local Government (Financial Management) Regulations 1996*, the Director General of the Department of Local Government, Sports and Cultural Industries will be provided with a copy of the Shire of Quairading Annual Report for the 2023/24 Financial Year, inclusive of the Annual Financial Report for the same period, and the Associated Auditor's Report.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 5/0

IN BRIEF

The Annual Financial Report forms part of the Annual Report which must be prepared for each financial year. The draft Annual Financial Report was submitted to the Shire's Auditor AMD on 4 November 2024, after an extension of the submission date was granted by the Minister for Local Government. AMD then performed their audit work and submitted the audited financials to the Office of the Auditor General (OAG) on 28 November 2024.

The attached Annual Report has been prepared by the CEO and Executive Management Team with input from their respective team members.

Council's acceptance of the 2023/2024 Annual Report by 31st December 2024 is a statutory requirement and once the Report has been endorsed by Council, Council must set the date of the Annual Elector's Meeting no more than 56 days after Council has accepted the Annual Report.

MATTER FOR CONSIDERATION

To accept the 2023/24 Annual Report and to convene the General Meeting of Electors on 4 February 2025.

BACKGROUND

The *Local Government Act 1995* (the Act) requires every Local Government to prepare an Annual Report and hold an Annual General Meeting (AGM) of electors.

DETAILS:

The Shire of Quairading Annual Report 2023/24 is an important statutory document through which the Shire communicates with its ratepayers, residents and community stakeholders. The report outlines progress made towards strategic objectives set out in the Shire's guiding strategic documents. Legislation sets requirements for the annual report, including the need for it to incorporate the financial report and the Auditor's report for the same financial year.

The Annual Report 2023/24 is included as **Attachment 1**. The attached version of the Annual Report may be subject to formatting and styling changes to be determined by the Chief Executive Officer prior to publication.

Section 5.27 of the Act requires the AGM to be held on a day selected by the local government, and not more than 56 days after the Annual Report is accepted by the local government.

The process and timetable for drafting the Annual Report and arranging the AGM is largely influenced by the receipt of the Auditor's Report. The proposed date for the AGM of 4 February 2025 ensures there is a sufficient time following approval to design and publish the Annual Report prior to the AGM.

LEGAL/POLICY:

The *Local Government Act 1995*, Section 5.53 requires every Local Government to prepare an Annual Report. Section 5.54 states that the Annual Report is to be accepted by the Local Government no later than 31 December after that financial year.

Section 5.53 of the Local Government Act 1995 states:**“5.53 Annual Reports**

- (1) The Local Government is to prepare an annual report for each financial year.*
- (2) The annual report is to contain:*
 - a) a report from the mayor or president;*
 - b) a report from the CEO;*
 - e) an overview of the plan for the future of the district made in accordance with Section 5.56 including major activities that are proposed to commence or to continue in the next financial year;*
 - f) the financial report for the financial year;*
 - g) such information as may be prescribed in relation to the payments made to employees*
 - ha) the auditor’s report for the financial year*
 - hb) details of entries made under Section 5.121 during the financial year in the register of complaints, including –*
 - (i) the number of complaints recorded in the register of complaints; and*
 - (ii) how the recorded complaints were dealt with; and*
 - (iii) any other details that the regulations may require;*
 - (iv) such other information as may be prescribed.”*

Section 5.54 of the Local Government Act states:**“5.54 Acceptance of Annual Reports**

- (1) Subject to subsection (2) the annual report for a financial year is to be accepted* by the Local Government no later than 31 December after that financial year.*

**Absolute Majority required*

- (2) If the Auditor’s report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the Local Government no later than 2 months after the Auditor’s report becomes available. ”*

Section 5.55 of the Local Government Act 1995 states:**“5.55 Notice of Annual Reports**

The CEO is to give public notice of the availability of the annual report as soon as practicable after the report has been accepted by the Local Government.

5.55A Publication of Annual Reports

The CEO is to publish the annual report on the local government’s official website within 14 days after the report has been accepted by the local government.”

Section 5.27 states:*“5.27 Elector’s General Meetings*

- (1) A general meeting of the electors of a district is to be held once every financial year.*
- (2) A general meeting is to be held on a day selected by the Local Government but not more than 56 days after the Local Government accepts the annual report for the previous financial year.*
- (3) The matters to be discussed at general elector’s meetings are to be those prescribed.”*

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

The AGM will be advertised via local public notice as required by Section 5.29 of the Local Government Act 1995.

Once adopted, the Annual Report will be posted on the Shire’s website within 14 days and public notice given.

RISK MANAGEMENT PRIORITIES

Low: It is low risk for Council to adopt the 2023/24 Annual Report and ensures the compliance with the requirements of the *Local Government Act 1995*.

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	<p><i>Low</i></p> <p><i>Cost of publishing of the Annual Report and advertising is within Council’s Governance Budget.</i></p>
Health	N/A
Reputation	<p><i>Low</i></p> <p><i>The creation of the Annual Report is a statutory requirement of Council, and Council having operated within legislative requirements.</i></p> <p><i>The Annual Elector’s Meeting is to be convened within the 56-day timeframe prescribed in the Local Government Act 1995.</i></p>
Operations	<p><i>Low</i></p> <p><i>Preparation of the Annual Report and Annual Financial Statements and conducting the Annual Elector’s Meeting are within Council’s normal operations.</i></p>
Natural Environment	N/A

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

COMMENT

Nil.

COMMENTS

Cr Hayes commended the Administration on the presentation of the Annual Report.





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FACEBOOK
SHIREOFQUAIRADING
QUAIRADINGCARAVANPARK



INSTAGRAM
SHIREOFQUAIRADING



WEBSITE
WWW.QUAIRADING.WA.GOV.AU



LINKEDIN
WWW.LINKEDIN.COM/COMPANY/SHIRE-OF-QUAIRADING



ADMINISTRATION CENTRE

Email: shire@quairading.wa.gov.au
Address: PO Box 38 QUAIRADING WA 6383
Telephone: (08) 9645 2400



ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges the Traditional Owners of country across the Shire of Quairading. We pay our respects to the Balladong/Noongar people and to their Elders past and present.

OUR 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.”

2

INTRODUCTION

WELCOME TO THE SHIRE OF QUAIRADING'S ANNUAL REPORT 2023-24.

This document outlines our financial and operational performance for the year against the goals and priorities set out in our Strategic Community Plan 2021-31 and the Annual Budget.

The Shire is committed to transparency and aims to provide a report that goes over and above the statutory reporting requirements set out in the *Local Government Act 1995*.

The report is divided into the following main sections:

- Introduction from the President and CEO
- About the Shire and community
 - Year in review
- Detailed performance
- Financial statements.



3

MESSAGE FROM THE PRESIDENT



It is with pleasure that I present on behalf of the Council, the 2023-2024 Annual Report.

This Annual Report documents key service outcomes across a broad range of services from our rangers to our planning and building services, our construction work, park and recreation facilities design and maintenance, and asset management, to our customer service, together with all the corporate support services our administration staff provide.

The Shire of Quairading continues to be an attractive place to live, visit and invest, with a beautiful natural environment, an enviable lifestyle and opportunities that continue to drive growth in our population and visitor numbers.

Construction of Kwirradging Koort Community Park, a key cultural and recreation asset, was completed in September 2023 to the delight of the community. Kwirradging Koort has improved the amenity and liveability of Quairading, adding a sense of vibrancy to the centre of town.

With the disbanding of the Tourism Committee in October 2023, Council resolved to implement two Community Forums each year. The Shire engaged in the first Community Forum in conjunction with the Annual General Elector’s Meeting in February 2024. The event allowed Council and Shire Officers to present updates on the annual budget, key project initiatives and recreation and community infrastructure. The Community Forum included a Q&A session for community members to provide input to help inform the review of the Shire’s strategic direction and long-term planning for how we sustainably provide for the needs of the Quairading community.

The transition from a Shire owned and managed Quairading Medical Practice to a Shire owned and Doctor managed Quairading Medical Practice was completed in January 2024. This transition has assisted in maintaining health and medical service provision to the highest of standards, as well as working to ensure the sustainability of future medical services in Quairading. Both the Shire and Dr Yap are committed to maintaining and even improving the current level of medical and health services in Quairading. The introduction of an audiology service from Pristine Hearing and the successful implementation of the Nurse Practitioner Pilot Program during the year are examples of this ongoing commitment.

The Shire is starting to experience strong levels of development across the district in line with our local planning scheme to guide development. The success of the Cuneata Rise Land Sale in March 2024, and Council’s endorsement to continue the sale of the Light Industrial Area Stage 2 in June 2024, are exciting projects bringing families and new industry to Quairading.

Council elections were held in October 2023, and I was privileged to be elected as President for the first time by Council. I look forward to working with the Councillors, CEO and Administration Staff. In presenting this Annual Report, I would like to acknowledge and thank the Councillors for their efforts in 2023/2024, the community for their many individual and collective contributions, and Shire employees for the pride they take in the Shire of Quairading.

I would like to acknowledge the outstanding contribution by former Cr Peter Smith as Shire President from 2021-2023. Thank you for your dedicated service and leadership, and generous support and contribution to our community. I would also like to extend my thanks to former Cr Ej Cheang who chose not to re-nominate for Council in the 2023 Ordinary Local Government Election. Thank you for your commitment and valued contribution to the community. And lastly, I would like to welcome Cr Renee Faltyn, the only Councillor elected in October 2023, who had not previously served on Council.

Looking ahead with a new-look Council in the Chambers, I am confident we can build on the important foundation laid this year. Our collective input and involvement are crucial as we embark on new initiatives, tackle challenges, and create a community that we can all be proud to call home.

Jo Haythornthwaite
President

MESSAGE FROM THE CEO

On behalf of the Shire’s Administration, I am pleased to present the Quairading community with the 2023-24 Annual Report.



This is the first annual report I have presented since my tenure as Chief Executive Officer commenced in November 2023. We have continued to make positive progress in our strategic direction for the Quairading community and delivering services and core infrastructure to support liveability in our community.

During the financial year, the Shire progressed the two-year review of the Strategic Community Plan 2021-2031, which was adopted by Council in May 2024. The Plan was built on insights from the Community Perception Survey and outlines future direction of the Shire of Quairading. It focuses on building prosperity, economic and environmental sustainability, and investment in community through partnerships, civic leadership, and collective action over a ten-year period. Thank you to everyone in the community who provided input into this important Plan.

In addition, the endorsement of the Tourism Strategy and Action Plan was a key milestone in promoting Quairading as a viable location to establish businesses and as an enticing tourism destination. Our Caravan Park continues to receive positive reviews with bookings increasing by 20% for this financial year.

Community safety continues to be high on our agenda and I am proud of our work with partners to continue addressing anti-social behaviour. This year we launched an initiative with the Police to eliminate youth anti-social behaviour, following calls from the community. We have seen positive outcomes and continue to collaborate on addressing community safety issues.

The opening of our much-anticipated Kwirradig Koort Community Park in September 2023 continues to engage our community with a varied range of play equipment on offer. We have completed the Masterplan Concept Design for the Quairading Sports, Recreation and Cultural Precinct, and community consultation has commenced to inform a potential Quairading Skatepark. Our Youth Program continues to get stronger with after-school activities and school holiday programs held at the Quairading Youth Centre, together with the introduction of boxing and combat sessions for our local youth.

In November 2023, the Cook Government approved a land transfer in the Shire of Quairading to enable the proposed development of more residential aged independent living units in the Wheatbelt region. The 8,800 square metre Crown land site in the Quairading town centre was transferred to the Shire in conditional freehold, for a nominal fee. Conveniently located next to the district hospital, the site is earmarked for a purpose built aged residential independent living unit housing development with capacity to support approximately 25 residents. One third of the Shire’s population is aged over 65 years and the proposed development will give this cohort the option to age-in-place close to family, friends, and familiar surrounds.

We also continue to deliver on our ambitious program of capital works projects. Investment in these significant projects supports our aim of developing civic amenity that meets people’s needs and expectations for facilities in a liveable town.

We were excited to complete the construction of the Quairading-Corrigin road in March 2024 – providing a much-needed upgrade on our major arterial road network. Also, in Quairading, we were pleased to complete construction on the Dangin Mears culvert in April 2024, and continue construction works on the Dangin Mears and Old Beverley West Roads.

It has been a busy year with the impacts of COVID-19 still presenting challenges – whether that be around sourcing labour and materials for construction or planning events. My thanks go to everyone who has supported the Shire’s vision, and the staff and volunteers that are crucial to making our plans become reality.

Natalie Ness
Chief Executive Officer

OUR STRATEGIC DIRECTION

In July 2021 the Shire of Quairading adopted the Strategic Community Plan 2021-2031. The Plan is our blueprint for the future of the Shire of Quairading and the community.

It was developed in partnership with the community through an extensive consultation process over six months. The community engagement included hearing almost 1,000 ideas about how we could build a better future for Quairading.

The resulting Plan charts a course for building prosperity, honouring cultural heritage, protecting our environment, and upgrading and maintaining infrastructure. The Plan has been valuable in helping us shape our vision for the future.

Our vision is:

“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.”

The Strategic Community Plan 2021-2031 has five goals that outline the intent of our efforts towards accommodating our vision. The Annual Report documents our progress against each of these five goals.



Through this strategic planning approach, the different roles we undertake as a local government, and the diversity of the many products and services we deliver, we are recognised as being responsive to the ever-changing needs of our community, businesses, industry, government, and other key stakeholders.

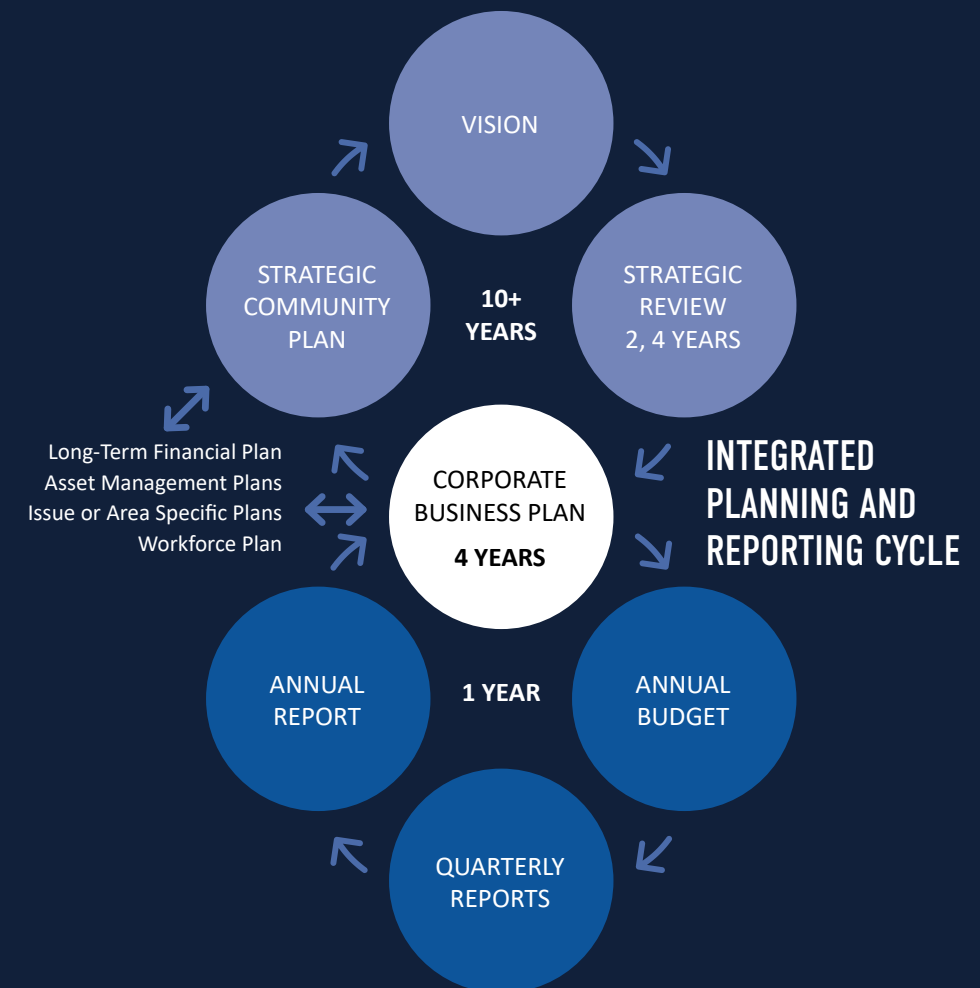
There are many characteristics of our community that contribute to the liveability of Quairading and support people choosing Quairading as their home.

Council’s website provides additional information about Council’s plans, policies and activities. Please visit www.quairading.wa.gov.au

INTEGRATED PLANNING FRAMEWORK

The Integrated Planning Framework outlines the planning processes that ensure alignment with our community’s aspirations, as set out in the Strategic Community Plan 2021-2031. Over the 2023-24 year the Shire undertook a detailed refresh of our Corporate Business Plan. Future Annual Reports will demonstrate our progress against the Corporate Business Plan, which is the operational document that sets out how we will deliver on the goals in the Strategic Community Plan.

The Long-Term Financial Plan sets out the intended funding allocation across capital and operational expenditure to support the aspirations in the Strategic Community Plan. The Shire adopted a refreshed Long-Term Financial Plan in September 2023. The financial statements in this Annual Report outline the financial performance against the Long-Term Financial Plan. The statements have comparatives to the adopted budget and prior year actuals.



ABOUT US

OUR TOWN

KAYA QUAIRADING KOORT BALLADONG BOODJAR

(HEART OF BALLADONG COUNTRY)

Nestled amidst the rolling fields of the central Wheatbelt of Western Australia, Quairading is a vibrant and welcoming community, less than 2 hours drive from Perth on the York-Merredin Road.

Here, the essence of rural tranquillity meets the pulse of progressive community spirit. Quairading exudes a unique charm that embodies the ultimate blend of agricultural heritage and modern vibrancy.

Our town, with its picturesque landscape and warm welcoming vibe, stands as a beacon of resilience and innovation in regional Australia. As we reflect on the past year, we celebrate our achievements in infrastructure, environmental stewardship, and cultural enrichment, all while fostering a nurturing environment for our residents and visitors alike.



Our amenities and facilities include:

- Early Childhood Education Centre
- District High School
- Youth Centre
- District Hospital
- Medical Practice
- Aquatic Centre
- Caravan Park and Cabins
- General Shopping
- Agricultural Retail
- Fuel, Automotive and Gas Supplies

- Sports Ground (football, hockey, cricket, tennis, basketball, netball)
- 18-hole Golf Course
- Town Hall (community theatre, events, badminton, senior's fitness classes, etc.)
- Community Resource Centre (including arts centre and community gym)
- Museum
- Vintage Machinery Club
- Bowling Club
- Speedway.





STATS AT A GLANCE

<p>Total nights booked across Caravan Park accommodation</p> <p>5,339</p> <p>87.12% of the FY - Caravan Cabins Occupied</p> <p>★★★★★ Google Caravan Park Rating 4.9 stars</p> <p>135 Streetlights</p> <p>3,032 Gym entries 174 Gym Memberships</p>	<p>2,040km² Land Area 9,000Ha Bushland</p> <p>132 Dog registrations 15 Cat registrations</p> <p>20 DOT theory tests completed</p> <p>496 Total amount of private dwellings</p> <p>961 Total Population 54 Median age 208 Families with children</p>	<p>1,403 Facebook followers 216 Facebook posts 23,500 people reached through Facebook posts 354 Instagram followers</p> <p>34 Community car hires 24 Community Bus hires 82 Community Building bookings 105 Shire Hall Bookings</p>
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OUR COMMUNITY

<p>961 Estimated population 2024</p> <p>1,000 Population forecast 2036</p> <p>311 Employed</p> <p>7.7% Aboriginal or Torres Strait Islander</p> <p>9.6% Born overseas</p> <p>6.8% Speak a language other than English</p>	<div style="display: flex; align-items: center;"> <div style="flex: 1;">  </div> <div style="flex: 1; text-align: center;"> <p>47.7% ♂</p> <p>52.3% ♀</p> </div> </div> <p>54 Median Age</p>
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DEMOCRATIC GOVERNANCE

The definition of governance can vary based on the context to which it is being applied.

The role of governance within the Shire of Quairading is to act as a guiding hand in accordance with our Charter of Values.

Governance provides support and advice where necessary to Members of Council, as well as internal and external stakeholders to ensure maximum value is provided to the Shire through sound, orderly, decision making and project implementation.

When required, governance also assists with compliance with legislative requirements. Good governance results in:

- Strong organisational culture
- Sustainability and growth
- Organisational and departmental accountability
- Improved communications
- Robust working relationships
- Reduced risk exposures
- Increased funding potential
- Enhanced reputation
- Delivery of efficient and effective services to the Shire.

The Shire of Quairading Council consists of elected local members who act as representatives of the Shire and the community's interests. The Quairading Shire Council has seven (7) Councillors positions, one of them vacant as a result of Councillor Peter Smith resigning from Council in May 2024. The Shire of Quairading holds elections every two (2) years to re-elect half of the available positions. Each position once elected is held for four (4) years. The positions of President and Deputy President are elected internally by Councillors through a secret ballot.

2023 ORDINARY LOCAL GOVERNMENT ELECTIONS

In October 2023, Local Governments around the State conducted their Ordinary Elections for Council.

The recent reforms to the Local Government Act, specifically to the electoral process, had a marked affect not only on the size of the Quairading Shire Council but also on the election itself. With new legislation in place, the Quairading Shire Council voluntarily reduced its size from eight Councillors to seven.

For this election, Council opted to task the Electoral Commission with conducting a postal election. Historically, this method of election invites significantly more voter participation and increased representation of the district's community than in-person elections. Under the guidance of Returning Officer Mrs Helen Fraser, an equal number of nominations as vacancies was received. All Councillors were elected unopposed.

We said "Goodbye" and "Thank you" to Cr Ej Cheang, who, after serving the Quairading community for two years on Council, chose not to re-nominate. In Cr Renee Faltyn, we welcomed a new face onto the Shire Council, who has already been able to provide great insight and her own perspective to the Council debate.

We would like to acknowledge the outstanding contribution by former Cr Peter Smith as Shire President from 2021-2023. Thank you for your dedicated service and leadership, and generous support and contribution to our community.

Following the swearing-in of Councillors in late October, Cr Jo Haythornthwaite and Cr Trevor Stacey were elected Shire President and Deputy Shire President, respectively, by their fellow Councillors.

The next ordinary Local Government Elections will be held in October 2025 at which time three 4-year term positions will become vacant.

COUNCIL

OUR COUNCIL - ELECTED MEMBERS



Shire President:
Cr Jo Haythornthwaite
0448 237 088
crhaythornthwaite@quairading.wa.gov.au
Term ends: October 2025



Deputy Shire President:
Cr Trevor Stacey
0429 969 420
crstacey@quairading.wa.gov.au
Term ends: October 2027



Cr Jo Hayes
0428 466 219
crhayes@quairading.wa.gov.au
Term ends: October 2025



Cr Becky Cowcill
0429 454 217
crcowcill@quairading.wa.gov.au
Term ends: October 2027



Cr Jonathan Hippisley
0894878814
crhippislej@quairading.wa.gov.au
Term ends: October 2025



Vacancy
Term ends: October 2027



Cr Renee Faltyn
0437 803 432
crfaltyn@quairading.wa.gov.au
Term ends: October 2027



THE ROLE OF COUNCIL

The role of the President and Councillors is to consider matters that apply to the local community and make decisions on behalf of the community in regards to those matters. This includes the making of local laws, improvement projects, funding for local clubs/committees and businesses, together with the strategic management of the Shire.

It is the role of the President to:

- Preside at meetings according to the relevant legislation
- Provide leadership and direction to the Quairading community
- Conduct both civic and ceremonial duties on behalf of the Shire of Quairading
- Act as the voice of the Shire of Quairading
- Engage with the CEO on matters affecting the Shire and the execution of the Shire's functions.

Under section 5.34 of the *Local Government Act (1995) WA* the Deputy President is permitted to perform the functions of the President when authorised to do so.

The role of Council Members is to:

- Represent the interests of the community
- Provide leadership and direction to the Quairading community
- Engage in conversation with the community and Council
- Participate in Council Meetings and decision-making processes.

COUNCIL MEETINGS

The Shire holds Ordinary Council Meetings generally every last Thursday of the month in the afternoon in Chambers, at the Shire of Quairading Administration Office. The President presides over these meetings which are attended by the Councillors, the CEO and the business unit Executive Managers. Reports are presented to Council on matters requiring consideration inclusive of information and advice to assist with decision making. Members of the

community are welcome to attend meetings and engage Council during question time. Council meetings, inclusive of question time are recorded in the Council Minutes, which are later published on the Shire’s website to the extent permitted by law.

Special Ordinary Council meetings are held as required and are called when matters require consideration before the next Ordinary Council Meeting is due to take place. Procedure and protocol remain the same as Ordinary Council Meetings

COUNCIL MEMBERS

Member	Elected	Expiry of term
Cr Jo Haythornthwaite – President	2015	18/10/2025
Cr Trevor Stacey – Deputy President	2017	16/10/2027
Cr Jo Hayes	2021	18/10/2025
Cr Becky Cowcill	2019	16/10/2027
Cr Jonathan Hippisley	2019*	18/10/2025
Cr Renee Faltyn	2023	16/10/2027
Cr Peter Smith	2017	16/10/2027**

* Previously on Council between 2005 and 2011

** Resigned April 2024

AUDIT AND RISK COMMITTEE ATTENDANCE

Name	Audit, Risk and Committee Meetings		Special Audit, Risk and Committee Meetings	
	Held during term of office	Attended during term of office	Held during term of office	Attended during term of office
Cr Jo Haythornthwaite – President	4	3	1	1
Cr Trevor Stacey – Deputy President	4	4	1	1
Cr Jo Hayes	4	3	1	1
Cr Becky Cowcill	4	2	1	1
Cr Jonathan Hippisley	4	4	1	1
Cr Renee Faltyn	3	3	1	1
Cr Peter Smith	4	3	1	1

	Ordinary Council Meetings		Special Ordinary Council Meetings		Annual Electors Meeting		Concept Forum Meetings		Total	
	Held during term of office	Attended during term of office	Held during term of office	Attended during term of office	Held during term of office	Attended during term of office	Held during term of office	Attended during term of office	Held during term of office	Attended during term of office
Cr Jo Haythornthwaite – President	11	9	5	5	1	1	11	9	22	19
Cr Trevor Stacey – Deputy President	11	11	5	5	1	1	11	11	22	22
Cr Jo Hayes	11	10	5	5	1	1	11	10	22	20
Cr Becky Cowcill	11	11	5	5	1	0	11	11	22	19
Cr Jonathan Hippisley	11	11	5	5	1	1	11	11	22	22
Cr Renee Faltyn		6		3	1	1	11	6	22	14
Cr Peter Smith		7		4	1	1	11	7	22	16

REVIEW OF LOCAL LAWS – GOVERNANCE

Under the *Local Government Act 1995 (Act)* and as part of its legislative functions. Council is able to make and review local laws as a way of providing good governance to the community, and reflecting current community standards.

Local laws made by Local Governments cover such issues as the activities permitted on public land, animal management, and use of Local Government facilities.

In accordance with section 3.16 of the *Local Government Act 1995*, local laws are required to be reviewed within an eight-year period after their commencement to determine if they should remain unchanged, repealed, or amended.

The Shire did not make or review any Local Laws in 2023-24.

ELECTED MEMBER REMUNERATION

The remuneration, fees, allowances, or expenses provided to Elected Members are determined by the Salaries and Allowances Tribunal (SAT) in accordance with section 7B of the *Salaries and Allowances Act 1975 (SAA)*, according to Band Classification for local governments in Western Australia. The Shire of Quairading is classified as a Band 4 local government.

The Shire's Councillor Allowances and Attendance at Events Policy outlines what support will be provided by the Shire to Councillors, taking into account the responsibilities and commitment of Councillors serving as community representatives.

Allowances and Fees Paid by the Shire of Quairading to Councillors for the Financial Year are outlined below.

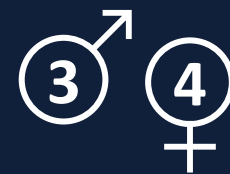
Description	2023-24 Actual (\$)
President's Allowance	\$1,100
President's Meeting Attendance Fees	\$4,956
Elected Members' Meeting Attendance Fees	\$19,090
Total	\$25,146

Council Member remuneration is published in the Shire's Annual Financial Statements.

ELECTED MEMBER DEMOGRAPHICS

Country of Birth	
Australia	6
England	1
Councillors that identify as Aboriginal or Torres Strait islander	0
English as first language	7

Age Range 30 June 2021		Elected Members
Aged between	18-24 years	-
	25-34 years	-
	35-44 years	-
	45-54 years	1
	55-64 years	4
	over 64 years	2



		Cr Cowcill	Cr Faltyn	Cr Hayes	Cr Haythornthwaite	Cr Hippiisley	Cr Smith	Cr Stacey
Ordinary Council Meetings	Held	11	8	11	11	11	9	11
	Attended	11	6	10	9	11	7	11
Special Council Meetings	Held	5	3	5	5	5	5	5
	Attended	5	3	5	5	5	4	5
Annual Electors Meeting	Held	1	1	1	1	1	1	1
	Attended	0	1	1	1	1	1	1
Total		16	10	16	15	17	12	17



ENHANCING KNOWLEDGE OF COUNCIL

The Shire supports the ongoing development of its Elected Members to enable them to engage in the decision-making process with the appropriate knowledge, skills and competencies to undertake their role. Elected Members are required to undertake compulsory training following their election and encouraged to attend additional professional development opportunities.

In accordance with the *Local Government Act 1995* and the Elected Member Continuing Professional Development Policy, the Shire maintains a register that provides the details of the courses/forums completed by Elected Members during the year. A copy of the register can be viewed on the Shire's website at www.quairading.wa.gov.au/my-council/committee-meetings/about-council/ under "Compliance Registers".

COUNCILLOR RESIGNATION

In May 2023, after serving on the Quairading Shire Council for 6 years, two of them as Shire President, Cr Peter Smith resigned from his position as Councillor with immediate effect. Councillors and Executive took the opportunity in July, at afternoon tea following their Ordinary Council Meeting, to celebrate Cr Smith's contribution and service to the community of Quairading, especially his pivotal involvement in the recruitment of our current General Practitioner, Dr Jack Yap.

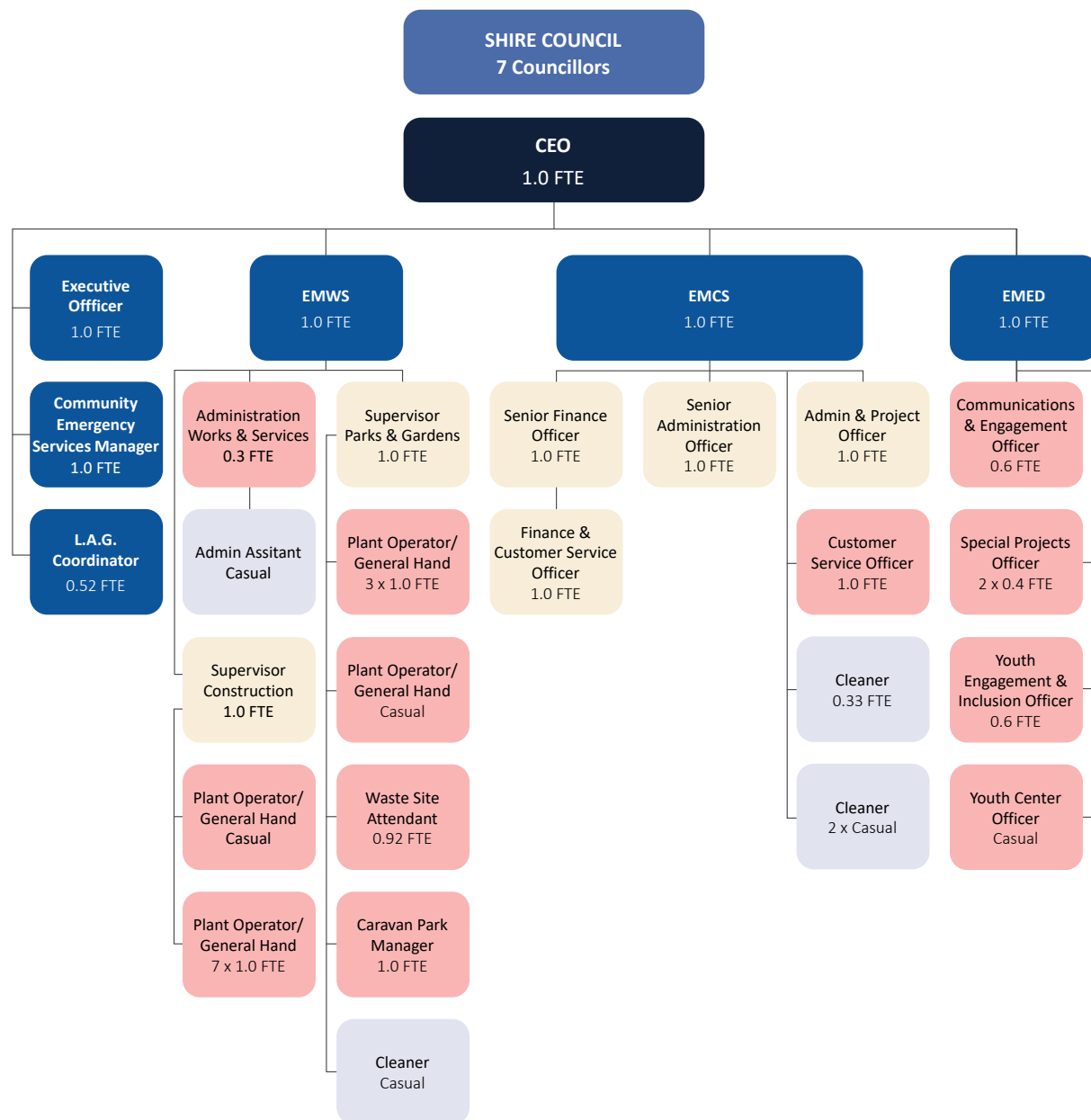
Cr Smith's resignation left a vacancy on Council, which Council is obliged to fill via an Extraordinary Election.

CITIZENSHIP CEREMONY

Our only Citizenship Ceremony for the 2023-24 financial year was held on Tuesday, 2 April 2024 for Mr Winston Garrett, who was already a well-established resident of the Quairading community. The CEO welcomed all present and gave the Acknowledgement of Country before introducing the Shire President as the Presiding Officer for the Ceremony. Mr Garrett was accompanied by many of his family and friends and was particularly pleased that the Ceremony could be arranged to accommodate his parents attending, who were visiting from New Zealand.

Though short, the Ceremony went off without a hitch and there was much applause and cheering when the Shire President congratulated Mr Garrett on his attaining the Australian Citizenship.

Catering was provided by the Bruce Rock Café and was much appreciated by all. All in all, a successful event.



EXECUTIVE MANAGEMENT TEAM

Chief Executive Officer
– Natalie Ness (November 2023 – current)

Natalie is responsible for the overall management of the Shire’s administration. This includes providing advice to Council, ensuring Council decisions are implemented, and overseeing the daily management of operations.

Natalie has over 15 years of senior management and leadership experience in Local, State and Federal Government, Resource Industry and Aviation, delivering positive change to communities across Western Australia. Natalie has extensive experience leading Council operations across governance, infrastructure, economic development, community development, and public affairs.

Executive Manager Corporate Services
– Tricia Brown (2022 – current)

Tricia oversees the finance, governance, IT and human resources teams. Finance incorporates accounts, rates, revenue, payroll, strategic financial planning, and asset accountancy. Governance is responsible for compliance with local, state and national laws, procurement management, legal advice and records management. IT is responsible for strategic reviews, IT management and support. Environmental health, ranger services and town planning all fall within the Corporate Services portfolio.

Tricia comes to the Shire of Quairading with over 10 years’ experience in local government and has experience across strategy and policy.

Executive Manager Works and Services
– Sarah Caporn (October 2023 – current)

Sarah oversees the Shire’s capital works program and asset management programs such as roads and drainage. The parks and gardens, waste management, property management and caravan park teams also fall under the Works and Services portfolio.

Sarah has been with the Shire of Quairading since 2019. With substantial experience in project planning governance and project management, Sarah drives the Shire’s delivery of key strategic infrastructure projects.

Executive Manager Economic Development
– Jen Green (July 2024 – current)

Jen oversees economic development, tourism, corporate communications, strategic community projects, community development and youth development. The team is responsible for community engagement, grants, events, arts and culture delivery and the Youth Centre.

Jen has been with the Shire of Quairading since 2010. With a background in environmental science, communications, community development, economic development and project management, Jen has worked in local government for 12 years.

COUNCIL STAFF

On behalf of Council, the CEO employs a number of specialist and multi-skilled staff across the departments including administration, governance, finance, human resources, planning, customer service, construction and maintenance, parks, grounds and gardens, economic development, communications, community development, youth development, emergency management, ranger services, community services and health.

DELEGATIONS OF AUTHORITY

Delegations of authority provide Officers with the power to carry out duties and make determinations. Under the Local Government Act, both the Council and the CEO are given certain powers and duties to be discharged.

The Council, by absolute majority, may delegate in writing to the CEO the exercise of any of its powers or the discharge of any of its duties under various Acts, apart from those specified in s.5.43 of the *Local Government Act*.

The CEO may delegate to any employee the exercise of a number of the CEO’s powers or the discharge of any CEO duties, other than the power of delegation, including those powers and duties delegated by the Council, subject to any conditions imposed by the Council.

THE SHIRE’S WORKFORCE PLAN

The Shire’s Workforce Plan (The Plan) outlines how the Shire will invest in its workforce and continue to respond to communities’ service expectations and identified capital projects.

The Plan describes a range of initiatives and actions in the areas of recruitment and retention, cross departmental collaboration, leadership, decision-making, customer service, communication, diversity, safety, and health and wellbeing.

The strategies within The Plan enable the Shire to achieve its Strategic Community Plan 2021-2031 and Corporate Business Plan 2023-2027 objectives through consideration of:

- How the workforce will need to change over the short term to achieve immediate strategic priorities of Council
- Who is responsible for managing key Shire projects and expected service levels
- External factors that may influence the workforce
- Data about the current workforce and trends
- Identifying “pressure points” where further capacity needs to be funded and directed.

EMPLOYEE REMUNERATION

Regulation 19B of Local Government (Administration) Regulations 1996 requires disclosure of the number of employees within the Shire of Quairading entitled to an annual salary of \$130,000 or more and the number of those employees entitled to an annual salary that falls within each band of \$10,000 over \$130,000.

Employee Remuneration – Salary Range	Number of Employees
130,000 – 139,999	1
140,000 – 149,000	-
150,000 – 159,000	1
TOTAL	2

CEO remuneration* \$205,752
 * Cash and non-cash benefits

EMPLOYEE PERFORMANCE REVIEW PROCESS

Our workforce capability requirements are diverse and varied, with roles that span entry level administration and customer service through to professional specialist roles. Council, the CEO and management conduct annual employee development and performance reviews to ensure that staff are supported and enabled in the performance of their functions in the organisation.

CONDITIONS OF EMPLOYMENT

Employees at the Shire are covered by the Local Government Award 2020 and the Minimum Conditions of *Employment Act 1993*. The Shire contributes the statutory component of each employee’s salary to a complying superannuation fund of their choice and will increase the superannuation contributions in line with legislation. Employees also have the option to make additional contributions to their superannuation fund.

CULTURAL AWARENESS

The Shire continues to strive to be a place where all people choose to live, work, visit and invest. Shire Officers were able to engage the services of Mr Simon McCormick from Australians Together, to facilitate a workshop in two sessions on the 13th of May 2024, entitled ‘Building Cultural Awareness in the Workplace’. From a place of understanding and reconciliation, and within an historical context, the workshop aimed to teach the history of Aboriginal displacement and the stolen generation, as well as the far-reaching impact of generational trauma. Staff were asked the question “What is your culture and what does it mean to you?”, to emphasise the importance of respecting everyone’s culture in the workplace.

The Reconciliation Action Plan Advisory Committee continues to meet on a bi-monthly basis. Members of the Noongar community, Council and other local businesses and residents meet to discuss issues relevant to the local Noongar community.

Council Elected Members and staff also attend the annual Reconciliation Walk with the Quairading District High School students, and the Quairading community holds NAIDOC celebrations during NAIDOC Week.

WORKPLACE HEALTH & SAFETY

In October 2022, Councillors and the Executive Management Team worked with an independent facilitator to develop an overarching Risk Management Framework and Risk Matrix for the Shire. The Risk Matrix identifies strategic risks and strategies to mitigate or eliminate the risks. The Risk Matrix is reported against at Council meetings, with a strong focus on the Work Health & Safety (WHS) initiatives.

WHS is a strong priority for the organisation. The Risk Framework and Risk Matrix are supported by WHS policies and procedures, guidelines, equipment, drug and alcohol testing, internal and external audits, and training. The focus is on both physical and mental health well-being.

Council continues to work with staff, management, Councillors, and the wider community on addressing safety concerns in the Shire. Council encourage residents and visitors to report any safety issues or feedback via the “Snap, Send, Solve” app, or you can contact the Shire via telephone, email, website or in person.

STAFF BY BUSINESS AREA – HEADCOUNT AS AT 30 JUNE 2024

Employment Profile by Business Unit	Full Time		Part Time		Casual	
	M	F	M	F	M	F
Community & Strategic Projects	-	1	1	1	1	-
Community Emergency Services	1	-	-	-	-	-
Corporate Services	-	4	1	-	-	4
Works & Services	12	2	-	1	2	-
Office of the CEO	-	2	-	-	-	-
Total	13	9	2	2	3	4



CORPORATE GOVERNANCE

LOCAL GOVERNMENT AMENDMENT ACT 2023

What has changed?

- From the 1st of July 2023, when Council votes on a motion during a Council meeting, the minutes published for the meeting must now reflect the number of votes cast for and against the motion, as well as individual votes of each Council Member for each motion
- From the 19th of May 2023, the number of signatures required to call a special electors' meeting has increased from 100 to 300
- From the 1st of January 2024, Council can now resolve to pay an allowance to independent committee members in accordance with the Salaries and Allowances Tribunal determination. There is currently no independent member sitting on Council's only management committee, the Audit & Risk Committee.

AUDIT AND RISK MANAGEMENT

To ensure that the Shire embraces a culture of continuous improvement, the Shire undertakes two audits annually. The purpose of the audits are to identify and improve on any actual or perceived weaknesses of the Shire's internal processes. External auditors are engaged to ensure that there is an objective third party providing oversight and advice to the Shire. The result of this approach builds a more resilient and efficient organisation to provide greater benefits to the community. Audits conducted on a biannual basis (September 2023 and March 2024) with recommendations reported through to the Shire's Audit and Risk Committee.

State Government legislation also provides for an oversight of the Shire's operational excellence via the Local Government (Audit) Regulations 1996 (WA). The Regulations provide that each Local Government is to complete and submit a Compliance Audit Return (CAR) to the Department of Local Government, Sport, and Cultural Industries on an annual basis. The CAR (2023) reviewed practices from 1 January 2023 to 31 December 2023 and was considered to have a satisfactory compliance standard on submission.

These findings were reviewed and endorsed by the Shire's Audit and Risk Committee at its Special Committee Meeting on 19th March 2024. The CAR was later adopted by Council on 28th March 2024.

In addition to audit, the Shire developed and implemented a robust Risk Management Framework (RMF) and Risk Management Matrix which was presented to Council in March 2023. The RMF was developed in accordance with the International Standard for Risk Management (AS/NZ ISO 31000:2018). The purpose of the RMF is to assist the Shire in integrating consistent, effective risk management practices, processes, and principles across the organisation as a whole.

NATIONAL COMPETITION POLICY

The Competition Principles Agreement (CPA) is a contractual agreement between the Federal Government and all State and Territory Governments.

The CPA aims to ensure all public enterprises operate in a transparent manner in the best interest of the public. Under the CPA, public enterprises are required to review their operations to ensure they have no competitive advantage or disadvantage as a result of their public status.

FREEDOM OF INFORMATION

The Shire of Quairading reports on Section 10 of the *Freedom of Information Act 1992*. The Shire reviews its Information Statement once every year and any amendments are reported to the Information Commissioner as practicable. In addition, the Freedom of Information Annual Statistical Return collects information on the number and nature of applications made under the *Freedom of Information Act 1992*. In the FY2023-24 the Shire of Quairading has received none.

RECORDS KEEPING

The Shire manages its corporate records in accordance with the *State Records Act 2000 (WA)*. The Shire's Record Keeping Plan was approved by the State Records Commission on the 7th August 2020, and subsequently amended by Council in May 2022. A review of the Record Keeping Plan must be submitted to the Commissioner by 7th August 2025, with proposed amendments to The Plan able to be submitted up to one year after the review is due.

Records are a core resource for the Shire and good record keeping practices are critical to the Shire's efficiency and accountability to the community and its stakeholders.

The Shire of Quairading continues to focus on good record keeping practices and is looking to implement a new Electronic Document Management System, Policy and Procedure in the new financial year, as part of the Shire's commitment to sustainability.

The Shire of Quairading is committed to preserving local history, supports the principles of the State Records Act and recognises the importance of establishing and maintaining a reliable and credible Record Keeping System.

OFFICIAL CONDUCT REPORT

The *Local Government Act 1995* requires the Shire to report on any number of official conduct complaints recorded under Section 5.121 during a financial year.

Nil complaints were received in accordance with Section 5.121 for the 2023-24 financial year.

FINANCIAL MANAGEMENT REGULATIONS

In accordance with 19BE Local Government Financial Management Regulations the following capital grant subsidies and contributions were for replacing and renewing assets.

Capital Grant Program	2023-2024	2022-2023	2021-2022
WSFN Funding	\$316,926	\$0	\$100,915
LRCI Funding	\$0	\$196,674	\$105,389
Regional Road Group	\$368,043	\$614,429	\$149,279
Roads to Recovery	\$713,060	\$0	\$198,882
	\$1,398,029	\$811,103	\$554,465



DISABILITY, ACTION, AND INCLUSION PLAN

Under the *Disability Services Act 1993*, public authorities are required to develop and implement a Disability Access and Inclusion Plan (DAIP) for people with disability, and report on their progress annually.

The Department of Communities is responsible for monitoring compliance with the Act and supporting a best practice approach. As required under the Act, the annual report reflects the progress of the Shire of Quairading in implementing the actions listed in our DAIP.

The annual report provides an overview of initiatives undertaken by the Shire of Quairading towards achieving the seven DAIP Outcomes including:

People with disability have the same opportunities as other people to access the buildings and other facilities of the relevant public authority

The Shire has commenced the Master Plan of the Quairading Sports, Recreation & Cultural Precinct, which includes a new sports facility, community gym, multi-use function area, two multi-purpose netball/basketball courts, and four tennis courts. During the Master Plan process there was careful consideration

to ensure accessibility, engagement, and safety for all users. This will foster a supportive environment for physical activity and social interaction.

The completion of an inclusive community park, Kwirradig Koort, involved multiple steps and considerations to cater for the needs of people with disabilities. The Shire has created a park and playground that is welcoming and accessible to everyone, regardless of their abilities, building on the inclusive amenity of the town.

The construction of a new carpark that services the Town Hall, Shire Administration building and Works Depot has been completed. The design includes designated ACROD bays to meet the needs of people with disabilities in terms of quantity and location.

The construction of a new footpath including:

- McLennan St, to Southern Terminus
- Cubbine St from Murphy St to Early Learning Centre at QDHS
- Installation of a pram ramp at the Town Hall Precinct.

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

People with disability receive information from the relevant public authority in a format that will enable them to access the information as readily as other people

All Shire of Quairading surveys and advertising material is supplied in print and online, plus alternative format is available for all promotional material if requested.

The Shire is committed to ensuring that the community has access to Shire forms, surveys and newsletters for people of all ages and abilities, including people with disability, their facilities and/or the carers. All Shire advertising is included in several media forms.

The Shire developed a new website in 2023/24. The new website focused on inclusivity and people with disabilities, and involved a comprehensive approach to design, functionality, and content to ensure it was accessible, user-friendly, and informative.

People with disability receive the same level and quality of service from the staff of the relevant public authority

There is no difference in the level and quality of service provided between people with a disability and people without a disability and the Shire is continually adapting to ensure that this remains the case. The Shire has a link on its website which outlines the Disability Access and Inclusion Plan 2022-2026, and this links back to the Shire of Quairading Strategic Community Plan 2021-2031.

People with disability have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority

Over the past year the Shire of Quairading held numerous local town events, NAIDOC Week, Town Christmas Party, Australia Day Event, Children Week's events and Youth Centre Events. The events were held in locations where disabled access was possible to enable people with a disability to have the opportunity to access the same events as other people.

Invitations were sent out in a variety of different formats including online and print, to suit all sectors of the community.

The Shire of Quairading facilitated the employment of a new General Practitioner for the Quairading Medical Practice. After a rigorous recruitment process, Council employed the highly qualified and experienced Dr Jack Yap. His presence not only reduces the burden of travel for medical care but also fosters a stronger sense of community cohesion and well-being.

People with disability have the same opportunities as other people to make complaints to the relevant public authority

Ensuring grievance mechanisms are accessible for people with disabilities is crucial for fostering an inclusive environment and upholding the rights.

There is no difference in the level and quality of service provided to people with a disability and people without a disability and the Shire is continually adapting to ensure that this remains the case.

The new website enables complaints and feedback to be received easier via the Shire and it has improved the accessibility for people with a disability.

People with disability have the same opportunities as other people to participate in any public consultation by the relevant public authority

The Shire of Quairading's engagement strategies consider the ways in which all people are encouraged and supported to engage with or participate in information and decision-making process of the Shire.

In July 2023, the Shire released its annual Community Perception Survey which gained feedback on infrastructure, facilities, public open spaces, and maintenance questions, designed for the community to report back to Council on the priorities for Shire projects over the next few years.

By the Shire actively engaging with people with disabilities and incorporating their feedback into decision-making processes, the Shire can create a more inclusive, equitable and supportive community for all residents.

People with disability have the same opportunities as other people to obtain and maintain employment

The Annual Report is designed to positively influence community attitudes and focus on emerging issues and best practice approaches. The annual review of the DAIP highlights the insights and experiences of the Shire of Quairading in implementing practical and innovative change to boost inclusiveness within our community.

YEAR IN REVIEW

WHAT WE USED OUR RATES FOR

Every year the Shire develops an Annual Budget which estimates how much it will cost to deliver services over the year.

The Shire's 2023-2024 budget continues us on a journey to a stronger, more connected and technologically progressive community. This new direction positions us well for a high-level strategic approach to delivering quality assets and infrastructure, increasing investment into our Shire, and attracting residents and visitors to our community.

The Shire estimated that it would cost \$4.7 million to deliver services and invest in building and maintenance of Shire assets over the 12 months to the end of June 2024.

Just like a household, the Shire needs to generate income so it can fund these expenses and bills. The Shire's primary source of income is rates charged on properties within the Shire boundary.

Over the 2023-24 year the Shire collected \$2.4 million in rates. This enabled us to deliver the activities that are outlined in this Annual Report.

Below is an outline of the areas where the income of the Annual Budget is typically spent:

\$1,839,526	Roads
\$1,217,948	Other Infrastructure
\$1,030,405	Plant & Equipment
\$645,045	Land & Buildings
\$35,000	Furniture & Equipment



THE BIG-TICKET ITEMS FOR THE 2023-24 FINANCIAL YEAR INCLUDED:



The new Kwirradig Koort Community Playground completed in September 2023



Supporting operations of the Quairading Medical Practice



Launch of a new Shire of Quairading interactive website with significantly increased functionality including the ability to book and pay services online



Improvements to townsite drainage, particularly through McLennan Street and the Wood Street Reserve.



A continued investment into the safety of our community with engagement of the Bushfire Mitigation Co-ordinator



Continued investment in our road infrastructure with proposed major works on the Quairading-Corrigin Road, Dangin Mears and Old Beverley West Roads

FINANCIAL PERFORMANCE SUMMARY

Over the 2023-24 financial year it cost the Shire of Quairading \$4.7 million to fund its operations and continue delivery services to the community.

Council's focus is to:

- Continue to provide the current, or an improved level of service
- Maintain current infrastructure
- Continue to invest in the future of our community.

The Shire is subject to the same economic influences as our ratepayers and residents. The cost of living increases on our ratepayers and residents, at almost 6% inflation, has had the same impacts on the Shire.

All of the goods and services providers have passed on this increase to the Shire, as an absolute minimum. In some cases, the cost increases have been significantly higher than inflation. The rate of inflation is the driver of the 2023/2024 rate increase, to allow the Shire to deliver on the services and amenities expected by our community.

To fund its operations, the Shire generated revenue of more than \$4.7 million. More than 58% of revenue was derived from rates on properties within the Shire boundary. Residential, commercial, industrial and rural rates contribute 30% to the cost of delivering all essential services.

Funding for budget comes predominantly from the following sources:

- Rates income
- Waste service charges
- Statutory charges
- Commercial and contractual charges
- Grants and contributions.

The State Government provided more than \$125,000 funding for construction of the proposed Quairading Sports, Recreation and Cultural Precinct – Stage 1 and the transfer of Crown Land Reserve Lot 501 Suburban Road for the development of a Quairading Aged Residential Independent Living Unit project.



MAJOR PROJECTS

In September 2023 the Shire adopted a refreshed Long-Term Financial Plan. The Plan sets out how the Shire intends to allocate funding to achieve the vision set out in the Strategic Community Plan.

A key focus of our efforts is to lift liveability of Quairading, and that requires investment in infrastructure. The Long-Term Financial Plan subsequently included a commitment to invest \$37 million in capital investment into capital works projects over the 10-year life of the plan.

The 2023-24 financial year was the first year of the refreshed Long-Term Financial Plan, and the Shire has followed through on its commitment to invest in infrastructure. More than \$4.2 was invested into community projects that support improved public amenity, therefore enhancing the liveability of our town.

Our key investments over the year included:

Project	2023-2024 Investment
Road Renewals, Upgrades & Resheeting	\$1,839,526
Plant & Equipment	\$1,030,405
Sports Precinct – Stage One	\$393,347
Town Hall Carpark Construction	\$359,693
Kwirradig Koort Community Park	\$320,000
Pool Plant Room – Pumps Upgrade	\$50,000
Cemetery Upgrade & Digitisation	\$28,613
Caravan Park Ablution Upgrade	\$20,245
Quairading Museum Upgrades	\$15,000

COMMUNITY EVENTS

AUSTRALIA DAY 2024

We welcomed over 200 people to the Quairading Town Hall to celebrate Australia Day on 26th January 2024. The event was sponsored generously by the National Australia Day Council.

Each year, as part of our Australia Day celebration, the Shire of Quairading celebrates the achievements of outstanding members of our community. These individuals demonstrate extraordinary service every day within our community so often invisible to most of us.

The event concluded with the presentation of eight Community Achievement Awards and the prestigious Citizen of the Year Award.

The Shire received four very strong nominations for the 2024 Citizen of the Year Award including Tom and Letty Mills, Jill Hayes, Tarnya Fraser and George Jason.

Congratulations to Tom & Letty Mills on winning the Citizen of the Year Award!

Tom & Letty were nominated in recognition of over 10 years of active service as volunteers with the Quairading Tourist and Tidy Towns Committee, development and implementation of numerous local historical projects and initiatives, ongoing maintenance to the Quairading Railway Museum, design, manufacture and implementation of the Stacey Lamb Train Wagon Gazebo, together with active involvement in numerous community organizations and sporting clubs.

Community Achievement Awards were awarded to:

- Gene Stone
- George Jason
- Lachlan Dann
- Melanie Grage
- Sandra Bracher
- Quairading Curtain Raisers
- Quairading Community Resource Centre Staff and Committee
- Quairading Tourist and Tidy Towns Committee.



KWIRRADING KOORT GRAND OPENING

On Friday 15th of September 2023 we celebrated the Official Opening of Kwirradling Koort with a jubilant celebration of community spirit.

Local leaders praised the collaborative effort that brought Kwirradling Koort to life, emphasizing its role as a cornerstone of unity and fun in the community.

Our new community park was generously funded by Lotterywest, the Federal Government's Local Roads and Community Infrastructure (LRCI) Program, the Shire of Quairading and Quairading Rural Youth.

Thank you also to Rick Wilson and Darren West MLC for making the trip to Quairading to help our Shire President Peter Smith cut the ribbon and officially open Kwirradling Koort to the community.



COMMUNITY FORUM & ANNUAL ELECTOR'S MEETING

The Shire of Quairading's Annual Elector's Meeting, held in February 2023, was a resounding success, marked by productive discussions and community engagement. The primary agenda item, the adoption of the 2022-23 Annual Report, was completed smoothly, reflecting the Shire's financial health and achievements over the past year.

In addition, the inaugural Community Forum was a notable highlight, providing a valuable platform for the Executive Management Team to present the upcoming budget and offer updates on ongoing projects. The session was well-attended and facilitated meaningful dialogue between residents and officials, enhancing transparency and fostering a collaborative spirit. Overall, the event underscored the Shire's commitment to effective governance and community involvement, setting a positive tone for future initiatives.



NAIDOC WEEK 'FOR OUR ELDERS' LUNCHEON

The Shire of Quairading hosted an Elder's luncheon down at the Town Hall where we had lunch for our Elders and community members. We also had our NAIDOC Awards where we had several different awards for our Aboriginal people in the community.



Quairading NAIDOC Week

Female Elder of the Year

Margaret Collard

For an outstanding achievement in the field of community service.

Female Elder of the Year

Muriel Collard

For an outstanding achievement in the field of community service.

Male Elder of the Year

Murray Yarran

For an outstanding achievement in the field of community service.

Person of the Year Female

Cynthia Yarran

For an outstanding achievement of excellence with your work enriching the Quairading community.

Person of the Year Male

Lachlan Dann

For running next door to Kerry and Terry's house to wake them up, when their house was on fire. You're a hero in the community.

Youth Person of the Year

Shoniqua Bennell

For an outstanding contribution building a better future for the Quairading community.

Sportsperson of the Year

Abbey Hayden

For an outstanding contribution and demonstrating excellence in the field of sport.

Artist of the Year

Charlie Colbung

For an outstanding contribution and demonstrating creative excellence.

**PREPARING TO RESPOND
– RED CROSS TRAINING**

The recent visit by the Red Cross to Quairading was a significant event for the Shire, School, and broader community, focusing on enhancing preparedness for emergencies. The Red Cross conducted comprehensive training sessions aimed at equipping participants with the skills needed to effectively respond to various emergencies and manage evacuation centres.

The Executive Management Team received specialized training to ensure they are well-prepared for leading and coordinating response efforts. The sessions were highly informative and interactive, providing valuable knowledge on emergency protocols and evacuation procedures. This initiative has strengthened the community's readiness and resilience, highlighting the Shire's proactive approach to safeguarding its residents in times of crisis.

OLD STATE SCHOOL SITE OPENING

We officially opened the Old State School Site on Thursday, 20th July, 2024 with a ceremony dedicated to the memory of John Kickett and his tireless campaign for the rights of his children to be educated.

The heritage listed building unfortunately burnt down in 2016 but is now replaced with a place of remembrance and history. The site is a space for the whole community to enjoy with interpretive signage, a memorial plaque, seating and a garden, creating a space to sit and reflect.

The ceremony, hosted by our Shire President Peter Smith, included a very informative presentation from the Quairading District High School 5/6 class on the history of John Kickett. The class won the National Museum of Australia, Digital Classroom Award for the presentation in 2022.

Thank you to all who attended including descendants of the Kickett family, past and present students and teachers and members of the community.



SIKH MEMORIAL PLAQUE UNVEILING

Quairading welcomed over 150 members of the Sikh community on the 25th of November for a historic plaque unveiling.

Funded by Sikh Association of Western Australia and supported by the Shire of Quairading, a plaque depicting the Wheatbelt Sikh history has been installed at the Old Quairading Railway Station.

The Sikhs arrived in Australia in the late 19th century, primarily serving as cameleers or traders. Many led camel trains, serving as the backbone of the heavy haulage industry in remote areas, including the Goldfields region, Rabbit-Proof Fence, and various country towns. These camel trains were crucial in supporting mining projects and connecting isolated regions.

The unveiling of the plaque serves as a poignant reminder of the pivotal role of the Sikhs in facilitating trade and infrastructure development in remote and challenging terrains within the Wheatbelt region.

Following the unveiling, a delicious and festive vegetarian lunch was held at the Quairading Town Hall.

Council would like to express their thanks to the Sikh community for hosting this momentous occasion.

RECONCILIATION WEEK LUNCH

On 30th May 2024, the Shire of Quairading hosted a meaningful Reconciliation Week lunch that brought together residents, local leaders, and community members in a shared celebration of Australia's First Nations cultures and histories.

The lunch was not only a vibrant showcase of cultural appreciation but also a significant step towards strengthening community bonds and promoting ongoing reconciliation efforts within the Shire.

YOUTH EVENTS

CHILDREN’S WEEK – PICNIC IN THE PARK

On 25th October 2023, the Shire of Quairading hosted a delightful ‘Picnic in the Park’ event at the Kwirradig Koorat Community Playground to celebrate Children’s Week. The event, funded by the Meerilinga Children and Community Foundation, was a vibrant and engaging day for local families.

Highlights included an Old MacDonald’s Farm petting zoo, where children enjoyed interacting with friendly animals, and a face painting station that added a splash of color and creativity. The festivities were complemented by a delicious lunch provided for all attendees. The event was a resounding success, creating memorable experiences for children and fostering a sense of community spirit.

SCHOOL HOLIDAY MOVIE MATINEE

The Quairading Community Resource Centre hosted a charming community movie event, sponsored by the Shire of Quairading. The gathering saw a lively group of children enjoying a double feature, with screenings of Clifford the Big Red Dog and Sonic the Hedgehog 2.

The event was organized with a focus on health, offering a selection of nutritious snacks for the young attendees. The successful event underscored the Shire’s commitment to creating enriching and enjoyable activities for children and fostering a sense of community.



COMMUNITY MOVIE NIGHT

A community movie night was held on the 24th of April 2023 at the Quairading Town Oval, featuring a large outdoor screen showcasing the family-friendly films My Spy and Dolittle. Attendees enjoyed a festive atmosphere under the stars, with Flavourtown Catering providing a complimentary hamburger dinner that was a crowd-pleaser.

The evening was further enhanced by an array of popcorn and drinks, ensuring that everyone had their favourite movie snacks on hand. The event was a great success, drawing a lively crowd and offering a delightful, relaxed evening of entertainment for the community.

QUAIRADING SKATEPARK COMMUNITY DESIGN WORKSHOP

We welcomed Mat and Tim from Skate Sculpture to present to a group of enthusiastic families for our first skate park workshop.

Workshop participants had the opportunity to have their say and put forward their ideas and designs on their ideal skate park space.

The results produced from this consultation will form the basis of a concept design and drawing which we can then use to investigate external funding. A second workshop to present this concept will be held later in the year.

It’s imperative that major projects such as these start with community consultation, to ensure that it aligns with the wishes and requirements of our community.

COMMUNITY CHRISTMAS PARTY

On 1st December, 2023, the Shire of Quairading’s Community Christmas Party at Kwirradig Koorat was a festive and vibrant event, despite the hot afternoon. Families enjoyed a range of activities, including the Old MacDonald’s petting zoo, which delighted children with close encounters with friendly animals, while the Quairading Vintage Club’s Little Louis Train offered nostalgic rides.

Attendees savoured delicious food from Flavourtown Catering and indulged in creamy soft serve from the Creamy Cow Ice-cream Van. A free sausage sizzle rounded out the offerings, making for a well-rounded and enjoyable celebration that captured the holiday spirit and strengthened community connections.



YOUTH CENTRE

The Quairading Youth Centre continued to be a vibrant and inclusive space for the community. Open twice a week during the school term, on Mondays and Wednesdays from 3:00 to 4:30 pm, the Centre offered a variety of engaging activities.

February featured an energetic pool party and disco at the local pool, complete with music, pool floats, volleyball, and a free BBQ with juice boxes. The Centre also hosted cook days where youth participants chose their preferred recipes, and crafted papier-mâché Easter egg baskets, culminating in an Easter egg hunt at the end of Term 1.

In mid-March, local artist Charlie Colbung painted a mural of black cockatoos on the Centre’s exterior wall, while the surrounding BBQ area was decorated with Noongar Six Seasons themes, involving the youth in the creative process.

During school holidays, Nyoongar Sports provided a successful sports program for children aged 7 to 17, attracting 15-24 participants per session. These activities highlight the Centre’s commitment to providing enriching and free recreational opportunities for the Quairading community.

The Youth Centre offers numerous benefits for local children and the community as a whole. For our children, it serves as a safe and constructive space to go after school, offering a range of recreational and educational activities that keep them engaged and away from potentially negative influences. This access helps to bridge gaps in resources and opportunities that may exist in smaller communities.

It also fosters social skills, teamwork, and personal development, contributing to healthier, more well-rounded youth. For the community, the centre strengthens local bonds by creating a central gathering place that promotes inclusivity and supports family wellbeing. Additionally, it can alleviate pressure on parents by providing a reliable, supervised environment for their children. Overall, the Youth Centre plays a crucial role in enhancing the quality of life in regional towns by offering valuable support and opportunities for growth.

COMMUNICATIONS AND COMMUNITY ENGAGEMENT

The Shire of Quairading is committed to sharing information and supporting an ongoing conversation with our community and stakeholders. This includes asking for feedback when we have big decisions to make.

We ensure that people’s comments, concerns and opinions are captured and shared in the most appropriate way throughout the organisation to inform our understanding of community wants and needs.

Over 2023-24 the Shire undertook a range of communication and marketing activities to make it easier for people to find information about the Shire’s work and key decisions.

These activities included:

- Introducing a monthly “President’s Message and Shire Update” in the Banksia Bulletin, which provides information on Shire-related decisions and activities directly to the local community
- Reached over 19,000 people through 180 posts on our social media pages
- Implementation of a new and improved branded Shire of Quairading website, making it easier for the community to navigate and seek relevant information
- Partnering with business and community organisations to help spread news and information through their third-party channels and noticeboards.

In addition to the proactive media releases and community notices, the Shire also responded to on average five media requests each month. This work ensured journalists had accurate information as they worked to cover areas of interest to their readers.

During the year the Shire initiated a range of opportunities for the community to share feedback on our plans or upcoming decisions. Consultations of engagement initiated during 2023-2024 included:

- Development of the Quairading Sports, Recreation and Cultural Precinct
- Town Hall Community Forum held together with the Annual General Elector’s Meeting
- Development of the Quairading Skate Park
- Development of the Aged Residential Independent Living Unit project
- Road Maintenance and Renewal program
- Development of the Reconciliation Action Plan and Terms of Reference
- 2023 Community Perception Survey
- Development of the Disability, Access, and Inclusion Plan
- 2-year desk-top review of the Shire’s Strategic Community Plan 2021-2031.



COUNCILLOR COMMUNITY ENGAGEMENT

As members of the community our Councillors also participate on local Committees. Please refer to the table below for details on each Elected Members involvement.

Committee/Meeting Group	Responsible Organisation	Membership 2023-24	Proxy 2023-24
Bushfire Advisory Committee (BFAC)	Shire of Quairading	Cr Jo Haythornthwaite Cr Trevor Stacey	No Proxies
Local Emergency Management Committee (LEMC)	Shire of Quairading	Cr Jo Haythornthwaite Cr Trevor Stacey	No Proxies
Reconciliation Action Plan Advisory Group (RAP)	Shire of Quairading	Cr Jo Haythornthwaite	Cr Trevor Stacey
Medical Executive Advisory Committee	Shire of Quairading	Cr Jo Haythornthwaite Cr Jonathan Hippisley	Cr Peter Smith
Central Country Zone	WA Local Government Association	Cr Jo Haythornthwaite Cr Trevor Stacey	Cr Jonathan Hippisley Cr Jo Hayes
Sports & Recreation Precinct Working Group	Shire of Quairading	Cr Becky Cowcill Cr Renee Faltyn	No Proxies
Roe Tourism Association	Roe Tourism Association	Cr Jo Haythornthwaite	Cr Renee Faltyn
Roe Sub Regional Road Group	State Advisory Committee	Cr Trevor Stacey	Cr Becky Cowcill
Quairading Frail & Aged Lodge Committee	Shire of Quairading	Cr Jo Hayes	No Proxy
Quairading Tourist and Tidy Town Committee	Quairading Tourist and Tidy Town Committee	Cr Jo Hayes	No Proxy
Quairading Local Health Advisory Group	Shire of Quairading	Cr Jonathan Hippisley	Cr Jo Hayes
Avon South Local Action Group	Department of Primary Industries and Regional Development	Cr Trevor Stacey	Cr Renee Faltyn

WORKS AND SERVICES

CAPITAL WORKS

- Kwirradung Koort Community Park is completed and opened to the public.
- Old School Site is also finished and officially opened to the public.
- A fire water tank was installed at the intersection of Dangin Mears and Old Beverley Roads.
- Significant Culvert Replacement, Dangin Mears Rd (WSFN Funded)
- Drainage project in McLennan St through the Wood St Reserve.

CONSTRUCTION & MAINTENANCE UPDATE

- Regional Road Group – 2km of reconstruction on the Quairading-Corrigin Road (SLK 18.83-20.83, near Horsley Rd) and resealing that same road between SLK 4.30-6.23
- Three gravel resheeting projects – Old Beverley Road West (SLK 18.47 – 19.22), Stockpool (SLK 0.00 – 2.86) and Badjaling North Roads (SLK 2.66 – 6.66).
- Drainage upgrades for Punch Road (concrete pipes replaced with a culvert barrel), Old Beverley Road West (concrete pipe replaced with culvert barrel and new culvert installed at SLK 19.05).
- Completion of an all-weather access road into The Groves from Ashton St. This includes fire mitigation clearing to 4m wide and a gravel overlay from main road to access gate.
- Installation of a new asphalt carpark between the Town Hall, Administration Office and Works Depot including line marking, bollards and wheel stops.

GROUNDS & GARDENS UPDATE

- Main focus of the team for the year was installing the community park. Whole team days were allocated to preliminary earthworks, assisting with installation of play equipment, construction of take-off mount for flying fox, installing the trampoline, landscaping and turf planting, bringing in all the softfall play surfaces and commissioning the park for its official opening.
- Significant upgrades were completed to Balkuling School and Toapin Weir Pump Room to allow access to visitors and prolong their interest in the community.
- Town Clock was sent away for a major service including rebuilding the internal mechanisms.

- Carport installed at Arthur Kelley Village (Shire still needs to install compacted surface underneath).
- Upgraded lamps to Netball/Basketball courts.
- Staff continue to work hard to maintain all existing venues and assets around townsite including sportsground, main street precinct, cemetery, doctors surgery & residence, CRC, pool precinct, caravan park, layover bay, Arthur Kelly Village and Parker House (upgrade delivered in early 2024/25) among many others.



COUNCIL PROPERTIES UPDATE

- Upgrades to landscaping at 7 Edwards Way and Daycare Centre
- New screen doors for Town Hall kitchen access, 28 Reid St and 8 Dall St
- New carpet throughout the Shire’s Administration Office were all completed this year.
- New flooring commenced in the Doctor’s Residence during 2022/23 was extended into the bedrooms during this time.
- The Master Key system was extended through the Depot, Administration Office, Waste Site and exterior Gardens padlocks.
- Pegs were renewed to the Cuneata Rise subdivision and Light Industrial Area Stage 2 Lots. While they were in Quairading, they also extended plots at the Quairading Cemetery and undertook a baseline survey for the proposed Skate Park site.

WASTE SITE UPDATE

- Two staff now manage the waste site with a weekend junior providing support to the main Waste Attendant. This has improved how the site looks as well as processing the Containers for Change Refund Point.
- Additional skip bins have been purchased and painted bays have been installed to clearly mark waste categories in the Drop Zone.
- A bulk waste collection in Quairading and Dangin was reinstated with a general waste pick up in May and green waste in August.
- Improved signage in and around the site.
- Our Containers for Change Refund Point processed 489,117 units for the year, increasing by more than 26,000 units from 2022/23.

CARAVAN PARK UPDATE

Total nights stayed	5399
Estimated revenue 23/24	\$204,864

- Occupancy rates at both the Cabins and Single Rooms remains strong. Although not one for the photo album, a major upgrade for the park this year was to the sewage pit with the problematic and continuously broken electronic probe finally being replaced by manual floats to engage the macerating pumps to push the waste from the centralised Ablution Block / Camp Kitchen pit to meet the deep sewer line in McLennan St. After Pump 2 being blocked for over 18 months, both pumps are back to being fully operational.

WORKPLACE HEALTH & SAFETY UPDATE

- LGIS continues to provide the Shire with an excellent Regional Risk Coordinator service with their officer visiting our Shire monthly. The EMWS and RRC work together on these days to address or progress what is needed (examples include asbestos handling procedures, worksite inspections, booking or delivering training, safety officer tasks, WHS Committee meetings)
- Test and Tag equipment has been purchased and three staff are qualified to undertake this task across the Shire venues.
- Fire Equipment inspections and First Aid Kit refreshment occurs each 6 months.
- Tool Box meetings are held monthly to address any repairs, WHS issues as well as staff updates to capital works programme.
- Items for further consideration are a Fitness for Work policy, use of mobile phones while at work and ongoing regular online video training.

TRAINING MATRIX PROGRESS

- Both Supervisors completed Health & Safety Representative training as well as Project Management training. Our Supervisor of Construction also completed training with the Australian Institute of Management for 3-days as an Experienced Supervisor.
- Plant Operators/General Hands completed training in HC licence upgrades, traffic control, chemical handling, chain saw and pole saw operation and bush fire awareness.
- Supervisor of Grounds and Gardens and Waste Attendant attended training in the removal and handling of non-friable asbestos.
- EMWS attended 5-day programme from Australian Flexible Pavements Association at Main Roads WA.

PLANT UPGRADES

- Major purchase this year was two new 6-wheel Tip Trucks, a Fuso and a UD.
- Pallet forks, an angled broom and a trenching attachment were purchased for the Bobcat skidsteer.

EMERGENCY MANAGEMENT

Aim:

To minimise potential risks and impacts on the community from natural disasters (bushfires and weather events) through prevention, preparedness, response and recovery, we provide the following services in line with the *Emergency Management Act 2005* and the *Bushfires Act 1954* requirements of Local Government:

- Manage local emergency preparedness
- Manage volunteer Bushfire Brigades
- Manage the response to local fire emergencies outside gazetted fire district
- Undertake actions to protect and mitigate against bushfires
- Manage recovery planning and action.

To protect and reduce the impact to the community we follow the following principles; Prevention, Preparedness, Response and Recovery. Below is how the Shire of Quairading is achieving the required responsibilities:

Prevention:

The Shire of Quairading conducts public information and community awareness sessions to educate and make the community aware of the potential dangers and risk of fire. We have held multiple community engagement sessions, and campaigns.

The Shire is responsible for issuing Harvest, Vehicle Movement and Combustible Engines Ban during High Fire Danger periods, this is done through the Shire's Fire Control Officers, Chief Fire Control Officer and Community Emergency Services Manager.

The Shire is also responsible for managing and issuing Fire Permits during restrictive burning periods. This is managed by the Fire Control Officers and Community Emergency Services Manager.

The Shire also inspects and enforces fire break notices through the Local Ranger Services. Fire breaks are vital to slow and stop the spread of Fire during an emergency.

The Shire also conduct mitigation activities to remove possible fuels and reduce the risk of Bushfire. This is done through the Bushfire Risk Mitigation Coordinator and Community Emergency Services Manager, who will work together. This Year we have conducted mitigation work at the Cemetery, Toapin Weir, and some key locations in town.



Preparedness:

The Shire actively ensures our Bushfire Brigades and Fire Control Officers are equipped and trained to respond to fire and emergencies when and if required.

The Shire has a responsibility to manage the local Bushfire capability, this is done through the Community Emergency Services Manager. By managing the local Bushfire Brigade, the Shire ensures all fire appliances and equipment are serviced, fully equipped and fit for purpose. Personal Protective Equipment and Clothing is also a responsibility of the Shire to maintain and supply to our Members.

The most important resource that the local government is responsible for managing is our emergency services volunteers, the Shire has a responsibility to maintain a safe working environment. This requires the Shire to conduct training with the assistance of the Department of Fire and Emergency Services (DFES). Training is delivered by the Community Emergency Services Manager.

The Shire of Quairading has 125 Bushfire Brigade Members, 12 Fire Control Officers, 5 Bushfire Brigades and 6 Bushfire Trucks. They have a combined responsibility for protecting 2,018 square kilometres of land and approx. 961 people from Bushfire and Fire Incidents inside the Gazetted Fire District.

Both the Shire and Brigade Members have a responsibility to ensure they are safe and have the appropriate training, this training is provided to all Members and is of no cost to the Brigade Members.

There is a minimum training requirement, for all Brigade Members, farm response and Fire Control Officers, this is in line with DFES and WALGA recommendations and requirements.

In the last 2 years we have trained over 50 Members in the Bushfire Safety Awareness Course. We have also been able to upskill our Fire Control Officers and Brigade Members by training them in Structural Firefighting, Pump Operations, Fire Control Officer Training and for the first time, training 7 Members up to be Ground Controllers, a vital role when using Water Bombers at an Incident.

Members have also undertaken Crew Leader and Advanced Bushfire Courses to upskill and future proof our Brigade Leadership Model.

The Shire also has a responsibility to have Local Emergency Management Arrangements in place as well as conducting Local Emergency Management Committee meetings, this insures all agencies are working together and understand their requirements during an emergency.

This year the Local Emergency Management Committee completed a training exercise, involving all key stakeholder, where we exercise the Local Emergency Management Arrangements to establish an evacuation centre and manage an incident involving road closures.

Response:

The Shire has a responsibility to respond to and manage all fire and emergency incidents inside of the Gazetted Fire District. These incidents can include the following types of incident: Bushfire, Car and Vehicle Fires and Structure Fires.

In the last 2 years, Quairading Bushfire Brigades have responded to 82 incidents, this is one of the busiest periods they have experienced.

The Shire of Quairading Bushfire Brigades also responded to incidents in neighbouring Shires, some of note being the Waroona Fires, Bruce Rock and Corrigin Fires.

Recovery:

The Shire of Quairading has a responsibility to have a recovery capability, this ensures in the event of an emergency or incident, the Shire is able to assist the community in returning to normality and restoring normal operation. This Recovery Function is managed by the Local Emergency Management Committee.

Conclusion:

As the Community Emergency Services Manager, I would like to express my appreciation for our local volunteers as well as the Shire for all the work that they do. The majority of the Shire's Emergency Services are run by volunteers, this includes Fire and Rescue, Bushfire Brigades and St John Ambulance, these Members give up their own time, day or night, to protect the community of Quairading and surrounds. Without our local volunteers we would be without these essential services, so thank you.

We are always on the lookout for more local heroes, this helps current volunteers and the community to ensure we have enough volunteers to support an appropriate emergency response.

So if you or someone you know is interested in volunteering for a local emergency service, please contact the Community Emergency Services Manager for more details in how you can help your community.

Ben Davies

Community Emergency Services Manager

COMMUNITY & STRATEGIC PROJECTS

QUAIRADING MEDICAL PRACTICE TRANSITION

Council endorsed a move from a Shire managed facility to a Doctor managed facility in January 2024.

From a community perspective, the shift to a Doctor-run practice translates to increased access to specialized care, expanded service offerings, and shorter wait times. Additionally, the newfound flexibility and agility of a Doctor-run practice allows for swift adaptation to evolving healthcare trends and patient needs.

Transitioning a Shire-run Medical Practice to a Doctor-run establishment heralds a significant shift in healthcare delivery, unlocking a myriad of benefits for both the medical professionals and the community they serve.

By placing Quairading Medical Practice under the direct stewardship of the Doctor, this transition streamlines decision-making processes and fosters a greater sense of autonomy and accountability.

CUNEATA RISE LAND SALE

The recent Cuneata Rise land sale has proven to be a resounding success, marking a significant milestone for the community. With a bold initiative aimed at revitalizing unused residential blocks that had languished on the market for over a decade, the Shire of Quairading offered twelve plots at an enticing price of \$10,000 each exclusively to local residents. This strategic move not only aimed to stimulate local property ownership but also to foster community growth and investment in the area.

The innovative pricing strategy coupled with the commitment to prioritize local buyers yielded impressive results. Ten out of the twelve available blocks were swiftly purchased by eager residents, showcasing a strong local interest and confidence in the future development prospects of Cuneata Rise.



SPORTS, RECREATION & CULTURAL PRECINCT

The Shire of Quairading is embarking on a three-stage redevelopment project aimed at revitalizing our community's Sport, Recreation and Cultural Precinct.

Recognizing the vital role that sports, recreation, and cultural facilities play in fostering community cohesion, promoting health and wellbeing, and stimulating economic growth, our comprehensive strategy outlines a phased approach to modernizing and enhancing our sports, recreation and cultural infrastructure to suit a growing community.

Stage 1: Construction of two new multi-purpose netball and basketball courts, seating and shade structure. Design, construction and installation of a new multi-sport electronic scoreboard.

Stage 2: Construction of sports recreation and cultural pavilion, providing for the co-location of football, cricket, netball, hockey and tennis clubs, together with a community gym and multi-purpose community function area.

Stage 3: Construction of four new tennis courts.

Over the last 12 months, a dedicated Working Group, consisting of members from all major sporting clubs (Football, Netball, Hockey, Tennis, Cricket) have been working closely with Carabiner Architects, to develop a custom concept plan, creating a vibrant, inclusive, and state-of-the-art Sports, Recreation and Cultural Precinct for the whole community. The Precinct is envisioned as a versatile hub that will not only cater to various sports activities but also serve as a recreational and social gathering place for residents of all ages, including seniors.

The Shire has forged strategic partnerships with CBH, Telstra, and the AFL to advance the development of the Precinct.

Officers are currently in the midst of preparing a meticulous funding application for the Federal Regional Partnerships and Precincts Program, aiming to secure crucial financial support for the development of the Precinct. Anticipation is high as they await the outcome of their State Community Sport and Recreation Facilities Fund (CSRFF) application, which is pivotal for completing Stage 1 of the project.

With community engagement and strategic planning at the forefront, the Shire is poised to enhance local infrastructure, fostering a vibrant hub that promotes wellness, cultural diversity, and community cohesion for years to come.

AGED RESIDENTIAL INDEPENDENT LIVING UNITS

Aged residential facilities in regional areas play a vital role in supporting the health, well-being, and quality of life of elderly residents, as well as their families and communities. Quairading has identified aged residential independent living as a priority in our community, and it continues to be a strategic priority for Council.

Recently, Lot 501 Suburban Road, has been approved by the Cook Government to be transferred to the Shire to enable a proposed development of more aged residential independent living units in Quairading.

The 8,000 square meter site is conveniently located next to the district hospital and is now earmarked for 13 purpose-built independent living units with capacity to support approximately 25 residents. The proposed development will give this cohort the option to age-in-place close to family and familiar surrounds. Council will continue to provide updates to the Quairading community as this exciting project develops.



MY HOME PPP

The My Home project is a collaboration between the Shire of Quairading and My Home Australasia Limited (“My Home”) working together to provide low-cost housing for people who are homeless or at risk of homelessness.

The aim of this project is to pursue the Shire’s vision to strengthen social engagement and community support as a practical expressions of our vision for the Shire as 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 setting.

The Shire will support “My Home” in its endeavours to:

- Bring public sector, private sector and community together to provide an efficient, low-cost housing option for the most disadvantaged people in our community
- Provide flexible, efficient, and cost-effective housing solutions for disadvantaged people
- Provide opportunity for long-term housing to enable a person experiencing homelessness to re-engage with the community and become self-sufficient
- Demonstrate the importance of good design and sustainable practices for low-income affordable housing
- Enable better access to Housing First support services by virtue of a fixed address.

Council has endorsed the provision of Shire-owned vacant land at 3 and 5 Growden Street, Quairading to the project. Each Lot is 1,366m² and can house three, three-bedroom, 1-bathroom dwellings, together with an ancillary dwelling similar to a granny flat, for a total of eight new houses.

The Shire will retain ownership of the homes after practical completion for a period not less than forty years during which time the homes are to be used exclusively for housing for people who are homeless or at risk of becoming homeless.

The Shire will enter into a Property Management Agreement with a registered Community Housing Provider for the management of the properties and the tenants, including repairs, maintenance and collection of rents.

LIGHT INDUSTRIAL AREA – STAGE 2

In 2020, the then Council decided to develop six Light Industrial Area Lots on Winmar Road, Quairading. Council knew at the time that this would be a long-term investment in Quairading to ensure the future sustainability of the Shire. In December 2022 the first two Lots of the Light Industrial Area were sold.

In December 2023, Council endorsed Shire Officers to proceed with the development of Stage 2 of the Light Industrial Area, for the purposes of connecting utilities to the proposed two rear Lots to meet the WA Planning Commission Planning Application. The Stage 2 subdivision has seen the creation of an additional two Lots, with the fifth Lot remaining as a Reserve for Recreation to be maintained as an information area, toilet block and potential truck parking area.

The connection of the utilities is expected to be completed by December 2024 and then the Lots will be advertised for sale.

BABY SWIM PROGRAM

Our Baby Swim Program is now in its 5th year thanks to continued sponsorship from Royal Life Saving Society WA.

35 children aged between 3 months and 5 years participated in the program during January-March 2024, which is provided free of charge and held at the Quairading Swimming Pool.

The lessons teach vital swim and survive skills which are so important to children living in rural areas, where access to swimming lessons usually requires travel and expense.

By instilling critically important swim and survive skills early on, children develop confidence and competence in navigating water, building resilience in our children, who are far more likely to encounter an un-fenced body of water than their city cousins.

Beyond safety, learning swim and survive skills fosters physical fitness, social interaction and promotes their overall well-being.

TOURISM

Despite a modest tourism budget, the Shire of Quairading remains committed to promoting our unique attractions and experiences through targeted advertising in key publications, such as WA Caravan & Camping and Australia's Golden Outback productions. These magazines effectively reach our target audience of travellers seeking authentic rural experiences, helping to increase awareness of our offerings and draw visitors to our beautiful region.

As active members of the Roe Tourism Association, formed in 1998, we collaborate with eight neighbouring shires as part of the 'Pathways to Wave Rock' initiative. This partnership enables us to pool resources and promote our collective tourism assets, enhancing the visitor experience across our region.

Quairading's largest accommodation venue, the Quairading Caravan Park, features well-equipped 2-bedroom self-contained cabins, single-person cabins, and grassed powered sites, complemented by a full camp kitchen. With a 5-star rating from visitors, our caravan park remains a popular destination for caravan clubs and travellers seeking comfort and community in a picturesque setting.

Overall, we continue to focus on enhancing our tourism offerings and fostering collaboration within the region to attract more visitors and support our local economy. By highlighting our unique features and leveraging our partnerships, we aim to position Quairading as a must-visit destination for those exploring the beauty of rural Western Australia.



STRATEGIC PLANNING



The Shire of Quairading Strategic Community Plan 2021-2031 (The Plan) includes a goal for our community to honour our people and our cultural heritage – ensuring wellbeing, diversity, creativity and strong civic leadership and dialogue are a fundamental characteristic of Quairading.

The Plan reflects the aspirations and goals of the Quairading community and provides the framework that guides the Shire's development, services, activities and infrastructure.

Through extensive consultation with 150 Square Consultants and Quairading rate payers, residents, business owners and visitors, Council has captured the community's priorities for the future. The Plan assists with laying the foundation for Council's service delivery, major projects and overall focus for a 10-year period.



OUR COMMUNITY

The outcomes we expect to see through this theme are:

- Work collaboratively with local and regional service providers to engage the community as active citizens
- Provide social and cultural activities for all members of the community
- Advocate for the provision of quality health services, health facilities and programs in the Shire
- Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience
- Support emergency services planning, risk mitigation, response, and recovery.

Our achievements:

- School term and holiday programs for youth through our Youth Centre
- Sport, Recreation & Cultural Precinct Master Plan and Concept Design completed. Partnerships and funding sourced to progress the project
- CCTV Cameras installed in multiple locations around town
- Land transfer from the State Government for the development of potential Aged Residential Independent Living Units on Suburban Road
- Introduction of bulk rubbish collections for residents.

Our challenges:

- **Aquatic Facilities:** the refurbishment of the pool was not completed to a high standard with many issues starting to show. These include crossing of piping and plumbing lines, and placement of the balance tank. Council will need to begin consideration of the financial implications to replace major components such as pumps, as they reach their 10-year design life.
- **Liveability:** liveability challenges common to regional locations continue to have a significant impact on the Quairading community, including health and safety and general wellbeing. Access to affordable housing, childcare, health and social services and education facilities has flow-on effects for members of the community.
- **External Funding:** there is increased competition for State and Federal Government and other external funding. This impacts on the Shire's ability to attract the necessary funds required to invest in critical infrastructure and other initiatives.

The year ahead:

- During 2024-25 a major pump replacement is planned at the Quairading Memorial Swimming Pool. Upgrades from the faulty computer-managed touchscreen switching system to a series of manual taps and valves is planned.
- Over the 2024-25 year the Shire will review its Community Engagement Strategy to improve opportunities for meaningful engagement.
- The Reconciliation Action Plan 2024-2027 will be adopted, and implementation commenced.
- A new Youth Development Plan 2025-2028 will be adopted, and implementation commenced, in addition to the commencement of a Public Health Plan due in late 2026.
- A 5-year review of the Strategic Community Plan 2021-2031 will commence in early 2025 and be adopted, and implementation commenced prior to the end of the 2024-25 financial year.



OUR BUILT ENVIRONMENT

The Shire of Quairading Strategic Community Plan 2021-2031 includes a goal to provide sustainable and resilient infrastructure and built form.

Progress in this area includes:

- Improved perception of safety, cleanliness, and functionality of built form
- Increased provision of sustainable and resilient built form
- Greater community member participation in urban renewal projects
- Increased cultural narratives being expressed in public art and wayfinding signage.

Our achievements:

CAPITAL WORKS

- 2km of reconstruction on Quairading – Corrigin Rd
- Reseal of 22/23 reconstruction on Quairading – Corrigin Rd
- Total replacement of collapsed culvert on Dangin Mears Rd

- Gravel Resheeting – 2.5km of Badjaling North Rd, 2.5km Stockpool Rd, 2km Old Beverley West Rd.
- Improvements to drainage and road surface on Old Beverley West Rd, through Dulbellington Nature Reserve
- Swapping out pipes for culvert boxes on Punch Road, Minchin Road and Squiers Roads
- Upgrade Town Hall carpark – 3000m² of asphalt, includes line marking
- Drainage improvements through Wood St Reserve and McLennan St in townsite
- Upgrades to Cemetery and Waste Sites
- Main street centre footpath renewed & Jennaberring Road scheduled next.

MAINTENANCE WORKS

- Maintenance Grading – 80% of roads completed in Winter 2023, aiming for 100% in 2024
- Seal Repairs – potholes and patching
- Rural Road Spraying and vegetation mulching
- Street Trees – townsite and rural roads
- Property Access Crossovers – install new and replace as needed, townsite and rural.

Our challenges

- **Population growth:** Quairading continues to face challenges around attracting and retaining people who enable the economy to function effectively, and drive growth and prosperity for all. The Shire is focussed on tackling challenges to liveability including access to housing and childcare, while investing in public amenities that support making Quairading a great place to live.
- **Competition:** given the finite employee pool, competition for workers is strong among businesses operating in or wanting to establish in Quairading and surrounding Wheatbelt towns. This results in key services that contribute to liveability suffering as people choose to move into higher-paying roles.
- **Housing:** the availability of affordable housing continues to impact on our economy. Businesses struggle to attract people to reside in Quairading due to unaffordable housing.

The year ahead

- The Shire will progress the development of Stage 1 of the new Quairading Sports, Recreation and Cultural Precinct, with the commencement of development of 2 multi-purpose netball and basketball courts and installation of a combined football and cricket electronic scoreboard during 2024-25.
- The Shire has submitted a Federal Government funding application for \$11.9million to fund Stage 2 and 3 of the Quairading Sports, Recreation and Cultural Precinct, including a new community building and multi-located sports facility, together with the town's gym and relocation of the Quairading Tennis Club with the installation of 4 new tennis courts.
- The Shire is undertaking the second stage of community consultation in 2024-25 to inform the development of a skatepark for the local community, improving overall town amenity.
- The Shire will continue to investigate funding streams available in 2024-25 to improve footpath connectivity along Jennaberring Road from Parker House to the centre of town, assisting with the safety of our ageing population.



OUR NATURAL ENVIRONMENT

The Shire of Quairading Strategic Community Plan 2021-2031 includes a goal to treasure and protect our natural environment.

Progress in this area includes:

- Increased protection and conservation of our natural environments, habitats, and biodiversity
- Increased environmental initiatives being developed and led by local young people
- Increased satisfaction with attractiveness of the urban landscape.

Our challenges

- **Waste Facility:** Work, Health & Safety Matters are constantly front of mind at the Waste Site. The Shire's precluding of the public from the main waste cells is a major priority in 2024-25, as well as how to meet State Government Zero-Waste targets in coming years.
- **Local Tree Canopy:** there are plenty of trees on the outskirts of town giving Quairading borders a beautiful nature reserve, however the trees we have in town itself are not thriving – particularly along the road verges.
- **The Groves:** The Groves project continues to be a challenge in finding successful funding streams to commence the Project to preserve and protect the now Heritage listed site for our local Noongar community.

Our achievements

- New directional signage to Nookaminnie Rock Nature Reserve
- New trail markers for the walk trails and new signage featuring the Rowlie Mellor story
- Beautifying the east end of Quairading and scheduling maintenance of streetscapes and tree trimming throughout town
- Installation of Quairading's first public electric vehicle charging station.

The year ahead

- Fencing and the development of a drop zone are planned in 2024-2025 for the Waste Facility site.
- The Shire is planning a large planting of trees in 2024-25 along the old railway line from Ashton Street to Loudon Street to develop a natural and amazing green corridor through the centre of town, to give Quairading a point of difference to neighbouring Wheatbelt towns.
- The Shire and the newly formed Groves Working Group will apply for two State Government funding streams in late 2024 to commence the development of this much anticipated preservation project for the local Noongar community.



OUR ECONOMY

The Shire of Quairading Strategic Community Plan 2021-2031 sets a goal for building prosperity for all - enabling sustained and diversified economic and employment growth.

Our economy is dominated by the agricultural industry with more than two thirds of our output coming from the agricultural sector.

To support our community now and into the future, we need to progress in areas that will help achieve:

- Greater investment that is crucial to support existing economic output
- Increased collaboration across business, industry, and stakeholders
- Growth in local and regional education and training opportunities
- Increased and diversified local employment opportunities
- Local business growth, attraction, and retention opportunities
- Greater awareness of business opportunities in Quairading
- Greater availability of housing stock and serviced land
- Completion of key community infrastructure projects.

Our achievements:

- Successful implementation of the Cuneata Rise Land Sale \$10k campaign to sell 10 residential blocks to residents
- Joint venture with My Home 'PPP' to build smaller accommodation options on 3 & 5 Growden Street
- Investigation into funding streams for short term workers accommodation with an Avon Street motel development
- Completion of Kwirradig Koort Community Park
- Completion of the Stacey Lamb Wagon Train Gazebo, Sikh Memorial and Old School Site Memorial
- Community and Business Grant Funding to see main street improvements – Museum, Library, The Makers Keep
- Development and sale of Stage 1 Industrial Area Lots and Council endorsement to connect utilities to Stage 2 Lots
- Project development with Synergy for a Battery Energy Storage System (BESS) in Quairading
- Quairading Medical Practice has changed from Shire owned and managed to Shire owned/ Doctor managed model for improved primary health care and sustainability of the Medical Practice
- Installation of new light pole Christmas decorations in the main street
- Completion of a brand-new Shire website.



OUR ECONOMY

Our challenges

- **Population growth:** Quairading continues to face challenges around attracting and retaining people who enable the economy to function effectively, and drive growth and prosperity for all. The Shire is focussed on tackling challenges to liveability including access to housing and childcare, while investing in public amenities that support making Quairading a great place to live.
- **Competition:** given the finite employee pool, competition for workers is strong among businesses operating in or wanting to establish in Quairading and surrounding Wheatbelt towns. This results in key services that contribute to liveability suffering as people choose to move into higher-paying roles.
- **Housing:** the availability of affordable housing continues to impact on our economy. Businesses struggle to attract people to reside in Quairading due to unaffordable housing.

The year ahead

- The Shire will progress the development of two additional studio cabins in the Quairading Caravan Park.
- The Shire continues to work alongside industry and business to progress Service Worker Housing projects and low socio-economic housing projects in 2024-25 with the goal of adding close to 20 new homes into the Quairading housing market.
- The Shire continues to develop the Cuneata Rise land area following a successful land sale in March 2024, with the goal of adding 12 new homes into the Quairading residential housing market.
- The Shire will become an Associate Member of Central Eastern Aged Care Alliance (CEACA) in July 2024 and continues to work on securing State and Federal funding streams to develop 13 Aged Residential Independent Living Units on Lot 501 Suburban Road, at the rear of the Quairading Hospital.
- The Shire continues to develop the Light Industrial Area – Stage 2 with the potential sale of 2 new Lots supporting the diversification of our economy, with the expansion into a building-cladding business.



OUR GOVERNANCE AND LEADERSHIP

The Shire of Quairading Strategic Community Plan 2021-2031 includes a goal to be united in our actions to connect, listen, support and advocate, thereby leveraging the potential of our people, places, and resources.

Progress under this theme includes:

- Greater brand recognition and reputation
- Increased visitation
- Increased community awareness and positive perception of the Shire of Quairading’s transparency and accountability
- Achievement of industry benchmarks for financial and governance performance
- Improving customer service and customer satisfaction
- Increased utilisation of the Shire’s assets and amenities.

Our achievements:

- Monthly Works Program update to Council at Ordinary Council Meetings
- Monthly Shire President update in the Banksia Bulletin
- Development of a Shire Communications Plan
- Regular meetings by Council with Ministers and key stakeholders to advocate on local issues.

A number of meetings were held with Ministers, State Politicians, State Government and key Regional Stakeholders during the year including:

- Hon Hannah Beazley MLA
- Hon Reece Whitby MLA
- Mr Rick Wilson MP
- Hon Darren West MLC
- Department of Local Government, Sport & Cultural Industries
- Water Corporation
- Main Roads
- Synergy
- Wheatbelt Development Commission
- Lotterywest.

Transparency

The Shire has increased its capacity to communicate Council processes and decisions with the Quairading community. Over 2023-24 all Ordinary Council Meetings were advertised through social media channels and the Banksia Bulletin with the President’s monthly update utilised as a channel to raise awareness of the ability to attend Council Meetings.

Key decisions were proactively communicated through a range of channels, including social media, traditional media, the Shire website, and interview opportunities.

The Shire’s website remains a popular source of information. Most people end up on the Shire’s website through a search engine, while close to 40% visit the website after following a direct link, such as those posted on social media or direct mail.



OUR GOVERNANCE AND LEADERSHIP

Our challenges

- Community engagement: community engagement in Local Government, including decision-making, remains at low levels.
- Trust in Government: while Australians trust in Government remains at a high-level over a ten-year period, it dropped substantially from 2021 when COVID-19 drove an increase in trust. Research indicates that communities neither trust nor distrust Government.

The year ahead

- The Shire will continue with its plans to advocate for Quairading at State and Federal Government levels.
- The Community Perception Survey implemented in July 2024, will continue to enable the Shire to understand priority areas for the Shire and overall satisfaction.
- The two planned Community Forums to be held in October 2024 and February 2025 will continue to allow Council and Shire Officers to educate the community on planned projects and initiatives for 2024-25.



FINANCIAL STATEMENTS

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**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>6,380,453</u>	<u>6,755,895</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	2,622,180	2,623,958	2,479,194
Rates excluding general rates	18,485	18,485	12,970
Grants, subsidies and contributions	2,455,183	437,716	3,020,047
Fees and charges	675,445	616,835	617,221
Interest revenue	222,726	118,855	159,378
Other revenue	459,002	413,189	380,066
Profit on asset disposals	6,909	42,582	24,899
Fair value adjustments to financial assets at fair value through profit or loss	1,681	0	3,686
	<u>6,461,611</u>	<u>4,271,620</u>	<u>6,697,461</u>
Expenditure from operating activities			
Employee costs	(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	(617,300)	(134,755)	(162,203)
Loss on asset disposals	(27,273)	(75,359)	(42,010)
	<u>(9,318,940)</u>	<u>(8,289,332)</u>	<u>(7,781,530)</u>
Non cash amounts excluded from operating activities	3,895,327	3,188,687	3,183,813
Amount attributable to operating activities	<u>1,037,998</u>	<u>(829,025)</u>	<u>2,099,744</u>
INVESTING ACTIVITIES			
Inflows from investing activities			
Capital grants, subsidies and contributions	1,940,991	2,273,038	1,655,806
Proceeds from disposal of assets	136,909	335,000	128,018
Proceeds from financial assets at amortised cost - self supporting loans	0	0	1,787
	<u>2,077,900</u>	<u>2,608,038</u>	<u>1,785,611</u>
Outflows from investing activities			
Right of use assets received - non cash	(34,373)	0	0
Purchase of property, plant and equipment	(505,162)	(1,710,450)	(335,644)
Purchase and construction of infrastructure	(2,238,999)	(3,057,474)	(2,720,137)
	<u>(2,778,534)</u>	<u>(4,767,924)</u>	<u>(3,055,781)</u>
Non-cash amounts excluded from investing activities	34,373	0	0
Amount attributable to investing activities	<u>(666,261)</u>	<u>(2,159,886)</u>	<u>(1,270,170)</u>
FINANCING ACTIVITIES			
Inflows from financing activities			
Proceeds from new leases - non cash	34,373	0	0
Transfers from reserve accounts	121,500	1,088,825	351,900
	<u>155,873</u>	<u>1,088,825</u>	<u>351,900</u>
Outflows from financing activities			
Repayment of borrowings	(66,105)	(64,364)	(66,151)
Payments for principal portion of lease liabilities	(23,578)	(31,797)	(29,389)
Transfers to reserve accounts	(139,700)	(220,000)	(850,665)
	<u>(229,383)</u>	<u>(316,161)</u>	<u>(946,205)</u>
Non-cash amounts excluded from financing activities	(34,373)	0	0
Amount attributable to financing activities	<u>(107,883)</u>	<u>772,664</u>	<u>(594,305)</u>
MOVEMENT IN SURPLUS OR DEFICIT			
Surplus or deficit at the start of the financial year	2,315,053	2,246,437	2,079,784
Amount attributable to operating activities	1,037,998	(829,025)	2,099,744
Amount attributable to investing activities	(666,261)	(2,159,886)	(1,270,170)
Amount attributable to financing activities	(107,883)	772,664	(594,305)
Surplus or deficit after imposition of general rates	<u>2,578,907</u>	<u>30,190</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
	222,726	159,378

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
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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
	35,040	32,720

Employee Costs

Employee benefit costs	1,969,045	1,826,405
Other employee costs	295,712	294,126
	2,264,757	2,120,531

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
	10,929	13,096

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
	617,300	162,203

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**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

(i) Fair Value - as determined at the last valuation date	Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
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
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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	18,934,298	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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FOR THE YEAR ENDED 30 JUNE 2024**

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

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
FOR THE YEAR ENDED 30 JUNE 2024**

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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FOR THE YEAR ENDED 30 JUNE 2024**

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

Rental income

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

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.

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

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:	105,244	122,375
- 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
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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
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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.

j) 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 Receptal 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
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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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.



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

Page 1 of 3

7th Floor Albert Facey House 469 Wellington Street Perth MAIL TO: Perth BC PO Box 8489 Perth WA 6849 TEL: 08 6557 7500

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



Your feedback is valuable
as it will help us to improve our next Annual Report and Council's service delivery. If you would like to provide feedback or would like more information regarding any content in this Annual Report, please contact the Shire.



COPIES OF THIS ANNUAL REPORT

In line with our ongoing commitment to sustainability, the Shire can provide a hard copy of the Annual Report on request. Alternatively, we encourage people to view the report and associated financials online via the Shire's website www.quairading.wa.gov.au



SHIRE OF Quairading
Take a closer look

ADMINISTRATION CENTRE
Email: shire@quairading.wa.gov.au
Address: PO Box 38 QUAIRADING WA 6383
Telephone: (08) 9645 2400

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH & BUILDING

No matters for consideration

ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES

14.1 Rural Roadside Tree Planting Policy - Biennial Review

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Sarah Caporn, Executive Manager, Works & Services

Attachments 1. Rural Roadside Tree Planting Policy [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 102-24/25

Moved: Cr JC Hayes

Seconded: Cr TJ Stacey

That Council endorse the review of the Rural Roadside Tree Planting Policy.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley

AGAINST: Nil

CARRIED 5/0

IN BRIEF

The Rural Roadside Tree Planting Policy was endorsed by Council in its current form at its Ordinary Council Meeting in December 2022.

Officers have reviewed the Policy (Attachment 1) for Council’s endorsement.

No changes have been made to the existing policy.

MATTER FOR CONSIDERATION

The Shire of Quairading routinely reviews its Policies on a biennial basis, as prescribed, or when necessary. Policies are reviewed and potentially updated against Shire processes and procedures, changes in legislation, and for clarity in wording.

No changes have been made the to this policy as part of this review.

BACKGROUND

The purpose of this policy is to provide appropriate management of planted trees and shrubs along road reserves to ensure vegetation is both suitable for the conditions while maintaining public safety.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Rural Roadside Tree Planting Policy

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

New local government compliance requirements and low rate-base affects rate payers’ service delivery expectations (e.g. not being met/expectations verses reality).

Poor or no construction of roads results in public safety dangers and high-level liability consequences for Elected Members, Executive and the Shire as a whole.

RISK ASSESSMENT

Financial	Low <i>Roads are a significant budget item for the Shire’s asset management. Maintenance and longevity of roads is a clear priority for ratepayer so any damage from trees is a significant expense for repair or remediation.</i>
Health	N/A
Reputation	Medium <i>Risk to Council’s reputation would occur if the Shire didn’t have a policy on management of roadside tree planting. It provides clear guidance on what should and should not occur within the Shire’s road reserves.</i>
Operations	Low <i>Any tree planting activity done by others would have minimal impact to the Shire’s operations.</i>

<p>Natural Environment</p>	<p>Low</p> <p><i>Should people follow this policy, the additional vegetation should only enhance our natural environment and habitat development.</i></p>
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Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

Nil.

COMMENTS AFFECTING COUNCIL DECISION

Cr Gom suggested that in the next review of this Policy, the fact that birds tend to swoop from trees on one side of the road to trees on the other side of the road be considered. Trees on both sides may also pose increased risk in case of a bush fire. She recommended therefore that the Policy might stipulate that new trees only be planted on one side of a rural road.

RURAL ROADSIDE TREE PLANTING POLICY



RURAL ROADSIDE TREE PLANTING POLICY

PURPOSE

The purpose of this Policy is to outline the Shire's expectations in relation to rural roadside tree planting within the road reserve.

OBJECTIVE

To ensure appropriate management of road reserves with regard to the planting of verge Trees.

POLICY

Council supports the planting of suitable species of trees/shrubs along rural road reserves, in accordance with the below guidelines.

GUIDELINES

Annexure A – Tree Planting

- (a) The Shire encourages the planting of trees native to Western Australia, throughout the Shire.
- (b) Any vegetation proposed to be planted on a road reserve with a constructed gravel road is to be planted at least five metres back from the edge of the road.
- (c) Any vegetation proposed to be planted on a road reserve with a sealed road by an adjoining landowner is to be referred to Council for consideration.

STATUTORY ENVIRONMENT


Local Government Act 1995

RURAL ROADSIDE TREE PLANTING POLICY



Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Graeme Fardon	25/09/97	106-97/98	New Policy		
02	Graeme Fardon Allan Rourke	27/09/18	41-18/19	Policy Review Project – 5/09/2018		
03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review – Minor Amendment	Dec 2022	
04	Sarah Caporn	15/12/22	143-22/23	Biennial Review – Minor Amendment	Dec 2024	

14.2 Town Treescape Policy - Biennial Review

Responsible Officer Natalie Ness, Chief Executive Officer
Reporting Officer Sarah Caporn, Executive Manager, Works & Services
Attachments 1. Town Treescape Policy [↓](#) 
Voting Requirements Simple Majority
Disclosure of Interest Reporting Officer: Nil
 Responsible Officer: Nil

RESOLUTION: OCM 103-24/25

Moved: Cr JR Hippisley
 Seconded: Cr JC Hayes

That Council endorse the review of the Town Treescape Policy.

FOR: Crs JN Haythornthwaite, TJ Stacey, EV Gom, JC Hayes and JR Hippisley
AGAINST: Nil

CARRIED 5/0

IN BRIEF

The Town Treescape Policy was endorsed by Council in its current form at its Ordinary Council Meeting in December 2022.

Officers have reviewed the Policy (Attachment 1) for Council’s endorsement.

No changes have been made to the existing policy.

MATTER FOR CONSIDERATION

The Shire of Quairading routinely reviews its Policies on a biennial basis, as prescribed, or when necessary. Policies are reviewed and potentially updated against Shire processes and procedures, changes in legislation, and for clarity in wording.

No changes have been made the to this policy as part of this review.

BACKGROUND

The purpose of this policy is to provide appropriate management of planted trees and shrubs along road reserves within the townsite to ensure any vegetation is both suitable for the conditions while maintaining public safety.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Town Treescape Policy

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

- 1.3 Infrastructure and Operational Risks:** Road Infrastructure and Maintenance

RISK ASSESSMENT

RISK ASSESSMENT	
Financial	<p>Low</p> <p><i>There may be some financial liability if trees are mismanaged within the townsite due to their proximity to private property.</i></p>
Health	<p>High</p> <p><i>International standards recommend that people living in urban areas have a 3:30:300 goal – each window should see 3 x trees, each suburb should have 30% canopy cover, and each resident should live within 300m of a park. There are strong health benefits to maintaining and adding trees within the townscape.</i></p>
Reputation	<p>Medium</p> <p><i>Risk to Council’s reputation would occur if the Shire didn’t have a policy on management of townsite trees. It provides clear guidance on what should and should not occur within the crown land / verge between the road and private property as well as other Shire-managed sites in townsite.</i></p>
Operations	<p>Low</p> <p><i>Trees are an important part of the townsite amenity. Incorrect species or mismanagement of trees would have some operational impact.</i></p>

<p>Natural Environment</p>	<p>High</p> <p><i>Trees play an important role within a townsite and maintaining a strong tree canopy assists residents and natural environment with climate change and to stay cooler in hot summer months.</i></p>
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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.

TOWN TREESCAPE POLICY



TOWN TREESCAPE POLICY

PURPOSE

Trees provide environmental, health and amenity benefits in relation to solar screening, microclimate, carbon absorption, bird and animal habitat, air quality and visual attractiveness.

Due to these benefits, trees can also enhance the monetary value of individual properties and the enjoyment of residing in a green, leafy neighbourhood.

It is a concern for the Shire that some trees and shrubs can pose problems to local infrastructure. This becomes an issue if individual species are not chosen correctly or if they are planting in an unsuitable position. This policy outlines ways to rectify problems associated with these situations. The policy also outlines ways to maintain environmental integrity throughout the Shire by using offset areas to maintain and increase tree and shrub populations in the event of tree and shrub removal.

OBJECTIVE

The objectives of this local Policy are to:

- (a) Encourage the Shire Works & Services staff and landholders to seek out best practices for tree management within the town sites.
- (b) Encourage off-set planting to be completed through appropriate measures.
- (c) To comply with government legislation including the *Environmental Protection Act 1986* and the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.

DEFINITIONS

Road Reserve

The road reserve includes the road surface (including shoulders and drainage treatments) remnant vegetation up to an adjacent property's fence line.

Landholders

The holder or proprietor of land.

Environmentally Sensitive Area

There are a number of areas around Western Australia of environmental significance. These locations are generally areas where the vegetation has high conservation value and cannot be cleared. These areas are referred to as environmentally sensitive areas (ESAs), and are declared under section 51B of the EP Act and described in the Environmental Protection (Environmentally Sensitive Areas) Notice 2005. Section 51B of the EP Act allows the Minister to declare environmentally sensitive areas.

TOWN TREESCAPE POLICY



No such areas have been identified within the Road Reserves in the Quairading town site. However, the Shire acknowledges the presence of Jacksonia Quairading and Banksia Cuneata within the Quairading town site, in the borefield and old rifle range area.

POLICY

This policy applies to the Quairading town site. The Policy differentiates between existing remnant vegetation and species planted by the Council or Community Groups throughout the town for aesthetic purposes.

GUIDELINES

Environmental Protection Act 1986

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

Annexure A – Procedures.

STATUTORY ENVIRONMENT

Environmental Protection Act 1986

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Graeme Fardon	25/11/10	100-10/11	New Policy		
02	Graeme Fardon Allan Rourke	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 - Minor Amendment	Dec 2022	
04	Nicole Gibbs Sarah Caporn	15/12/22	143-22/23	Biennial Policy Review - Minor Amendment	Dec 2024	



Annexure A

1. General Clearing Responsibilities for Council Employees

The Shire conducts tree removal or pruning in a reactive manner. The Shire is to provide direct resources for this activity to those trees that present a high risk to the community and infrastructure.

1.1 Clearing to maintain existing cleared areas around a building, fence line, fire risk reduction area for a building, vehicle or walking track and/or footpath

Item 15 of Regulation 5 of the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* provides an exemption for clearing to maintain existing cleared areas around infrastructure for the following purposes, provided that the land was lawfully cleared within the 10 years immediately prior and the clearing is to the extent previously lawfully cleared for that purpose: around a building or structure for the use of the building or structure; for a fire risk reduction area for a building; to maintain an area along a fence line to provide access to construct or maintain the fence; or to maintain a vehicle or walking track.

This exemption also applies to clearing of land that was previously lawfully cleared (possibly in excess of 10 years prior) for the following purposes, provided that the clearing does not exceed the extent specified for that purpose:

- (a) Around a building or structure for the use of the building or structure - maximum of 20 metres;
- (b) For a fire risk reduction area for a building - maximum of 20 metres;
- (c) To maintain an area along a fence line to provide access to construct/maintain the fence - maximum of 5 metres; or
- (d) To maintain a vehicle or walking track - maximum of 5 metres.
- (e) This exemption applies to the owner or occupier of the land on which the clearing is to take place. This exemption does not apply in environmentally sensitive areas (ESAs).

1.2 Clearing on a Public Roadside Facility

Exemptions to the clearing regulations exist for clearing for maintenance in existing transport corridors (being a stretch of road, whether public or private, or railway). Item 22 of regulation 5 (and schedule 2) enables local government to clear vegetation for the maintenance of an area that is a public roadside facility, provided that the clearing is to the extent necessary to maintain (but not extend) the intended use of the area. Any extension, widening, upgrading or realignment of road or railway infrastructure that requires the clearing of native vegetation is considered to be new works. New works are not covered under this exemption and will require a clearing permit.

2. Existing Remnant Vegetation

Plants grown on public roadsides that have existed for more than 10 years require a clearing permit prior to their removal except in the occurrence that they are being removed to maintain an existing walking track or pathway.

TOWN TREESCAPE POLICY

**2.1 Existing Trees**

Where a request for tree removal or pruning relates to the potential for injury to any person or damage to property, a suitably qualified staff member will assess the risk associated with the pruning or tree removal.

The Shire may consider the following, when determining if the above action is appropriate:

- (a) Whether the tree has significant amenity or aesthetic value or the significance of the tree(s) within the local area and regional landscape.
- (b) Whether the tree(s) provides habitat.
- (c) Whether the tree species is known to be an environmental weed as declared by the Department of Agriculture and Food WA.
- (d) Whether the tree(s) obstructs reasonable solar access to windows, openings of a building, solar appliances, clothes drying, and outdoor living areas.
- (e) Whether the tree is within five (5) metres of an approved building or structure.
- (f) Whether the tree is within one (1) metre of a sealed driveway.
- (g) Whether the tree (native or amenity) no longer fills its original purpose

2.2 Refusal of Requests

The Shire may/can refuse requests for removal or pruning of trees, if at the time of the inspection, the tree:

- (a) Is in a healthy and stable state, and
- (b) Does not interfere with overhead or underground services, and
- (c) Does not affect the sight lines of motorists or pedestrians, and
- (d) Is not causing damage to private or public property, and
- (e) Is not risking public safety, and
- (f) Is not likely to cause any of the above in the foreseeable future.

2.3 Termites/Bees/Pests

The Shire of Quairading undertakes the eradication of termites/bees/pests in tree(s) or tree stumps or any timber on Council road reserves and public reserves. It is the responsibility of the property owner to undertake any eradication activities on their land and protect all buildings from termite attack by installation and maintenance of recommended methods of control in accordance with Australian Standard 3660-1993 'Protection of Building for Subterranean Termites'.

2.4 Unique Environmental Values

To determine whether the clearing site has unique environmental values, the site must be assessed as to whether it contains:

- (a) Ecosystems and their constituent parts including people and communities; and
- (b) All natural and physical resources; and

TOWN TREESCAPE POLICY



- (c) Those qualities and characteristics of locations, places and areas, however large or small, that contribute to their biological diversity and integrity, intrinsic or attributed scientific value or interest, amenity, harmony and sense of community; and
- (d) Cultural heritage values for any community members.

3. Species planted by the shire or community groups throughout town for aesthetic purposes

Plants grown on public roadsides within 10 years are able to be removed without a clearing permit.

3.1 New Trees

The Shire does not encourage the planting of trees within road reserves or in public reserves by anyone other than Shire staff or its contractors due to the potential for liability. The Shire is responsible for the selection, planting and maintenance of any new trees planted. Selection of the tree / shrub types may be on the grounds of suitability to minimise the impact on the immediate locality and infrastructure.

4. Locating Suitable Offset Areas

The offset area must demonstrate that the proposed clearing site and the proposed offset area are ecologically equivalent. Ecological equivalence includes values associated with the following factors:

An offset area must:

- (a) Be of the same broad vegetation group.
- (b) Be a strategic position in landscape.
- (c) Be the same or similar in landform and soil type/s as found within the site to be cleared.
- (d) Be able to support the same or similar native vegetation associations/s as that present within the site to be cleared.
- (e) Likely to be successfully recreated as the habitats that are to be lost through clearing
- (f) Contribute to species diversity.
- (g) Match landscape context attributes - patch size, connectivity, context.

Offset areas must be planted in a 2:1 ratio from that vegetation that has been removed and/or cleared.

Suggested offset planting locations include: -

- (a) Reserve 36774 – (Area bounded by Parker Street, Ashton Street, Harris Street and MacDonald Street)
- (b) Reserve 16735 – Quairading Landfill Site
- (c) Reserve 14179 – Gravel Reserve, Cunderdin Road
- (d) Reserve 21459 – Borefield Reserve

The off-set areas will need to be monitored at 6-monthly intervals for 3 years to ensure establishment of the new sites.

TOWN TREESCAPE POLICY



There is also an opportunity to expand to the offset areas through 'contributing offsets' which may include additions such as fencing, security, removing threatening processes and associated community education to the offset area.

14.3 Urban Crossover Policy - Biennial Review**Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Sarah Caporn, Executive Manager, Works & Services**Attachments** 1. Urban Crossover Policy [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 104-24/25

Moved: Cr TJ Stacey

Seconded: Cr JR Hippisley

That Council endorse the review of the Urban Crossover Policy.

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

The Urban Crossover Policy was endorsed by Council in its current form at its Ordinary Council Meeting in December 2022.

Officers have reviewed the Policy (Attachment 1) for Council's endorsement.

No changes have been made to the existing policy.

MATTER FOR CONSIDERATION

The Shire of Quairading routinely reviews its Policies on a biennial basis, as prescribed, or when necessary. Policies are reviewed and potentially updated against Shire processes and procedures, changes in legislation, and for clarity in wording.

No changes have been made to this policy as part of this review.

BACKGROUND

The purpose of this policy is to provide appropriate standard for construction of crossovers within the Shire townsites for safe access of vehicles and/or pedestrians leaving or entering the road reserve as well as stormwater management. It also provides guidance on subsidy eligibility.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Urban Crossover Policy

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

- 1.3 Infrastructure and Operational Risks:** Road Infrastructure and Maintenance

RISK ASSESSMENT

RISK ASSESSMENT	
Financial	Low <i>A subsidy of \$300 is offered for residential crossovers when landowners initially upgrade from gravel to bitumen, concrete or brick paving.</i>
Health	Low <i>Poorly constructed or maintained crossovers may pose a health risk for pedestrian access.</i>
Reputation	Low <i>Standardising crossovers across the townsites is the main objective of this policy so there is minimal reputational risk to the Shire.</i>
Operations	Low <i>Crossovers have minimal impact to the Shire’s operations.</i>
Natural Environment	Not applicable

	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.

URBAN CROSSOVER POLICY



URBAN CROSSOVER POLICY

PURPOSE

To provide appropriate standard for the construction of crossovers in the Shire of Quairading and to ensure the correct allocation of crossover subsidies as per schedule 9.1 (7) of the *Local Government Act 1995*.

OBJECTIVE

- (a) To provide design criteria that is uniform and practical;
- (b) To provide safe access for vehicle and pedestrian traffic with minimal impact to road infrastructure assets and streetscape aesthetics;
- (c) To ensure best practice for storm water management;
- (d) To outline compliance requirements for subsidy eligibility.

POLICY

- (a) All new crossovers are to be constructed in accordance with the Shire of Quairading specifications for crossovers (Annexure A).
- (b) Council will subsidise: -
 - (i) One (1) standard crossover per single lot.
 - (ii) One (1) standard crossover for each individually titled lots.
 - (iii) A subsidy may be provided for the reconstruction of bituminous crossovers in concrete or brick paving, subject to the works complying with the Shire's specifications.
 - (iv) A further subsidy will not be payable where Council has previously subsidised one (1) standard concrete or brick paved crossover to a single residential property or if Council has previously subsidised one (1) standard concrete or brick paved crossovers for each individually titled lots.
 - (v) Maintenance of Crossovers is the responsibility of the landowner.

GUIDELINES

Legislation – Schedule 9.1 (7) of the *Local Government Act 1995*

Annexure A – Specifications for Crossovers.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 9.1 (7)

Local Government (Uniform Local Provisions) Regulations 1996, Regulation 15

URBAN CROSSOVER POLICY



Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Graeme Fardon	25/06/09	333-08/09	New Policy		
02	Graeme Fardon Allan Rourke	27/09/18	41-18/19	Policy Review Project – 5/09/2018		
03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review – Minor Amendment	Dec 22	
04	Nicole Gibbs Sarah Caporn	15/12/22	143-22/23	Biennial Policy Review – Minor Amendment	Dec 24	

URBAN CROSSOVER POLICY

**Annexure A – Specification for Crossovers**

The crossover can be constructed using the following types of materials: -

- (a) Concrete
- (b) Bitumen
- (c) Brick paving

The following conditions are required to be followed for the construction of a crossover using one of the three different materials -

Concrete

- (a) Must be 100mm thick minimum
- (b) Compacted sub grade of sand/similar, minus any rubbish or organic matter
- (c) Must have non slip/brushed finish.

Bitumen

- (a) Compacted sub grade of sand/similar, minus any rubbish or organic matter
- (b) 150mm compacted gravel, limestone or road base
- (c) Gravel to be primed with bituminous primer (7mm blue metal)
- (d) Minimum 25mm asphalt
- (e) Sealed crossover to be bordered by either brick paving or concrete kerbing.

Brick paving

- (a) Compacted sub grade of sand/similar, minus any rubbish or organic matter
- (b) Pavers to be laid in either 90 or 45-degree herringbone pattern, with stretcher bond or soldier header coarse
- (c) Must use trafficable pavers, minimum 50mm laid on 20mm sand bedding
- (d) Edges of paving to have minimum 100mm wide haunch.

1. Levels

The final grade from the top of the kerb to the finished level at the boundary line should equal 2%. (e.g. 6m wide verge would require levels at boundary line to be 120mm above top of kerb). Where kerbing has been removed, crossover to be at top of kerb height (minimum) at 2.0m from edge of road pavement and have kerb wings placed or manufactured on site to protect integrity of kerb drain.

Under extreme circumstances, where it is believed this level cannot be followed, alternative levels need to be approved by Council, prior to works commencing.

2. Dimension

The minimum width of a residential crossover is 3.0 metres and the maximum width is 6.0 metres with 1.5 metre splayed sections at roads edge. The width at roads edge can be no longer than 9.0 metres.

Any variance to these dimensions is by Council approval only.

URBAN CROSSOVER POLICY

**3. Costs for Construction**

Costs for construction of first vehicle crossing to properties, are as set out in *Local Government (Uniform Local Provisions) Regulations 1996*, Regulation 15. Council's contribution will be one half of the cost of a standard crossing (as estimated by Council).

4. Total Cost of Construction – Additional Crossover

The total cost of construction of a second or any subsequent vehicle crossing is to be borne by the landholder.

5. Crossing Repairs

Crossing repairs may be executed by Council and costs charged at full cost to the landholder.

6. Subsidy for Residential Crossovers Upgrade

A subsidy of \$300 is offered for existing residential crossovers when upgrading crossovers from gravel or earth to bitumen, concrete or brick paving, subject to it being the first crossover upgraded and that it is constructed to Council's specification.

14.4 **Verge Improvement Policy - Biennial Review****Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Sarah Caporn, Executive Manager, Works & Services**Attachments** 1. Verge Improvement Policy [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer:
Responsible Officer:**RESOLUTION: OCM 105-24/25**

Moved: Cr JC Hayes

Seconded: Cr JR Hippisley

That Council endorse the review of the Verge Improvement Policy.

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

The Verge Improvement Policy was endorsed by Council in its current form at its Ordinary Council Meeting in December 2022.

Officers have reviewed the Policy (Attachment 1) for Council's endorsement.

No changes have been made to the existing policy.

MATTER FOR CONSIDERATION

The Shire of Quairading routinely reviews its Policies on a biennial basis, as prescribed, or when necessary. Policies are reviewed and potentially updated against Shire processes and procedures, changes in legislation, and for clarity in wording.

No changes have been made the to this policy as part of this review.

BACKGROUND

The verge is the portion of land between the road and each property boundary. Road reserves (this includes the verge) are crown land and not owned by the Shire. However, under the *Local Government Act 1995*, they are vested to the Shire so local governments do have responsibility for the care, control, and management of public land.

Having the responsibility for the management or verges does not mean that the Shire is required to undertake all works that might be requested. Council needs to consider the balance between those key activities staff undertake within the verge and the associated cost to ratepayers.

Shire works tend to be restricted to essential areas such as public safety and infrastructure maintenance and landowners are encouraged to maintain and beautify the crown land strip in front of their property.

The purpose of this policy is to provide the scope of activities in the road verge and to clarify property owners’ requirements in relation to improvements and maintenance of this public land.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Verge Improvement Policy

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

This report addresses the following identified Strategic Risk Management Priorities:

- 1.3 Infrastructure and Operational Risks:** Road Infrastructure and Maintenance

RISK ASSESSMENT

RISK ASSESSMENT	
Financial	Low <i>Shire works are prioritised to maintenance of key infrastructure and public safety so financial risks are minimised for rate payers.</i>
Health	Not applicable
Reputation	Low <i>Having a policy to standardise verge treatments provides minimal reputational risk to the Shire.</i>
Operations	Low <i>As above for Financial Risks.</i>

<p>Natural Environment</p>	<p>Low</p> <p><i>Property owners are encouraged to beautify their verges if desired within the provided conditions.</i></p>
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Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

Nil.

VERGE IMPROVEMENT POLICY



VERGE IMPROVEMENT POLICY

PURPOSE

This Policy outlines the Shire of Quairading's scope of activities in the road verge and clarifies the property owner's requirements regarding improvements and maintenance of this public land.

Any person who wishes to carry out any works on the verge shall do so in accordance with this policy, guidelines and specifications.

OBJECTIVE

Residents are encouraged to maintain the verge area, directly in front of their property, to contribute to the community's amenity. In most instances, this may include mowing of lawn grass and maintenance of their driveway crossing.

POLICY

The Shire supports the efforts of residents and property owners within the Shire designated townsites to develop and maintain verges that contribute to the aesthetic presentation of streetscapes and a sustainable quality environment for the community, in accordance with the guidelines detailed below.

Council will only undertake works on the verge to ensure public safety, make capital improvements (e.g. install pathway) or undertake maintenance of the Council drainage system (excluding roof water lines).

All verge treatments are to be in accordance with Council's local laws. Works can only be undertaken after approval by Chief Executive Officer.

GUIDELINES

To be read in conjunction with the Shire's *Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016*.

Annexure A – Verge Treatment & Maintenance

STATUTORY ENVIRONMENT

Local Government Act 1995

Activities in Thoroughfares and Trading in Thoroughfares And Public Places Local Law 2016

VERGE IMPROVEMENT POLICY



Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	JA Martin	15/10/92	189/93	New Policy		
02	Graeme Fardon Allan Rourke	27/09/18	41-18/19	<i>Policy Review Project – 7/09/2018</i>		
03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review	Dec 2022	
04	Nicole Gibbs Sarah Caporn	15/12/2022	143-22/23	Biennial Policy Review	Dec 2024	

VERGE IMPROVEMENT POLICY

**Annexure A – Verge Treatment & Maintenance**

It is a requirement under the *Local Government Act 1995* that permission is sought from a local government before any private works are undertaken on a public thoroughfare or local government land.

A written application to the Chief Executive Officer, supported by a sketch plan of their intention (where appropriate) is required to be submitted, and approved in writing before any modification using these materials commences.

When undertaking any modification on a verge area adjoining a property, the property owner must ensure these works comply with Shire of Quairading's *Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016* and this Policy.

The following general conditions apply for verge improvements: -

1. The landholder accepts responsibility for removal or relocating the plants if required by any public utility.
2. The verge is maintained at a positive gradient up from the top of the kerb, to the frontage of the property abutting the carriageway.
3. The plants are kept clear of the roadway or any footpath where applicable.
4. The landscape scheme is to be of such a nature as not to create any undue hazard to road users or pedestrians.
5. No plants taller than one (1) metre in height are to be planted on verges at a road junction or intersection.
6. Reticulation sprinklers are not to spray water on a footpath or road, and watering is to be restricted to time where inconvenience to pedestrians, cyclists and motorists is at a minimum.
7. Any gravel is to be compacted so as not to allow loose material to be spread on to the road, footpath or neighbouring properties.
8. The landholder agrees to maintain the area so as not to cause a hazard.
9. Should the verge become a hazard, the ratepayer agrees to remove the treatment at their expense e.g. obscured sight distance.
10. The landholder agrees to indemnify Council against all claims which may arise as a result of the treatment.

ITEM 15 MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY

No matters for consideration

ITEM 16 URGENT COUNCILLOR'S BUSINESS

Nil

ITEM 17 CONFIDENTIAL ITEMS

No matters for consideration

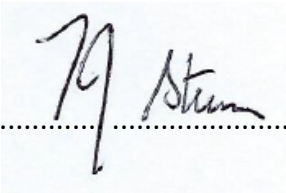
ITEM 18 NEXT MEETING DATE

The next Ordinary Council Meeting is scheduled to take place on Thursday 27 February 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 3.17 pm.

I certify the minutes of the Ordinary meeting of Council held on 12 December 2024 were confirmed 27 February 2025 as recorded on Resolution No. OCM 106 - 24/25.

Confirmed.......... 27.02.2025