

Ordinary Council Meeting Notice of Meeting | 26th October 2023

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on 26th October 2023 commencing at 2.00pm

Public are able to attend this meeting.

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

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED

Notaru pless.

Natalie Ness

ACTING CHIEF EXECUTIVE OFFICER

Date: 20 October 2023

Disclaimer

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

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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr BR Cowcill
Cr FC Faltyn
Cr JC Hayes
Cr JN Haythornthwaite
Cr JR Hippisley

Cr PD Smith Cr TJ Stacey

Council Officers

Ms NJ Ness Acting Chief Executive Officer

Ms SE Caporn Executive Manager, Works & Services
Ms T Brown Executive Manager, Corporate Services

Ms M Haeusler Executive Officer

Ms J Green Communications & Engagement Officer

Observers/Visitor

Dr. Jack Yap Quairading Medical Practice

Ms Erin Dunne School Teacher

Anika, Archie, Agam, Aylah, Quairading DHS Year 1/2 Class

Brock, Brody, Bella,

Connor N, Connor R, Ellie, Layla, Lucia, O'Larqae, Pippa, Roma, Sadie, TJay

Apologies

Nil

Leave of Absence Previously Granted

Nil

ITEM 3 PUBLIC QUESTIONS

3.1 Quairading DHS Year 1/2 Excursion

Responsible Officer Natalie Ness, Acting Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

The following questions were received from the Year 1/2 class of Quairading DHS.

QUESTION

1. Why is there no vet service in Quairading?

2. Why is there no cinema or donut shop or pet shop or massage shop?

3. Why did it take so long to get a park?

4. Are you able to add anything to the park in the future? Lights at the top of the crow's nest because it is dark, monkey bars, a bigger slide, another trampoline, a fossil area?

5. Can we get a zebra crossing across the highway?

6. Which big thing would you choose?

7. Why don't trains use the train lines anymore?

8. How do you become a Councillor?

9. Why is there no dance class in Quairading anymore?

RESPONSE

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ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

No matters for consideration

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ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

ITEM 6 DECLARATIONS OF INTEREST

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

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

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

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

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

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 28 September 2023

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on the 28 September 2023 be confirmed as a true and accurate record.

7.2 Confirmation of Minutes: Special Council Meeting – 9 October 2023

OFFICER RECOMMENDATION

That the Minutes of the Special Council Meeting held on the 9 October 2023 be confirmed as a true and accurate record.

7.3 Confirmation of Minutes: Special Council Meeting – 23 October 2023

OFFICER RECOMMENDATION

That the Minutes of the Special Council Meeting held on the 23 October 2023 be confirmed as a true and accurate record.

BUSINESS ARISING

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment - September 2023

Responsible Officer Tricia Brown, Executive Manager, Corporate Services

Reporting Officer Cynthia Lowe, Senior Finance Officer

Attachments 1. 11.1 (i) List of Accounts 4.

2. 11.1 (ii) Transport Takings 🗓 🖫

3. 11.1 (iii) Credit Card Reconciliation 🗓 🖺

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council note the following:

- 1. That schedule of accounts for September 2023 covering municipal vouchers 23979 to 23983 and EFT13128 to EFT13223 totalling \$862,097.37 be received (Attachment i);
- 2. That police licensing payments for the month of September 2023 totalling \$19,297.45 be received (Attachment ii); and
- 3. That fund transfers to the corporate credit card for September 2023 totalling \$4,055.08 be received (Attachment iii); and
- 4. That net payroll payments for the month of September 2023 totalled \$126,432.55; and
- 5. That the lease payments for the month of September 2023 totalled \$2,423.73 for the CESM vehicle lease.

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the accounts paid during September 2023.

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

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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 2023/2024 budget.

Payments made for the 2023/24 year in the payments List have been included in Council's budget in accordance with section 6.8 of the Local Government Act 1995.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Financial misconduct by (a) a Shire employee, and (b) an executive/office holder results in financial, legal and/or reputational damage.

RISK ASSESSMENT

	Option 1
Financial	Low
	Given Purchasing / Procedures followed, together with Management
	Separation of acceptance of duties and Processes in place.
Health	Low
Reputation	Low
	Creditors reviewed weekly and paid in accordance to agreed terms.
Operations	Low
Natural Environment	Low

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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 Quartely 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 September 2023 is included at **Attachment (i)**.

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

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	11.1 (i) List Of Accounts - September 2023					
Chq/EFT	Date	Name	Description	Amount	Funded	
EFT13128	07/09/2023	SERVICES AUSTRALIA CHILD SUPPORT	Payroll deductions	253.33	FULLY	
EFT13129	07/09/2023	QUAIRADING TYRE & BATTERY SUPPLIES	HAULMAX DRIVE TYRES AND FITTING - 2012 UD NISSAN TRUCK	3524.17		
EFT13130	07/09/2023	BRUCE ROCK ENGINEERING	CYLINDER 2.5 X 24" - SIDE PORT (DROP DECK) - CAT TRUCK"	360.43		
EFT13131	07/09/2023	BURGESS RAWSON	ACCOUNT #90184002607- WATER USAGE 06.06.23 - 15.08.23 - 1 QUAIRADING - YORK ROAD QUAIRADING PTA L1422 CRC, ACCOUNT #9007855416 - WATER USAGE 06.06.23 - 15.08.23 - 1 QUAIRADING - YORK ROAD QUAIRADING LOT366 PTA L1422 - CENTENARIA, ACCOUNT #9010881981- WATER USAGE 06.06.23 - 15.08.23 - HEAL STREET QUAIRADING PTA L1422, ACCOUNT #90184002607- RATES 01.07.23 - 31.08.23 - 1 QUAIRADING - YORK ROAD QUAIRADING PTA L1422 CRC, ACCOUNT #90184002607- WATER USAGE 06.06.23 - 15.08.23 - 1	417.48		
			QUAIRADING - YORK ROAD QUAIRADING PTA L1422 CRC			
EFT13132	07/09/2023	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	COMMUNITY CAR FUEL PURCHASES FOR AUGUST 2023	198.89	FULLY	
EFT13133	07/09/2023	WATER CORPORATION	ACCOUNT #9007856224 WATER USAGE & CHARGES 08.06.23 - 15.08.23 -	9262.15	PARTIAL	
EFT13134	07/09/2023	BOB WADDELL & ASSOCIATES PTY LTD	2023/2024 RATES MANAGEMENT: 4.25HRS ASSISTANCE PROVIDED BY TARA - LG OWNED PROPERTY VERIFICATION (CROWN LEASE TO SHIRE), 2023/2024 RATES MANAGEMENT: CHANGE OF OWNERSHIP, PENSIONER CLAIMS, APPLICATIONS & LETTERS, INTERIM SCHEDULES, RATES QUERIES, ADJUSTMENTS & GENERAL, DEBT RECOVERY, ASSISTANCE WITH 2023/2024 BUDGET AND FINANCE SUPPORT	1072.50		
EFT13135	07/09/2023	BENTNAIL BUILDING & MAINTENANCE	2 DAYS EXCAVATOR HIRE, LABOUR INCL. INSTALL SIGNS, WINDMILLS, FURNITURE & TEMP FENCE	2464.00		
EFT13136	07/09/2023	SARAH CAPORN	REIMBURSEMENT FOR PURCHASE OF A HAMMERDRILL FOR DEPOT	2187.00		
EFT13137	07/09/2023	PETER ROBERT YORK	FIT SHOWER HEAD - LAYBY TOILET, REPAIR TOILET SEAT IN WAITING ROOM - MEDICAL PRACTICE	140.00		
EFT13138	07/09/2023	BJ & SM FAIRCLOUGH	GRAVEL FOR 23/24 ROAD CONSTRUCTION - SLK19.4, QUAIRADING - CORRIGIN ROAD RRG 166B	8250.00	PARTIAL	
EFT13139	07/09/2023	DEAN ROBERT MASTIN	REIMBURSEMENT FOR DRILL BITS -DEPOT	172.80		
EFT13140			LABOUR TO REPLACE LOW BEAM HEADLIGHT GLOBE AND CHECK ALL LIGHTS - COLORADO LABOUR TO FIX JOYSTICK - DRUM ROLLER LABOUR FOR AIR CONDITIONING ISSUES, LOCATING LEAKING FITTTINGS UNDER	2620.20		
EFT13141	07/09/2023	STRATCO CANNING VALE	TUBE, DECKING MODWOOD, PATIO BRACKET, SCREWS, PLASTIC CAP, SUPERDEK - STACEY LAMB TRAIN GAZEBO	4466.56		

11.1 (i) List Of Accounts - September 2023					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13142	07/09/2023	AVON VALLEY WINDSCREENS - EFTSURE VERIFIED	WINDSCREEN REPLACEMENT - HINO TRUCK	842.60	
EFT13143	07/09/2023	WA CONTRACT RANGER SERVICES PTY LTD	WEEKLY CAT CULLING AT THE TIP AND OTHER SITES WHERE REQUIRED 01.08.23 - 03.08.23 & 08.08.23 - 10.08.23), CONTRACT RANGER SERVICES FOR THE MONTH OF AUGUST 2023 - DATE SERVICED 10/08/2023, 15/08/23 & 22/08/23	1933.25	
EFT13144	07/09/2023	MARKET CREATIONS	MONTHLY HOSTING FEE MARKET CREATIONS - QUAIRADING WEBSITE	857.08	
EFT13145	07/09/2023	DAVES TREE SERVICE	VERGE MULCHING - QUAIRADING - CUNDERDIN ROAD, TREE REMOVAL X 2, STUMP GRINDING, REMOVAL OF LARGE GUMTREES AT REAR OF ADMIN CAR PARK - LRCI FUNDED EXPENDITURE, ACCOMODATION AND FOOD FOR 4 WORKER X 2 NIGHTS	114796.00	PARTIAL
EFT13146	07/09/2023	IMPRINT PLASTIC	DOOR NAME - INSERT & EXTRUSION (COMPLETE SET UP) X 2 EMCS, SFO & DOOR NAME - INSERT ONLY - EO - ADMIN	55.55	
EFT13147	07/09/2023	NUTRIEN AG SOLUTIONS	BUILD CHOICE FAST SET CONCRETE - DEPOT (TRAFFIC SIGNS)	318.78	
EFT13148	07/09/2023	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	ULP PURCHASES FOR JULY - 0Q, QO AND PLANT & EQUIPMENT	669.00	
EFT13149	07/09/2023	JASON KEITH LILLEYMAN	CONTRACT GRADER DRIVER - VARIOUS ROADS (DUBELLING, CRIMP, MAYNARD, CAROLING SOUTH)	6072.00	
EFT13150	07/09/2023	GLOBAL SPILL CONTROL PTY LTD	REFILL PACK FOR SKGPB240 FUEL & OIL SPILL KIT - DEPOT	231.66	
EFT13151	07/09/2023	MARZOCCHI CONTRACTING	CARPET CLEANING - AKV UNIT 1	137.50	
EFT13152	07/09/2023	CRISP WIRELESS	MONTHLY INTERNET FOR SEPTEMBER FOR VARIOUS PROPERTIES	1429.38	
EFT13153	07/09/2023	TAYLOR SMART LAWYERS & NOTARIES	SPECIAL CONDITION CONTRACTS - EDWARDS WAY LOTS	1500.00	
EFT13154	07/09/2023	WALLIS COMPUTER SOLUTIONS	SERVICE TO CONNECT NEW PRINTER - DEPOT	917.66	
EFT13155	07/09/2023	ELDERS QUAIRADING	VARIOUS - COUPLINGS, TAP ADAPTERS, THREAD TAPE, CEMENT, PADLOCK, NUTSETTER, 2 STROKE OIL - PARKS & GARDENS, VARIOUS - MARKING PAINT, PADLOCK, TEK SCREWS - DEPOT, DISPOSABLE GLOVES - PUBLIC TOILETS, AIR FITTING KIT. AIR PLUG 1/4' HOSE - MULCHING UTE	1333.45	
EFT13156	07/09/2023	ONLINE COMPOSITE ENGINEERING PTY LTD	SUPPLY 900M2 OF 6MM, CEMENTCRETE COMPOSITE BLANKET - MCLENNAN STREET DRAINAGE - 50% DEPOSIT	23940.95	
EFT13157	07/09/2023	ALTUS PLANNING - EFTSURE VERIFIED	TOWN PLANNING SERVICES FOR JULY 2023	1001.00	
EFT13158	07/09/2023	WENCO PTY LTD - EFTSURE VERIFIED	SUPPLY AND FABRICATION OF WIND WHEEL POLES - KWIRRADING KOORT - LOTTERYWEST / LRCI FUNDED PROJECT	20956.42	
EFT13159	07/09/2023	RA-AN ENTERPRISES	GRAVEL PUSH UP - RRG - QUAIRADING - CORRIGIN ROAD	27401.00	PARTIAL
EFT13160	07/09/2023	TIDY UP	DEPOT TO DEPOT, LABOUR ONSITE, RECYCLING E -WASTE - RECYCLE CENTRE	4560.00	

	11.1 (i) List Of Accounts - September 2023				
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13161	07/09/2023	HALL BROS CONTRACTING (STEPHEN SMITH HALL)	SERVICING OF NISSAN FORKLIFT - DEPOT	130.00	
EFT13162	07/09/2023	EXCEL NETWORK PTY LTD	TAG & TEST EQUIPMENT - 1 X SPDELTA - DELTAPAT STARTER PACK - METREL DELTAPAT MI 3309 BT POTABLE APPLIANCE TESTER - DEPOT	1617.00	
FT13163	07/09/2023	JEANETTE KELLY	REFUND OF TOWN HALL BUILDING & KEY BOND - KELLY - 11.08.2023	875.00	
FT13164	07/09/2023	FULLY PROMOTED MIDLAND	SET UP - ONCE OFF CHARGE FOR SHIRE OF QUAIRADING LOGO - JACKETS, SHIRTS & HOODIES EMBROIDERY SOA LOGO - DEPOT	866.80	
FT13165	07/09/2023	TODAYS BUILDING SERVICES PTY LTD	BUILDING SURVEYING FOR THE GAZEBO, ABLUTION BLOCK & SHADE SALES - COMMUNITY PARK LOTTERYWEST / LRCI FUNDED PROJECT	770.00	
EFT13166	15/09/2023	MARILYN JANE REIDY	WELCOME TO COUNTRY - KWIRRADING KOORT OPENING	500.00	
EFT13167	15/09/2023	QUAIRADING TYRE & BATTERY SUPPLIES	PURCHASE AND FITTING OF ARIVO TYRE FOR SIDE TIPPER - DEPOT, REPAIR OF LOADER TYRE - DEPOT, O RING, STRIP & FIT LOADER TYRE, TRACMAX TYRE - TRAILER - DEPOT	685.65	
EFT13168	15/09/2023	CDA AIR CONDITIONING & REFRIGERATION	REPLACE AIR CONDITIONER AT YOUTH CENTRE	4090.00	
EFT13169	15/09/2023	BENTNAIL BUILDING & MAINTENANCE	REPLACE CORRUGATED ROOF AND NORTHERN WALL SKYLIGHTS - RAM SHED, REPAIR OF IRRIGATION LABOUR & MATERIALS - OVAL & GROUNDS, LABOUR TO REMOVE POST AND BACKFILL SAND AROUND TRAMPOLINE. MACHINERY HIRE	5980.26	
EFT13170	15/09/2023	PETER ROBERT YORK	REPLACE 12 FIBREGLASS ROOF SHEETS WITH POLYCARBONATE SHEETS & CLEANING GUTTERS - U5, 6, 7 & 8 ARTHUR KELLY VILLAGE, SEAL AROUND FRONT AND BACK DOORS, REPLACE STRIKE PLATE (FRONT DOOR), SEAL GAP IN TOILET WINDOW FRAME, PLASTER GAP IN BEDROOM CEILING, REAFFIX TOWEL RAIL IN BATHROOM	1280.00	
EFT13171	15/09/2023	GREAT SOUTHERN FUEL SUPPLIES	DIESEL 5000L - DEPOT	9959.57	
EFT13172	15/09/2023	COMBINED PEST CONTROL	COMMERCIAL TERMITE INSPECTION - BRIDGE MAINTENANCE (MT STIRLING ROAD & QUAIRADING - CUNDERDIN ROAD)	550.00	
EFT13173	15/09/2023	DAVES TREE SERVICE	TRIMMING 70 X STREET TREES IN QUAIRADING TOWNSITE (IDENTIFIED IN WESTERN POWER 30 DAY DANGEROUS TREES WORK ORDER)	13002.00	
EFT13174	15/09/2023	AJ & BR COWCILL - ACCOUNTS PAYMENT	LABOUR & SERVICING OF P272	1017.50	
EFT13175	15/09/2023	CWB ELECTRICAL & A/C	PURCHASE & INSTALLATION OF NEW AIRCONDITIONER - UNIT 5 ARTHUR KELLY VILLAGE	3063.10	

	11.1 (i) List Of Accounts - September 2023				
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13176	15/09/2023	DONEGAN ENTERPRISED PTY LTD	INSTALL OF TRAMPOLINE INCLUDING FOAM BOARDS, PINE SLEEPERS ETC WITH ACCOMMODATION - LOTTERYWEST / LRCI FUNDED PROJECT	13200.00	
EFT13177	15/09/2023	BEILBY DOWNING TEAL	CEO RECRUITMENT COSTS - 1ST STAGE	8689.36	
EFT13178	15/09/2023	JASON KEITH LILLEYMAN	LABOUR HIRE - GRADER OPERATOR - GEYER STREET, BELLACABELLA - DOODENANNING ROAD, CRIMP ROAD, MAYNARD ROAD & MINCHIN ROAD	5252.50	
EFT13179	15/09/2023	RURAL INFRASTRUCTURE SERVICES	PROVISION OF CONSULTANCY SERVICES FOR AUGUST 2023 - DEPOT	3941.30	
EFT13180	15/09/2023	THE STIRLING ARMS HOTEL	1 NIGHTS ACCOMODATION TEST AND TAG TRAINING - 3 x DEPOT STAFF	570.00	
EFT13181	15/09/2023	WORKWISE AUSTRALIA (SHAWMAC) - EFTSURE VERIFIED	ROAD SAFETY AUDIT, CONCEPT DESIGN AND PREPARATION OF A DRAFT BLACK SPOT FUNDING APPLICATION OF QUAIRADING SOUTH, OLD BEVERLEY AND QUAIRADING - CORRIGIN ROADS	8203.25	
EFT13182	15/09/2023	ALTUS PLANNING - EFTSURE VERIFIED	TOWN PLANNING SERVICES AUGUST 2023	1108.25	
EFT13183	15/09/2023	GEO & HYDRO ENVIROMENTAL MANAGEMENT PTY LTD - EFTSURE VERIFIED	PROVIDE ADVICE AND MONITORING OF WATER HYDROLOGY AROUND DOODENANNING HALL FOR FLOOD INUNDATION PURPOSES	2550.90	
EFT13184	15/09/2023	SUBIACO SINUS CLINIC	HEARING LOSS ASSESSMENT AS PART OF WORKCOVER - DEPOT	825.00	
EFT13185	15/09/2023	HALL BROS CONTRACTING (STEPHEN SMITH HALL)	250 HR SERVICE - ENGINE SERVICE & CHECK - CAT LOADER, SUPPLY AND INSTALL SEAL FOR DOOR RAM - 2013 NISSAN TRUCK, SUPPLY AND INSTALL SEAL FOR DOOR RAM - 2013 NISSAN TRUCK GST FREE, REPAIR TO DROP DOWN RAMPS - LOW LOADER	997.23	
EFT13186	15/09/2023	GRANT HOBBS - EFTSURE VERIFIED	4 X CUSTOM MADE EVERLASTING WIND WHEELS - SUPPLY AND INSTALL KWIRRADING KOORT - LOTTERYWEST / LRCI FUNDED PROJECT	15000.00	
EFT13187	15/09/2023	SALLY-JO THOMPSON	FACE PAINTING - KWIRRADING KOORT OPENING	300.00	
EFT13188	15/09/2023	HELEN MITCHELL	REFUND OF CANCELLATION OF BOOKING #12031559 (CABIN) 1 NIGHT 03.09.23	140.00	
EFT13189	15/09/2023	REBECCA PARKHOUSE PHOTOGRAPHY - EFTSURE VERIFIED	EVENT PHOTOGRAPHY - KWIRRADING KOORT OPENING	215.00	
EFT13190	15/09/2023	MODERN FURNITURE	DESK & MEETING TABLE - CEO OFFICE INCL FREIGHT	2345.00	
EFT13191	15/09/2023	CEMETERIES & CREMATORIA ASSOCIATION OF WA	CEMETERIES AND CREMATORIA ANNUAL MEMBERSHIP 2023-24	130.00	
EFT13192	15/09/2023	BOC LIMITED	CONTAINER SERVICE - DAILY TRACKING FOR PERIOD 29.07.23 - 28.08.23	52.35	

11.1 (i) List Of Accounts - September 2023					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13193	22/09/2023		TELSTRA ACCOUNT #3147560712 - 16.08.23 - 15.09.23 - MOBILE CHARGES - DEPOT, ADMIN, MEDICAL, C/PARK, CESM, WASTE, TELSTRA ACCOUNT #941848000 - 20.08.23 - 19.09.23 - OFFICE, TELSTRA ACCOUNT #941848000 - 20.08.23 - 19.09.23 - MEDICAL, TELSTRA ACCOUNT #941848000 - 20.08.23 - 19.09.23 - LAND CARE, TELSTRA ACCOUNT #941848000 - 20.08.23 - 19.09.23 - LICENSING, TELSTRA ACCOUNT #941848000 - 20.08.23 - 19.09.23 - POOL, TELSTRA ACCOUNT #941848000 - 20.08.23 - 19.09.23 - DEPOT, TELSTRA ACCOUNT #941848000 - 20.08.23 - 19.09.23 - DEPOT, TELSTRA ACCOUNT #941848000 - 20.08.23 - 19.09.23 - DEPOT, TELSTRA ACCOUNT #3147560738 - 02.09.23 - 01.10.23 - WAP / INTERNET CHARGES, TELSTRA ACCOUNT #3147560795 - 04.09.23 - 03.10.23 - CESM EMERGENCY SATELLITE PHONE	1671.76	
EFT13194	22/09/2023	COUNTRY COPIERS NORTHAM	COLOUR COPIER METRE READING 06.08.23 - 07.09.23	661.15	
EFT13195	22/09/2023	FULTON HOGAN INDUSTRIES PTY LTD - EFTSURE VERIFIED	IBC EMULSION FOR POTHOLING - DOODENANNING - MAWSON ROAD	1430.00	
EFT13196	22/09/2023		SYNERGY ACCOUNT #558474190 - 11/07/23 - 06/09/23 - ARTHUR KELLY VILLAGE, SYNERGY ACCOUNT #765171390 - 13/07/23 - 09/08/23 - CARAVAN PARK, SYNERGY ACCOUNT #343155630 - 27/05/23 - 26/07/23 - TOAPIN WEIR, SYNERGY ACCOUNT #857387870 - 25/07/23 - 24/08/23 - STREETLIGHTS TARIFF, SYNERGY ACCOUNT #404791220 - 08/07/23 - 05/09/23 - 64 CORALING STREET, SYNERGY ACCOUNT #187804760 - 08/07/23 - 05/09/23 - LOUDEN STREET, SYNERGY ACCOUNT #207862210 - 08/07/23 - 05/09/23 - YOUTH CENTRE, SYNERGY ACCOUNT #377207980 - 12/07/23 - 06/09/23 - 19 POWELL CRESCENT, SYNERGY ACCOUNT #408945020 - 11/07/23 - 06/09/23 - BORES, SYNERGY ACCOUNT #831204500 - 11/07/23 - 06/09/23 - HEAL STREET STREET LIGHTS, SYNERGY ACCOUNT #222214330 - 11.06.23 - 06.09.23 - DAY CARE CENTRE, SYNERGY ACCOUNT #137839080 - 09/08/23 - 12/09/23 - 1 PARKER STREET (CRC)	10575.92	PARTIAL
EFT13197	22/09/2023	YORK AUTO ELECTRICS & AIR CONDITIONING	INSPECT FOR ELECTRICAL SMOKE IN CAB AND QUICK HITCH SWITCHING NOT WORKING AND REPAIR - JCB BACKHOE	3067.17	

	11.1 (i) List Of Accounts - September 2023				
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13198	22/09/2023	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2023/24 ESL QUARTER 1 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE & EMERGENCY SERVICE OF WA ACT 1998 PART 6A - EMERGENCY SERVICES LEVY - SECTION 36ZJ AND OPTION B AGREEMENT ARRANGEMENTS	24765.60	
EFT13199	22/09/2023	TEAM MEDICAL SUPPLIES	ABILITY DOPPLER W/PRINTER, VARIOUS CONSUMABLE MEDICAL SUPPLIES - MEDICAL PRACTICE	7422.66	
EFT13200	22/09/2023	WA LOCAL GOVERNMENT ASSOCIATION	WALGA COURSE - HR TOOLKIT FOR MANAGERS - SAO	1727.00	
EFT13201	22/09/2023	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OF AUGUST 2023 - DATE SERVICED 24/08/2023, 29/08/23, 29.08 - 30/08/23 CAT CULLING PROGRAM & 04/09/2023	1045.00	
EFT13202	22/09/2023	JOONDALUP RESORT	ACCOMMODATION FOR LOCAL GOVERNMENTWORKS ASSOCIATIOM WA INC - 3 X DEPOT STAFF	2070.00	
EFT13203	22/09/2023	HISCONFE	NATURAL EVOLUTION SHAMPOO (PACKET) - CARAVAN PARK	179.56	
EFT13204	22/09/2023	DORMAKABA AUSTRALIA PTY LTD	SERVICE OF AUTOMATIVE DOOR & INSPECTION - ADMIN & MEDICAL	200.26	
EFT13205	22/09/2023	IMPRINT PLASTIC	ACRYLIC DESK SIGNS - SAO, COUNCILLOR & EO	112.20	
EFT13206	22/09/2023	OFFICEWORKS	FILES, INK, DESK ORGANISER, POST IT NOTES, PENS, STAPLES, ENVELOPES,	379.79	
EFT13207	22/09/2023	FARMARAMA PTY LTD	BUILDERS CHOICE GREY CEMENT - PARKS & GARDENS	162.80	
EFT13208	22/09/2023	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	UNLEADED FUEL PURCHASES AUGUST 2023 - EMCS, CEO, PLANT & C/PARK	1405.55	
EFT13209	22/09/2023	BUNNINGS GROUP LIMITED	VARIOUS - DUSTPAN & BRUSH, RUBBISH BIN & BAGS, GATE COILS, GATE STOPS, PADLOCK, SANDPAPER - KWIRRADING KOORT, DRAWER HANDLES TO REPLACE EXISTING ONES IN ADMIN OFFICE INCL P&H	463.11	
EFT13210	22/09/2023	COMPLETE OFFICE SUPPLIES PTY LIMITED	VARIOUS STATIONERY SUPPLIES (BELL, PAPER CLIPS, KETTLE, INK, PENS) - MEDICAL CENTRE, A3 DISPLAY BOOKS - DEPOT, DRAWER TIDY, STICKY NOTES - ADMIN	351.55	
EFT13211	22/09/2023	INFOCOUNCIL PTY LTD	INFO COUNCIL ANNUAL LICENCE FEE 08.09.23 - 30.06.24	4731.79	
EFT13212	22/09/2023	SECUREX PTY LTD.	50 x GYM SWIPE CARDS INCLUDING FREIGHT	544.00	-
EFT13213		HAILEY LOUISE PULFORD	REIMBURSEMENT FOR CHEROKEE WORKWEAR	392.73	
EFT13214	22/09/2023	ELDERS QUAIRADING	NOURISH BODY WASH, OMO 8KG LAUNDRY POWDER, WASHING DETERGENT 4L - CARAVAN PARK, RAPID SET CEMET, NGK SPARK PLUG, TORK TOILET ROLLS INDIVIDUALLY WRAPPED CTN, WINDEX 5L, WOOLPACK NYLON 5 PANEL ELDERS AIRR, BLACK ANHORMAX MAT AND BLACK BOSTON ZINC, PVC COUPLING, POP UP SPRINKLER, NYLEX HOSE BARBS	579.12	
EFT13215	22/09/2023	CHANEL MILLS	REIMBURSEMENT FOR CHEROKEE WORKWEAR	360.98	
EFT13216	22/09/2023		STABILIZING OF QUAIRADING-CORRIGIN ROAD - RRG166 & RRG166A	412583.89	PARTIAL

		11.1 (i) Li	st Of Accounts - September 2023		
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13217	22/09/2023	VIAJE STRATEGIC BUSINESS SERVICES - EFTSURE VERIFIED	FINAL REPORT ISSUED - 10 YEAR LONG TERM FINANCIAL REPORT (MILESTONE 5)	6050.00	
EFT13218	22/09/2023	DIESELS MOBILE - EFTSURE VERIFIED	REPAIR DISCHARGE HOSE AND TURBO - HITACHI EXCAVATOR	13154.41	
EFT13219	22/09/2023	AGRIBATE CONTRACTING	AVON SOUTH LOCAL ACTION GROUP - SKELETON WEED 2023	545.21	FULLY
EFT13220	22/09/2023	VOLUNTEER CENTRE OF WESTERN AUSTRALIA (INC)	REPAYMENT OF UNSPENT FUNDS AS PER GRANT AGREEMENT	310.00	FULLY
EFT13221	22/09/2023	TIMBER INSIGHT	BRIDGE REPAIRS - QUAIRADING - CORRIGIN ROAD, DANGIN - MEARS ROAD, MT STIRLING ROAD, BADJALING NTH & STH ROAD, DANGIN NTH ROAD, GEYER STREET, CUBBINE ROAD, SOLOMON ROAD,	4785.00	
EFT13222	22/09/2023	ENCHANTED STILTWALKING - EFTSURE VERIFIED	STILT WALKER PERFORMANCE - KWIRRADING KOORT OPENING	1716.00	
EFT13223	22/09/2023	CERTAGS - EFTSURE VERIFIED	1000 TEST & TAG STICKERS FOR ELECTRICAL EQUIPMENT	386.10	
23979	06/09/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	195.80	
23980	13/09/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	175.40	
23981	21/09/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	143.50	
23982	26/09/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	158.50	
23983	27/09/2023	DEPARTMENT OF TRANSPORT	PAY TO DOT 05.07.2023	5344.05	
				\$862,097.37	

TRANSPORT TAKINGS FOR THE MONTH ENDING

30 SEPTEMBER 2022

Attachment 11.1 (ii)

	ACTUAL TOTAL TAKINGS	
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
6 Sep 2023	TRANSPORT TAKINGS	\$897.95
7 Sep 2023	TRANSPORT TAKINGS	\$759.20
8 Sep 2023	TRANSPORT TAKINGS	\$120.05
11 Sep 2023	TRANSPORT TAKINGS	\$254.10
12 Sep 2023	TRANSPORT TAKINGS	\$941.00
13 Sep 2023	TRANSPORT TAKINGS	\$22.90
14 Sep 2023	TRANSPORT TAKINGS	\$211.95
15 Sep 2023	TRANSPORT TAKINGS	\$215.35
18 Sep 2023	TRANSPORT TAKINGS	\$1,944.50
20 Sep 2023	TRANSPORT TAKINGS	\$4,786.80
21 Sep 2023	TRANSPORT TAKINGS	\$555.60
22 Sep 2023	TRANSPORT TAKINGS	\$685.05
26 Sep 2023	TRANSPORT TAKINGS	\$1,538.65
27 Sep 2023	TRANSPORT TAKINGS	\$3,388.60
28 Sep 2023	TRANSPORT TAKINGS	\$2,044.60
29 Sep 2023	TRANSPORT TAKINGS	\$931.15
TAKINGS RECEIVED IN THE BANK	C - SEPTEMBER 2023	\$19,297.45

AMOUNTS YET TO BE DRAWN							
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$					
2 Oct 2023	TRANSPORT TAKINGS	\$861.95					
3 Oct 2023	TRANSPORT TAKINGS	\$1,847.85					
SEPTEMBER TAKINGS RECEIVED	\$2,709.80						

Shire of Quairading Credit Card Reconciliation - Page 1

 Statement From
 28/08/2023
 Statement Total

 Statement To
 27/09/2023
 \$ 4,055.08



Credit Card Summary							
Card Name	Title	Card Ending	Amount Spent				
Nicole Gibbs	CEO	1475	\$	1,500.33			
Tricia Brown	EMCS	1336	\$	626.05			
Benjamin Davies	CESM	8917	\$	948.31			
Sarah Caporn	EMWS	3585	\$	980.39			

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

				d Transaction - C	GL Entry		
GL Code		Amount (incl GST)		GST (\$)	Narration/Summary		
P0Q1.2610.4001	\$	233.05	\$	21.19	PETROL EMCS VEHICLE 0Q		
PQ5480.2610.4000	\$	679.77	\$	61.80	DIESEL PURCHSE CEO VEHICLE		
W13216.2400.2101	\$	44.00	\$	4.00	SOCIAL MEDIA ADVERT SUBSCRIPTION		
PROU002.2610.2101		738.92	\$	67.17	FUEL FOR CESM VEHICLE		
2030211.2700	\$	340.50	\$	30.95	REFRESHMENTS - REGIONAL DEVELOPEMNT, COUNCIL, RRG, COLLARD		
120807120.2101	\$	358.00	\$	32.55	POPCORN MACHINE, BEANS & BEAN BAG COVERS		
2140220.2400.2100	\$	108.90	\$	9.90	SMS MESSAGE MEDIA SUBSCRIPTION		
2140287.2100	\$	104.94	\$	9.54	VINYL FOR OFFICE BENCH TOPS		
BO10102.2101	\$	164.99	\$	15.00	REFUSE SITE STICKERS / SIGNS		
120502150.2101	\$	170.99	\$	15.54	DOG LAW BROCHURES		
120401410.2100	\$	35.26	\$	3.21	CHAT GPT SUBSCRIPTION		
P0Q1.2600.2100	\$	375.00	\$	34.09	EMCS VEHICLE SERVICE		
P0Q1.2980.2100	\$	18.00	\$	1.64	EMCS CAR WASHED		
3140201.3810	-\$	149.02	-\$	13.55	REIMBURSEMENT TO CREDIT CARD FOR PURCHASES		
PROU002.2610.2101	\$	159.98	\$	14.54	LIGHTBAR & POWER BOX CESM VEHICLE		
2050765.2100	\$	109.40	\$		TRAINING TAMMIN/CUNDERDIN - CESM		
P190.2610.2100	\$	50.00	\$		DIESEL EMWS VEHICLE		
W11322.2400.2100	\$	192.39	\$	17.49	GATE LATCHES & HINGES (KK)		
P661.2600.2100	\$	330.00	\$	30.00	LEFT DOOR MIRROR 2018 TRITON		
P200.2600.2100	\$	50.00	\$	4.55	FERRIS MOWER		
PROU002.2610.2101	-\$	59.99	-\$	5.45	REFUND OF LIGHTBAR NOT REQUIRED		
9130001.00	-\$	4,055.08	Bring credit card expenses into muni - September 2023 - evidence in Credit Card File				

Totals	\$ 4,055.08	\$ 374.10

Shire Confirmation

Nicole Cibbs, Chief Executive Officer

Council Approval

Jo Haythornthwaite, Chair A&R Committee

ACCOUNTS PROCESSING

Journal Date (DD):

Journal Number:

Journal Batch:

Journal Posting Period:



BusinessChoice Everyday Mastercard® Statement

SHIRE OF QUAIRADING LEAH HORTON PO BOX 38 QUAIRADING WA 6383

SHIRE OF QUAIRADING	FILE NO:
	U 4 OCT 2023
SO	TO:
	COPY TO:

Billi	ng Account Number
	5163 2800 9109 9937
Pay	ment Due Date
	23 OCTOBER 2023
Clos	aing Balance
	\$4,055.08
Mini	mum Payment Due
	\$122.00
Amo	ount Paid (Details on the reverse)
\$	
_ا•	

+5163280091099937+

(Cut along this dotted line)

Annual Annual

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards sevice 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	Cash Purchase % Rate
Shire Of Quairading	4		02752751	19.96% 14.25%
Contact Name	Billing Account Number		Opening Balance	Credit Limit
Leah Horton	5163280091099937	Minimum	3,299.84	10,000
Statement From Statement To Payment Due Date	Opening Balance	Payment Due	Closing Balance	Available Credit
28 AUG 2023 27 SEP 2023 23 OCT 2023	3,299.84	122.00	4,055.08	5,944.92

Summary of Changes in Your Account Since Last Statement

From Your Opening We Deducted Balance of Payments and		And We	Added		To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including	
Delative of	Other Credits	New	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			past due overlimit is
3,299.84	3,299.84 -	0.00	0.00	0.00	4,055.08	4,055.08	0.00	122.00

S002801 / M002801 / 271 / CN1VPCP2

CSF VPC

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

Page 1 of 3

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Important:

1. If mailing DO NOT send notes or coins.

Please write your Payment Account Number on the back of each cheque.

Check your records of your transactions against this statement.

4. Report any discrepancies to Westpac.

Details of cheques (proceeds may not be availa	able until d	cleared)				CASH AMOUNT
DRAWER (i.e. account name on cheque)		CHEQUE NO.	Œ	BSB NO. OR BANK	ACCOUNT NO. OR BRANCH	CHEQUE AMOUNT
		75-11-7-11-7-11-7	94			
	2023	IJU au	2 5			
			E t			
TELLER/BANK STAMP		024600			TOTAL \$	
Lanca	5	SIGNATURE:				

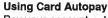


Choose the payment method that suits you best



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





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



By Telephone Banking

Call 132 032 if you have another Westpac account



Via Westpac Internet Banking

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

Using BPAY



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

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



In Person

At any of our Westpac branches in Australia

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

 - Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
 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.

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Page 2 of 3



Summary of Billing Account Transactions					
Date of Transaction	Description		Debits/Credits		
	Payments				
11 SEP	AUTOMATIC PAYMENT	Sub Total:	3,299.84 - 3,299.84 -		
	 Miscellaneous Transactions				
27 SEP	TRICIA BROWN 5163 2800 0107 6777 Monthly Balance		626.05		
27 SEP	NICOLE GIBBS 5163 2800 0122 7651 Monthly Balance		1,500.33		
27 SEP	SARAH CAPORN 5163 2800 0153 8917 Monthly Balance		980.39		
27 SEP	BENJAMIN DAVIES 5163 2800 0197 3585		948.31		
	Monthly Balance	Sub Total:	4,055.08		
		Grand Total:	755.24		

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

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Shire of Quairading Credit Card Reconciliation - Page 2

 Statement From
 28/08/2023

 Statement To
 27/09/2023

** Denotes an error. These are to be refunded.

** Denotes a	n error. These are to be i			rans	actions -	Nicole (Sibbs, CEO	
Transaction	Statement		mount		GST	GST		
Date	Description		ncl GST)		(\$)	(Y/N)	GL/Job	Narration
15.09.23	TFR FROM FLEXI FIRST	-\$	36.64	-\$	3.33	Υ	3140201.3810	PAYMENT REFUNDED
15.09.23	TFR FROM FLEXI FIRST	-\$	63.20	-\$	5.75	Υ	3140201.3810	PAYMENT REFUNDED
15.09.23	TFR FROM FLEXI FIRST	-\$	49.18	-\$	4.47	Υ	3140201.3810	PAYMENT REFUNDED
25.08.23	WA FUEL SUPPLIES	\$	120.35	\$	10.94	У	P5480.2610.4000	DIESEL P5480
28.08.23	ISTOCK	\$	44.00	\$	4.00	Y	W13216.2400.2100	SOCIAL MEDIA SUBSCRIPTION
31.08.23	AMAZON	\$	104.94	\$	9.54	Υ	2140287.2100	VINYL FOR OFFICE BENCH TOPS
01.09.23	AMPOL	\$	136.64	\$	12.42	Υ	P5480.2610.4000	DIESEL P5480
04.09.23	SUBWAY	\$	12.85	\$	1.17	У	2040211.2101	REGIONAL D/MENT REFRESHMENT
05.09.23	CELEBRATIONS	\$	62.00	\$	5.64	Υ	2040211.2101	COUNCIL R/MENTS
05.09.23	NGUYENS BAKERY	\$	18.20	\$	1.65	у	2040211.2101	R/MENTS - REGIONAL DEVELOPMENT
06.09.23	COLES	\$	113.50	\$	10.32	у	2040211.2101	COUNCIL R/MENTS
07.09.23	QUAIRADING CO-OP	\$	14.95	\$	1.36	у	2040211.2101	R/MENTS EAP PROVIDER
08.09.23	GOLDEN GRAIN	\$	49.00	\$	4.45	Υ	2040211.2101	R/MENTS RRG
08.09.23	QUAIRADING CLUB	\$	57.00	\$	5.18	Υ	2040211.2101	R/MENTS COUNCIL
10.09.23	BURK WILLIAMS	\$	124.66	\$	11.33	Υ	P5480.2610.4000	DIESEL P5480
12.09.23	CANVA	\$	164.99	\$	15.00	Υ	BO10102.2101	REFUSE SITE STICKERS/SIGNS
14.09.23	MESSAGE MEDIA	\$	108.90	\$	9.90	Υ	2140220.2100	SMS MESSAGE SUBSCRIPTION
14.09.23	VISTA PRINT	\$	170.99	\$	15.54	у	120502150.2101	DOG LAW BROCHURES
14.09.23	PUMA	\$	140.94	\$	12.81	У	P5480.2610.4000	DIESEL P5480
20.09.23	CHATGPT SUBSCRIPTION	\$	35.26	\$	3.21	У	120401410.2100	SUBSCRIPTION
22.09.23	PUMA	\$	157.18	\$	14.29	у	P5480.2610.4000	DIESEL P5480
26.09.23	GOLDEN GRAIN	\$	13.00	\$	1.18	у	2040211.2101	R/MENTS LYDIA COLLARD
				\$	(3)	У		
				\$	5.	У		
				\$	<u> </u>	У		
				\$	=			
				\$:30.			
				\$	(4)			
				\$	**			
				\$				
Total		\$:	L,500.33	\$	136.39			



BusinessChoice Everyday Mastercard® Statement

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

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

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

Card Account Transaction Details

Account Name		Card Number	Credit Limit	Available Credit
Miss N Gibbs	1000	5163 2800 0122 7651	5,000	5,000.00
Statement From	Statement To	Facility Number		
28 AUG 2023	27 SEP 2023	02752751		

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and		And We	Added		To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including
	Other Credits	New purchases	Cash advances		Miscellaneous Transactions		past due overlimit is	
0.00	149.02 -	1,649.35	0.00	0.00	1,500.33 -	0.00	0.00	0.00

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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:
 - Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
 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.

BusinessC	Choice Everyday Mastercard®			
Date of Transaction	Description		Debits/Credits	Cardholder Comments
	Payments			
15 SEP	C77320 TFR FROM Flexi First Opt		36.64 -	
	FINANCIAL INSTITUTIONS - MAN			
15 SEP	C84510 TFR FROM Flexi First Opt	- 1	63.20 -	
	FINANCIAL INSTITUTIONS - MAN	1		
15 SEP	C92502 TFR FROM Flexi First Opt		49.18 -	
	FINANCIAL INSTITUTIONS - MAN			
	Sub 1	rotal։	149.02 -	
	Purchases			
25 AUG	WA FUEL SUPPLIES PTY L BOYANUP	AUS	120.35	
	FUEL DISPENSER, AUTOMATED			
28 AUG	iStock.com INTERNET	AUS	44.00	
	COMMERICAL PHOTOGRAPHY, ART			
31 AUG	AMAZON MARKETPLACE AU SYDNEY SOUTH	AUS	104.94	
	MISCELLANEOUS & SPECIALTY RE			
01 SEP	AMPOL FORREST H 51003F WEST PINJARRA	AUS	136.64	
	SERVICE STATIONS	- 1		
04 SEP	Subway Mundaring Mundaring	AUS	12.85	
	FAST FOOD RESTAURANTS			
05 SEP	CELLARBRATIONS YORK York	AUS	62.00	
	PACKAGE STORES - BEER, LIQUO	1		
05 SEP	NGUYENS BAKERY CAFE YORK	AUS	18.20	
	BAKERIES			
06 SEP	COLES 0492 NORTHAM	AUS	113.50	
	GROCERY STORES, SUPERMARKETS			
7 SEP	QUAIRADING CO-OP QUAIRADING	AUS	14.95	
	GLASSWARE & CRYSTAL STORES			
08 SEP	SQ *GOLDEN GRAIN CAFE/ Quairading	AUS	49.00	
	MISCELLANEOUS FOOD STORES -			

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Page 2 of 4



BusinessChoice Everyday Mastercard®							
Date of Transaction	Description		Debits/Credits	Cardholder Comments			
08 SEP	QUAIRADING CLUB INC QUAIRADING DRINKING PLACES (ALCOHOLIC B	AUS	57.00				
10 SEP	BURK WILLIAMS Williams SERVICE STATIONS	AUS	124.66				
12 SEP	CANVA× 103900-21412331 SURRY HILLS COMPUTER SOFTWARE	AUS	164.99				
14 SEP		AUS	108.90				
14 SEP	Vistaprint Australia P Derrimut BUSINESS SERVICES NOT ELSEWH	AUS	170.99				
14 SEP	PUMA YORK ROADHOUSE YORK SERVICE STATIONS	AUS	140.94				
20 SEP	CHATGPT SUBSCRIPTION SAN FRANCISCO U. S. DOLLAR 22.00 INC FX FEE AUD \$1.02 COMPUTER SOFTWARE	USA	35.26				
22 SEP	PUMA YORK ROADHOUSE YORK SERVICE STATIONS	AUS	157.18				
26 SEP	SQ *GOLDEN GRAIN CAFE/ Quairading MISCELLANEOUS FOOD STORES -	AUS	13.00				
	Sub T	otal:	1,649.35				
27 SEP	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING A Sub To		1,500.33 - 1,500.33 -				
	Grand T	otal:	0.00				

I have checked the above details and verify that they are correct.	
Cardholder Signature	Date 10/10/2 5
Transactions examined and approved.	i
Manager/Supervisor Signature	Date 19/10/2023

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

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

Important update to your Terms and Conditions

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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

S002806 / M002806 / 271 / CN1 VPCP2

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Shire of Quairading Credit Card Reconciliation - Page 3

 Statement From
 28/08/2023

 Statement To
 27/09/2023

	Credit Card Transactions - Tricia Brown, EMCS							
Transaction Date	Statement Description		Amount ncl GST)		GST (\$)	GST (Y/N)	GL/Job	Narration
25.08.23	MANDURAH NISSAN	\$	375.00	\$	34.09	Υ	P0Q1.2600.210 0	SERVICE
27.08.23	AMPOL DAWESVILLE	\$	109.35	\$	9.94	Υ	P0Q1.2610.400 1	Petrol 0Q
30.08.23	BP QUAIRADING	\$	40.00	\$	3.64	Υ	P0Q1.2610.400 1	Petrol 0Q
25.09.23	AQUA VALET CAR WASH	\$	18.00	\$	1.64	Υ	P0Q1.2980.210 0	CAR WASH
25.09.23	AMPOL DAWESVILLE	\$	83.70	\$	7.61	у	P0Q1.2610.400 1	Petrol 0Q
				\$	#A			
				\$	=//			
				\$	8			
				\$	= 7.			
Total \$ 626.05 \$ 5					56.91			



BusinessChoice Everyday Mastercard® Statement

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

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

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

Card Account Transaction Details

Account Name		Card Number	Credit Limit	Available Credit
Tricia Brown		5163 2800 0107 6777	1,000	1,000.00
Statement From	Statement To	Facility Number		
28 AUG 2023	27 SEP 2023	02752751		

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and		And We	Added		To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including
	Other Credits	New purchases	Cash advances		Miscellaneous Transactions		pest due overlimit is	
0.00	0.00	626.05	0.00	0.00	626.05 -	0.00	0.00	0.00

S002803 / M002803 / 271 / CN1VPCP2

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S002803 / M002803 / 271 / CN1VPCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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 - Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
 Impose a fee or charge (No change- We currently charge a \$15 missed payment fee when payment is not received by statement due date)
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BusinessChoice Everyday Mastercard®							
Date of Transaction	Description		Debits/Credits	Cardholder Comments			
	Purchases						
25 AUG	MANDURAH NISSAN MANDURAH AUTOMOBILE & TRUCK DEALER -	AUS	375.00				
27 AUG	AMPOL DAWESVILL 55215F DAWESVILLE SERVICE STATIONS	AUS	109.35				
30 AUG	BP QUAIRADING 6561 QUAIRADING SERVICE STATIONS	AUS	40.00				
25 SEP	Aqua Valet Car Wash Fa FALCON CAR WASHES	AUS	18.00				
25 SEP	AMPOL DAWESVILL 55215F DAWESVILLE SERVICE STATIONS	AUS	83.70				
	Sub	Total:	626.05				
	Miscellaneous Transactions						
27 SEP	TRANSFER CLOSING BALANCE TO BILLING Sub	ACCT Total:	626.05 - 626.05 -				
	Grand	Total:	0.00				

I have checked the above details and verify that they are correct.	1 1
Cardholder Signature	Date 10 16 23
Transactions examined and approved.	
Manager/Supervisor Signature	Date 10/10/23

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Page 2 of 3





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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Online: www.afca.org.au Email: info@afca.org.au Phone 1800 931 678

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

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Shire of Quairading Credit Card Reconciliation - Page 4

Statement From Statement To

28/08/2023 27/09/2023

Credit Card Transactions - Sarah Caporn, EMWS										
Transaction Date	Statement Description	100	mount ncl GST)		GST (\$)	GST (Y/N)	GL/Job	Narration		
10.09.23	FUEL DISTRIBUTERS	\$	50.00	\$	4.55	Υ	P190.2610.2100	DIESEL		
22.09.23	TARGET	\$	358.00	\$	32.55	у	120807120.2101	POPCORN MAKER, BEANS, BEAN BAG COVERS		
23.09.23	TONY'S AUTO WRECKERS	\$	330.00	\$	30.00	у	P661.2600.2100	LEFT DOOR MIRROR		
23.09.23	MIDLAND MOWERS	\$	50.00	\$	4.55	у	P200.2600.2100	FERRIS MOWER		
23.09.23	BUNNINGS	\$	192.39	\$	17.49	у	W11322.2400.2100	GATE LATCHES & HINGES		
						Υ				
Total		\$	980.39	\$	89.13		n.			

Item 11.1 - Attachment 3



BusinessChoice Everyday Mastercard® Statement

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

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards sevice 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 Ca	porn	5163 2800 0153 8917	1,000	1,000.00
Statement From	Statement To	Facility Number		

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and		And We Added				Total Past Due / Overlimit balances	Your minimum payment including
	Other Credits	New	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions	Closing Balance of		past due overlimit ls
0.00	0.00	980.39	0.00	0.00	980.39 -	0.00	0.00	0.00

S002807 / M002807 / 271 / CN1 VPCP2

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- Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
 Impose a fee or charge (No change- We currently charge a \$15 missed payment fee when payment is not received by statement due date)
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BusinessChoice Everyday Mastercard®							
Date of Transaction	Description	Debits/Credits	Cardholder Comments				
	Purchases						
10 SEP	FUEL DISTRIBUTORS OF W CUNDERDIN AUS FUEL DISPENSER,AUTOMATED	50.00					
22 SEP	TARGET AUSTRALIA PTY L WILLIAMS LAND AUS DISCOUNT STORES	358.00					
23 SEP	TONYS AUTO WRECKERS MIDVALE AUS WRECKING & SALVAGE YARDS	330.00					
23 SEP	MIDLAND MOWERS MIDVALE AUS NURSERIES, LAWN & GARDEN SUP	50.00					
23 SEP	BUNNINGS 591000 MIDLAND AUS HARDWARE STORES	192.39					
	Sub Total:	980.39					
	Miscellaneous Transactions		I				
27 SEP	TRANSFER CLOSING BALANCE TO BILLING ACCT	980.39 -					
	Sub Total:	980.39 -					
	Grand Total:	0.00					

I have checked the above details and verify that they are correct.								
Cardholder Signature	Date 18 10 23.							
Transactions examined and approved.								
Manager/Supervisor Signature	Date 10 /10 /03							

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

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

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

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Shire of Quairading Credit Card Reconciliation - Page 5

Statement From Statement To

28/08/2023 27/09/2023

Pagel	Credit Card Transactions - Benjamin Davies, CESM									
Transaction Date	Statement Description	Amount (incl GST)				GST (Y/N)	GL/Job	Narration		
07.09.23	FRESH TRADING CO OPS	\$	124.03	\$	11.28	Υ	PROU002.2610 .2101	FUEL FOR CESM VEHICLE		
11.09.23	BP CUNDERDIN	\$	171.70	\$	15.61	Y	PROU002.2610 .2101	FUEL FOR CESM VEHICLE		
15.09.23	COLES	\$	109.40	\$	9.95	Υ	2050765.2100	TRAINING REFRESHMENTS		
15.09.23	BP KALGOORLIE	\$	174.55	\$	15.87	Υ	PROU002.2610 .2101	FUEL FOR CESM VEHICLE		
18.09.23	CALTEX TAMMIN	\$	169.25	\$	15.39	Υ	PROU002.2610 .2101	FUEL FOR CESM VEHICLE		
19.09.23	BCF	\$	159.98	\$	14.54	Υ	PROU002.2600 .2101	LIGHT BAR & POWER BATTERY BOX		
20.09.23	FUEL DISTRIBUTERS	\$	99.39	\$	9.04	Υ	PROU002.2610 .2101	FUEL FOR CESM VEHICLE		
23.09.23	BCF		-59.99	-5.	4536364	Υ	PROU002.2600 .2101	LIGHT BAR NOT REQUIRED		
Total		\$	948.31	\$	86.21					



BusinessChoice Everyday Mastercard® Statement

BENJAMIN DAVIES SHIRE OF QUAIRADING 14 ROBYN ST CUNDERDIN WA 6407

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

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Card Account Transaction Details

Account Name		Card Number	Credit Limit	Available Credit		
Benjamin Davies		5163 2800 0197 3585	1,000	1,000.00		
Statement From	Statement To	Facility Number				
28 AUG 2023	27 SEP 2023	02752751				

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and		And We	Added		To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including
	Other Credits	New purchases	Cash advances		Miscellaneous Transactions			past due overlimit is
0.00	0.00	948.31	0.00	0.00	948.31 -	0.00	0.00	0.00

S002809 / M002809 / 271 / CN1VPCP2

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Business	Choice Everyday Mastercard®			
Date of Transaction	Description		Debits/Credits	Cardholder Comments
	Purchases			
07 SEP	FRESH TRADING CO OPS NORTHAM SERVICE STATIONS	AUS	124.03	
11 SEP	BP CUNDERDIN RDH 7741 CUNDERDIN SERVICE STATIONS	AUS	171.70	
15 SEP	COLES 0492 NORTHAM GROCERY STORES, SUPERMARKETS	AUS	109.40	
15 SEP	BP KALGRLIE TS4112 KALGOORLIE SERVICE STATIONS	AUS	174.55	
18 SEP	CALTEX TAMMIN TAMMIN SERVICE STATIONS	AUS	169.25	
19 SEP	BCF Australia Stores Strathpine SPORTING GOODS STORES	AUS	159.98	
20 SEP	FUEL DISTRIBUTORS OF W CUNDERDIN FUEL DISPENSER,AUTOMATED	AUS	99.39	
23 SEP	BCF AUSTRALIA CANNINGTON SPORTING GOODS STORES	AUS	59.99 -	
	Sub	Total:	948.31	
	Miscellaneous Transactions			
27 SEP	TRANSFER CLOSING BALANCE TO BILLING Sub	ACCT Total:	948.31 - 948.31 -	H
	Grand '	Total:	0.00	

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Page 2 of 3



I have checked the above details and verify that they are correct.							
Cardholder Signature	Date						
Transactions examined and approved.	1.46/03						
Manager/Supervisor Signature	Date 10/10/23						

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

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

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11.2 Monthly Financial Statements - September 2023

Responsible Officer Natalie Ness, Acting Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. Attachment (i) Monthly Financial Report September 2023 🗓 🖺

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receive the monthly Financial Statements for the period ending 3 September 2023.

IN BRIEF

- Monthly financial statements for the period ending 30 September 2023 attached.
- Monthly financial statements have been updated based on the Bob Waddell and Associates monthly statements model.
- No Depreciation has been calculated for the months of July 2023 to September 2023.
- Admin Allocations have been run for the months of July 2023 to September 2023.

MATTER FOR CONSIDERATION

To receive the monthly financial report and statements.

BACKGROUND

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

The ongoing impact of COVID-19 in conjunction with other international events (such as the war in Ukraine) continue to cause uncertainty and supply shortages around the world, with significant impact on world economic activities. It has resulted in steep rises in inflation worldwide, including Australia. The June 2023 Perth CPI reduced to 6% from the corresponding quarter of the previous year. As a result of extensive inflation, the Australian Bureau of Statistics (ABS) commenced publication of a monthly CPI indicator. The first publication was released on 30 November 2022 and this release will occur on an ongoing basis, publishing the monthly CPI indicator around four weeks after the end of the reference month. The monthly CPI indicator rose 0.8% this quarter. To curb the high inflation the Reserve Bank of Australia (RBA) have, in the last financial year, announced consecutive increases in the cash rate. The current cash rate is 4.1% to 30 September 2023.

In framing the Annual Budget 2023/24, the Shire considered the economic environment and sustainability of its services.

Item 11.2 Page 46

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 2023/24 budget in its draft form, 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 2023/24 Budget at the OCM 31 August 2023.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Financial misconduct by (a) a Shire employee, and (b) an executive/office holder results in financial, legal and/or reputational damage.

Low rate-base results in an inability to keep up with inflation.

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RISK ASSESSMENT

	Option 1
Financial	Low
	23-24 Budget Adopted by Council
Health	Low
Reputation	Low
Operations	Low
Natural Environment	Low

			Consequence		
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quartely 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 monthly financial statements have been updated using the Bob Waddell monthly statements model developed for smaller rural and regional Councils.

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

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

The current aged creditors balance as of 30 September 2023 is \$18,248.78 being made up of superannuation released in October following new processes due to the payroll system update.

The current aged debtors balance as of 30 September 2023 is \$493,252.37 with the majority of this balance being current invoices raised.

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SHIRE OF QUAIRADING

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

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

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Caravan Park

Note 17

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

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	57%	437,716	218,356	249,269	30,913
Capital Grants, Subsidies and Contributions	0%	2,273,037	116,807	0	(116,807)
	9%	2,710,753	335,163	249,269	(85,894)
Rates Levied	100%	2,642,443	2,623,958	2,641,941	17,983

		Prior Year 30 Current Year			
		September	September		
Financial Position		2022		2023	
Adjusted Net Current Assets	104%	\$ 3,783,936	\$	3,943,901	
Cash and Equivalent - Unrestricted	93%	\$ 1,681,993	\$	1,556,107	
Cash and Equivalent - Restricted	114%	\$ 3,602,150	\$	4,093,439	
Receivables - Rates	88%	\$ 2,536,000	\$	2,232,430	
Receivables - Other	301%	\$ 174,550	\$	525,854	
Payables	180%	\$ 289,088	\$	519,487	

[%] 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 SEPTEMBER 2023

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

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

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST.

receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

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

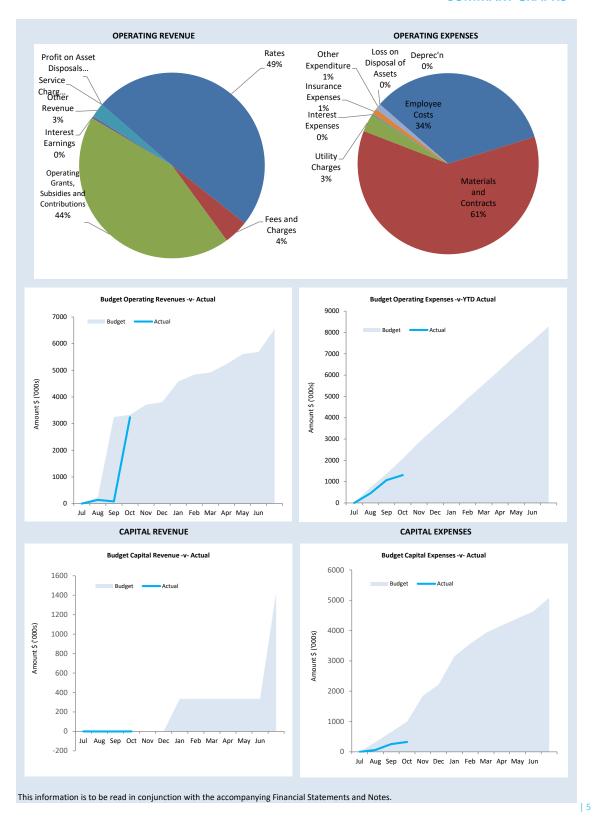
ROUNDING OFF FIGURES

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

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

SUMMARY GRAPHS



SHIRE OF QUAIRADING **KEY TERMS AND DESCRIPTIONS**

FOR THE PERIOD ENDED 30 SEPTEMBER 2023

STATUTORY REPORTING PROGRAMS

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

ACTIVITIES

GOVERNANCE

allocation of scarce resources.

To provide a decision making process for the efficient 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.

GENERAL PURPOSEFUNDING

that are not fully funded by specific fees and charges.

To collect revenue to allow for the provision of services — Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision of local laws, fire control which covers the maintenance of bushfire equipment and insurance; animal control and a shared community emergency services manager

HEALTH

To provide an operational framework for environmental and community health.

Health inspections, food quality control, pest control and operation of the medical centre.

EDUCATION AND WELFARE

To provide services to disadvantaged persons, the elderly, children and youth.

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.

HOUSING

To provide and maintain housing.

Maintenance of housing rented to staff and non staff.

COMMUNITY AMENITIES

Provide services required by the community.

Rubbish and recycling services and administration of Town Planning Scheme and Heritage services. Community bus service, maintenance of cemeteries, public conveniences and environmental services.

RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance of Halls, Swimming Pool, community buildings and various reserves and library.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

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.

ECONOMIC SERVICES

To help promote the Shire Quairading and its economic wellbeing.

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

OTHER PROPERTY AND SERVICES

To monitor and control the Shire of Quairading overheads.

Public works overheads, plant operating costs, allocation of salaries and wages. Operation of electrical services and private works.

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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.	Significar Var. S
		\$	\$	\$	\$	\$	%		
OPERATING ACTIVITIES Revenue from operating activities Governance		500	500	123	0	(422)	(4000)	_	
General Purpose Funding - Rates	6	2,642,443	2,642,443	2,623,958	2,641,941	(123) 17,983	(100%) 1%	X	
General Purpose Funding - Other	•	225,455	225,455	31,785	8,935	(22,850)	(72%)	Ţ	s
Law, Order and Public Safety		311,062	311,062	63,791	46,802	(16,989)	(27%)	•	S
Health		25,500	25,500	25,123	117	(25,006)		•	S
Education and Welfare Housing		65,380	65,380	16,311 36,609	11,144 36,011	(5,167)	(32%)	Ĭ	
Community Amenities		146,657 208,201	146,657 208,201	51,510	156,804	(598) 105,294	(2%) 204%	X	s
Recreation and Culture		27,255	27,255	2,805	4,286	1,481	53%	•	
Transport		234,207	234,207	186,744	182,960	(3,784)		•	
Economic Services		351,384	351,384	162,805	143,992	(18,813)		•	S
Other Property and Services	-	33,576 4,271,619	33,576 4,271,619	8,383 3,209,947	5,155 3,238,147	(3,228)	(39%)	•	
Expenditure from operating activities		4,271,013	4,271,013	3,203,347	3,230,147				
Governance		(733,282)	(733,282)	(175,348)	(194,982)	(19,634)	(11%)	•	s
General Purpose Funding		(123,625)	(123,625)	(28,735)	(34,122)	(5,387)	(19%)	•	
Law, Order and Public Safety		(665,259)	(665,259)	(166,189)	(122,668)	43,521		A	S
Health Education and Welfare		(488,216) (290,574)	(488,216) (290,574)	(121,968) (72,525)	(63,387) (53,039)	58,581 19,486	48% 27%	A	S S
Housing		(200,279)	(200,279)	(49,843)	(27,883)	21,960		1	s
Community Amenities		(633,700)	(633,700)	(158,280)	(103,133)	55,147	35%	7	s
Recreation and Culture		(1,177,485)	(1,177,485)	(271,230)	(136,979)	134,251	49%	_	s
Transport		(2,876,369)	(2,876,369)	(718,724)	(313,357)	405,367	56%	•	S
Economic Services		(1,054,670)	(1,054,670)	(249,008)	(164,495)	84,513	34%	A	S
Other Property and Services	-	(45,874) (8 289 331)	(45,874) (8 289 331)	(68,646)	(91,445)	(22,799)	(33%)	•	S
Operating activities excluded from budget		(8,289,331)	(8,289,331)	(2,080,496)	(1,305,489)				
Add back Depreciation		3,152,353	3,152,353	787,752	0	(787,752)	(100%)	•	s
Adjust (Profit)/Loss on Asset Disposal	7	32,777	32,777	8,190	0	(8,190)		•	
Movement in Leave Reserve (Added Back)		3,557	3,557	0	0	0			
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 Fair value adjustments to financial assets at fair value		U	U	U	U	U			
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			
		3,188,687	3,188,687	795,942	0				
Amount attributable to operating activities		(829,025)	(829,025)	1,925,393	1,932,658				
INVESTING ACTIVITIES									
nflows from investing activities									
Capital Grants, Subsidies and Contributions	13	2,273,037	2,273,037	116,807	0	(116,807)	(100%)	•	s
Proceeds from Disposal of Assets	7	335,000	335,000	0	0	0			
Proceeds from financial assets at amortised cost - self					•				
supporting loans	-	2,608,037	2,608,037	0 116,807	0	0			
Outflows from investing activities		2,000,037	2,000,007	110,007	ŭ				
Land Held for Resale	8	0	0	0	0	0			
Land and Buildings	8	(645,045)	(645,045)	(211,433)	(2,221)	209,212	99%	A	S
Plant and Equipment	8	(1,030,405)	(1,030,405)	(29,749)	(3,636)	26,113		A	S
Furniture and Equipment	8	(35,000)	(35,000)	(35,000)	(10,645)	24,355		<u>*</u>	S
Infrastructure Assets - Roads Infrastructure Assets - Drainage	8	(1,839,526) 0	(1,839,526)	(320,559) 0	(58,463) 0	262,096 0		^	S
Infrastructure Assets - Footpaths	8	0	0	0	0	0			
nfrastructure Assets - Other	8	(1,217,948)	(1,217,948)	(378,486)	(211,447)	167,039		•	s
nfrastructure Assets - Bridges	8	0	0	0	0	0			
Payments for financial assets at amortised cost - self									
supporting loans		0	0	0	0	0			
Amount attributable to investing activities	-	(4,767,924)	(4,767,924)	(975,227)	(286,412)				
Amount attributable to investing activities		(2,159,887)	(2,159,887)	(858,420)	(286,412)				
FINANCING ACTIVITIES									
Inflows from financing activities									
Proceeds from new borrowings	9	0	0	0	0	0			
Transfer from Reserves	10	1,088,825	1,088,825	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0	0			
		1,088,825	1,088,825	0	0				
Outflows from financing activities	9	(64,364)	(64,364)	(16,083)	(32,832)	(16,749)	(104%)		s
Outflows from financing activities Renayment of horrowings	9	(31,797)	(31,797)	(7,013)	(6,568)	(16,749)		<u>,</u>	3
Repayment of borrowings		0	0	(7,013)	(0,308)	0		-	
	-		(220,000)	0	0	0			
Repayment of borrowings Payments for principal portion of lease liabilities	10	(220,000)		(23,096)	(39,400)				
Repayment of borrowings Payments for principal portion of lease liabilities Transfer to Restricted Cash - Other Transfer to Reserves		(316,161)	(316,161)						
Repayment of borrowings Payments for principal portion of lease liabilities Transfer to Restricted Cash - Other				(23,096)	(39,400)				
Repayment of borrowings Payments for principal portion of lease liabilities Transfer to Restricted Cash - Other Transfer to Reserves Amount attributable to financing activities		(316,161)	(316,161)		(39,400)				
Repayment of borrowings Payments for principal portion of lease liabilities Transfer to Restricted Cash - Other Transfer to Reserves Amount attributable to financing activities MOVEMENT IN SURPLUS OR DEFICIT	10	(316,161) 772,664	(316,161) 772,664	(23,096)		n	0%		
Repayment of borrowings Payments for principal portion of lease liabilities Transfer to Restricted Cash - Other Transfer to Reserves Amount attributable to financing activities MOVEMENT IN SURPLUS OR DEFICIT Surplus or deficit at the start of the financial year		(316,161) 772,664 2,246,437	(316,161) 772,664 2,336,055	(23,096) 2,336,055	2,336,055	0 7.265	0% 0%	•	
Repayment of borrowings Payments for principal portion of lease liabilities Transfer to Restricted Cash - Other Transfer to Reserves Amount attributable to financing activities MOVEMENT IN SURPLUS OR DEFICIT	10	(316,161) 772,664 2,246,437 (829,025)	(316,161) 772,664 2,336,055 (829,025)	(23,096) 2,336,055 1,925,393	2,336,055 1,932,658	7,265	0%	A	
Repayment of borrowings Payments for principal portion of lease liabilities Transfer to Restricted Cash - Other Transfer to Reserves Amount attributable to financing activities MOVEMENT IN SURPLUS OR DEFICIT Surplus or deficit at the start of the financial year Amount attributable to operating activities	10	(316,161) 772,664 2,246,437	(316,161) 772,664 2,336,055	(23,096) 2,336,055	2,336,055		0%	A * *	
Repayment of borrowings Payments for principal portion of lease liabilities Transfer to Restricted Cash - Other Transfer to Reserves Amount attributable to financing activities MOVEMENT IN SURPLUS OR DEFICIT Surplus or deficit at the start of the financial year Amount attributable to operating activities Amount attributable to investing activities	10	(316,161) 772,664 2,246,437 (829,025) (2,159,887)	(316,161) 772,664 2,336,055 (829,025) (2,159,887)	2,336,055 1,925,393 (858,420)	2,336,055 1,932,658 (286,412)	7,265 572,008	0% (67%)	▲ ★ ★ ★	

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

The material variance adopted by Council for the 2023/24 year is \$10,000 and 10%.

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

1.7

SHIRE OF QUAIRADING KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2023

NATURE DESCRIPTIONS

REVENUE

RATES

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

8

BY NATUR

			Amended					Signific
	Adopted Annual	Amended Annual	YTD Budget	YTD Actual	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Var.
Note	Budget \$	Budget \$	(a) \$	(b) \$		%		
		·	·					
6	2 642 442	2 6/12 ///2	2 622 050	2 641 941	17.002	19/		
U	2,042,443	2,042,443	2,023,338	2,041,541	17,905	176	-	
12	437,716	437,716	218,356	249,269	30,913	14%	_	S
	616,835	616,835	150,570	228,212	77,642	52%	A	S
			-	-	0			
					, ,			S S
7								S
	0	. 0	. 0	0	0	(===,		
	4,2/1,619	4,2/1,619	3,209,947	3,239,147				
	(2,269,697)	(2,269,697)	(556,293)	(441,371)	114,922	21%	_	S
	(2,175,621)	(2,175,621)	(574,486)	(792,266)	(217,780)	(38%)	•	S
								S
				-				S
								s
					,	40%		
7	(75,359)	(75,359)	(18,831)	Ó	18,831	100%	A	S
	0	0	0	0	0			
	(8,289,331)	(8,289,331)	(2,080,496)	(1,305,489)				
	3,152,353	3,152,353	787,752	0	(787,752)	(100%)	•	s
7	32,777	32,777	8,190	0	(8,190)	(100%)	*	
	3,557	3,557	0	0	0			
	0	0	0	0	0			
					0			
	U	U	U	U	0			
	0	0	0	0	0			
	0	0	Ö	o	0			
	0	0	0	0	0			
	3,188,687	3,188,687	795,942	0				
	(829,025)	(829,026)	1,925,393	1,933,658				
						(100%)	•	S
7	335,000	335,000	0	0	0			
9	0	0	0	0	0			
,				0	Ü			
			Ť					
8	0	0	0	0	0			
					209,212	99%	A	S
								S
								S S
						82%	•	5
				0				
				_		44%		s
8	0	0	0	0	0			
	0	0	0	0	0			
	(4,767,924)	(4,767,924)	(975,227)	(286,412)				
	(2,159,887)	(2,159,887)	(858,420)	(286,412)				
10								
10								
	1,088,825	1,088,825	0	0	Ü			
9	(64,364)	(64,364)	(16,083)	(32,832)	(16,749)	(104%)	•	S
9						6%	A	
10								
10	(316,161)	(316,161)	(23,096)	(39,400)	U			
		772,664	(23,096)	(39,400)				
	772,664							
	772,664							
1	2,246,437	2,336,055	2,336,055	2,336,055	0	0%		
1	2,246,437 (829,025)	(829,026)	1,925,393	1,933,658	0	0%		
1	2,246,437 (829,025) (2,159,887)	(829,026) (2,159,887)	1,925,393 (858,420)	1,933,658 (286,412)	0	0%		
1	2,246,437 (829,025)	(829,026) (2,159,887) 772,664	1,925,393 (858,420) (23,096)	1,933,658 (286,412) (39,400)	0	0%		
1	2,246,437 (829,025) (2,159,887) 772,664 30,18 9	(829,026) (2,159,887) 772,664 119,807	1,925,393 (858,420) (23,096) 3,379,932	1,933,658 (286,412)	0	0%		
1	2,246,437 (829,025) (2,159,887) 772,664	(829,026) (2,159,887) 772,664 119,807	1,925,393 (858,420) (23,096) 3,379,932	1,933,658 (286,412) (39,400)	0	0%		
1	2,246,437 (829,025) (2,159,887) 772,664 30,18 9	(829,026) (2,159,887) 772,664 119,807	1,925,393 (858,420) (23,096) 3,379,932	1,933,658 (286,412) (39,400)	0	0%		
	6 12 7 7 7 7 7 8 8 8 8 8 8 8 8 8 8 8	Note Subject 6	Note Annual Budget \$ Annual Budget \$ 6 2,642,443 2,642,443 12 437,716 437,716 616,835 616,835 616,835 118,855 1118,855 118,855 413,189 413,189 413,189 42,582 42,582 (2,269,697) (2,269,697) (2,269,697) (2,175,621) (22,75,621) (2,175,621) (2,175,621) (2,175,621) (2,175,621) (2,175,621) (2,175,621) (2,175,621) (2,175,621) (2,175,621) (2,175,621) (2,175,621) (2,175,621) (2,175,621) (2,175,621) (2,175,621) (2,175,621) (2,175,623) (3,152,353) (13,12,48) (13,4755) (134,755) (134,755) (134,755) (314,755) (31,4753) (3,152,353) 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 3,152,353 <td> Note</td> <td> Note Adopted Annual Budget Actual Budget Budget (a) (b) S \$ \$ \$ \$ \$ \$ \$ \$ \$</td> <td>Note Adopted Annual Annual Annual Annual Budget (a) (b) VTD Actual (b) (b) Note Budget Budget (a) (b) VTD Actual (b) \$ \$ \$ \$ 6 2,642,443 2,642,443 2,623,958 2,641,941 17,983 12 437,716 437,716 218,356 249,269 30,913 12 437,716 437,716 218,356 249,269 30,913 13,189 413,189 118,855 19,9691 (16,748) (46,439) 413,189 413,189 176,731 136,474 (40,257) 4(2,582) 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0</td> <td> Note Note </td> <td>Note Mode Annual Annual Budget Actual (b) (b)+(a) (b)+(a) (b)+(a) (b) (b)+(a) (b) (c) (c) </td>	Note	Note Adopted Annual Budget Actual Budget Budget (a) (b) S \$ \$ \$ \$ \$ \$ \$ \$ \$	Note Adopted Annual Annual Annual Annual Budget (a) (b) VTD Actual (b) (b) Note Budget Budget (a) (b) VTD Actual (b) \$ \$ \$ \$ 6 2,642,443 2,642,443 2,623,958 2,641,941 17,983 12 437,716 437,716 218,356 249,269 30,913 12 437,716 437,716 218,356 249,269 30,913 13,189 413,189 118,855 19,9691 (16,748) (46,439) 413,189 413,189 176,731 136,474 (40,257) 4(2,582) 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 10,641 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Note Note	Note Mode Annual Annual Budget Actual (b) (b)+(a) (b)+(a) (b)+(a) (b) (b)+(a) (b) (c) (c)

SHIRE OF QUAIRADING STATEMENT OF FINANCIAL POSITION FOR THE PERIOD ENDED 30 SEPTEMBER 2023

_	30 June 2022	30-Sep-23
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	6,755,895	5,649,546
Trade and other receivables	618,078	2,758,284
Other financial assets	0	0
Inventories	416,668	434,913
Contract assets	837,395	837,395
Other assets	29,766	4,431
TOTAL CURRENT ASSETS	8,657,802	9,684,569
NON-CURRENT ASSETS		
Trade and other receivables	35,506	35,506
Other financial assets	81,490	81,490
Inventories	345,420	345,420
Property, plant and equipment	23,720,277	23,736,779
Infrastructure	100,177,609	100,447,519
Right-of-use assets	23,588	23,588
TOTAL NON-CURRENT ASSETS	124,383,889	124,670,302
TOTAL ASSETS	133,041,692	134,354,871
CURRENT LIABILITIES		
Trade and other payables	1,318,548	639,295
Other liabilities	511,526	609,700
Lease liabilities	20,898	14,330
Employee related provisions	163,697	163,697
TOTAL CURRENT LIABILITIES	2,080,774	1,460,296
NON-CURRENT LIABILITIES		
Lease liabilities	9,437	0
Borrowings	343,723	277,618
Employee related provisions	20,291	24,681
TOTAL NON-CURRENT LIABILITI	373,452	302,299
TOTAL LIABILITIES	2,454,226	1,762,594
NET ASSETS	130,587,466	132,592,277
EQUITY		
Retained surplus	42,898,658	44,832,316
Reserve accounts	4,093,439	4,093,439
Revaluation surplus	83,642,307	83,642,307
TOTAL EQUITY	130,634,404	132,568,062

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

OPERATING ACTIVITIES NOTE 1 ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 30/09/2022	Year to Date Actual 30/09/2023
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,662,456	1,681,993	1,556,107
Cash Restricted - Reserves	2	4,093,439	3,602,150	4,093,439
Cash Restricted - Bonds & Deposits	2	0	0	2 222 420
Receivables - Rates Receivables - Other	0	247,385 370,693	2,536,000 174,550	2,232,430
Other Financial Assets	3	370,093	1,787	525,854 0
Other Assets Other Than Inventories	4	867,161	187,708	841,826
nventories	4	10,828	3,950	29,073
	•	8,251,962	8,188,138	9,278,729
ess: Current Liabilities				
Payables	5	(1,222,052)	(289,088)	(519,487)
Contract Liabilities	11	(511,526)	(347,788)	(609,700)
Bonds & Deposits	14	(96,496)	(112,375)	(119,809)
oan Liability	9	(66,106)	(58,902)	(33,274)
ease Liability	9	(20,898)	(20,051)	(14,330)
Provisions	11	(163,697)	(217,996)	(163,697)
		(2,080,774)	(1,046,201)	(1,460,296)
ess: Cash Reserves Add Back: Component of Leave Liability not	10	(4,093,439)	(3,602,150)	(4,093,439)
Required to be funded		171,302	166,983	171,302
Add Back: Loan Liability		66,106	58,902	33,274
Add Back: Lease Liability		20,898	20,051	14,330
ess: Loan Receivable - clubs/institutions		0	(1,787)	0
Net Current Funding Position		2,336,055	3,783,936	3,943,901
Please see Note 1(a) for information on significant accounting polices relating to Net Current Assets. Adjusted Net Current As	of the figure i	period represents s a negative) as p ent.	sted net current as the actual surplus resented on the Ra This Yea	(or deficit if the ate Setting
4,500			Surplus(
3 4,000 3 3,500	X	2023-24	-	
	4	⊢ 2022-23	\$3.9	4 M
3.000				
3,000	-	2021-22		
\$ 2,500			Loot Voc	v VTD
\$3,000 \$2,500 \$2,000			Last Yea	שוווג
\$ 2,500	X			
1,500 1,000			Surplus(Deficit)
1,500 1,000 500				Deficit)
1,500 1,000	Mar And	r May lun	Surplus(Deficit)

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SHIRE OF QUAIRADING

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

OPERATING ACTIVITIES NOTE 2 CASH AND FINANCIAL ASSETS

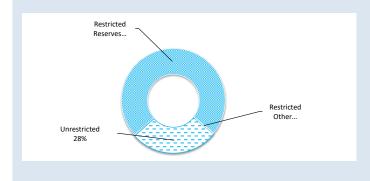
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	0			0	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	886,828			886,828	Westpac		Ongoing
Municipal Investment Cash at Bank	0			0	Westpac	0.01%	Ongoing
Medical Practice Cash at Bank	34,028			34,028	Westpac		Ongoing
Reserve Cash at Bank		464,816		464,816	Westpac	1.55%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
Term Deposits							
Municipal - Term Deposit Investment 1	315,171			315,171	Westpac	5.16%	17/11/2023
Municipal - Term Deposit Investment 2	318,781			318,781	Westpac	5.16%	17/11/2023
Reserve - Term Deposit Investment 1		987,642		987,642	Westpac	5.16%	31/12/2023
Reserve - Term Deposit Investment 2		642,466		642,466	Westpac	5.16%	31/12/2023
Reserve - Term Deposit Investment 3		1,065,169		1,065,169	Westpac	5.16%	31/12/2023
Reserve - Term Deposit Investment 4		933,345		933,345	Westpac	5.16%	31/12/2023
		0		0			
		0		0			
Investments							
Total	1,556,107	4,093,439	0	5,649,546			

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.



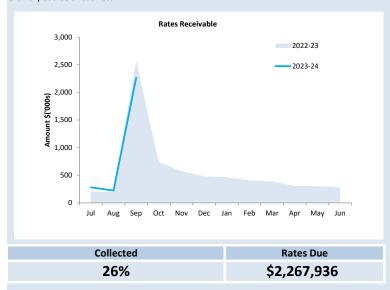
Total Cash	Restricted				
\$5.65 M	\$4.09 M				

OPERATING ACTIVITIES NOTE 3 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2023	30 Sep 23
	\$	\$
Opening Arrears Previous Years	206,403	282,891
Levied this year	2,612,016	2,763,893
Less Collections to date	(2,535,528)	(778,848)
Equals Current Outstanding	282,891	2,267,936
	282,891	2,267,936
% Collected	89.96%	25.56%

KEY INFORMATION

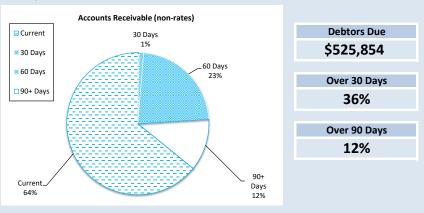
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	318,133	4,809	111,970	58,340	493,252
Percentage	64%	1%	23%	12%	
Balance per Trial Balance	е				
Sundry Debtors					273,166
Receivables - Other					252,689
Total Receivables Gener	525,854				
Amounts shown above i					

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.



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OPERATING ACTIVITIES

NOTE 4

OTHER CURRENT ASSETS

Other Current Assets	Opening Balance 1 Jul 2023	Asset Increase	Asset Reduction	Closing Balance 30 Sep 2023
	\$	\$	\$	\$
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	10,828	18,244	0	29,073
Accrued income and prepayments				
Accrued income and prepayments	29,766	0	(25,334)	4,431
Contract assets				
Contract assets	837,395	0	0	837,395
Total Other Current assets				1,276,739
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

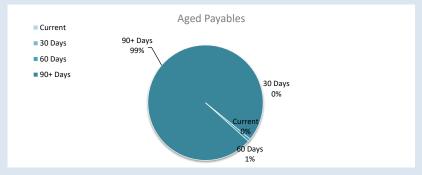
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

OPERATING ACTIVITIES NOTE 5 Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	0	0	150	18,099	18,249
Percentage	0%	0%	0.8%	99.2%	
Balance per Trial Balance					
Sundry creditors - General					177,898
Other creditors					(15,293)
Accruals/Income in Advance					780
ATO liabilities					326,238
Other accruals/payables					29,863
Total Payables General Outstanding					519,487
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.

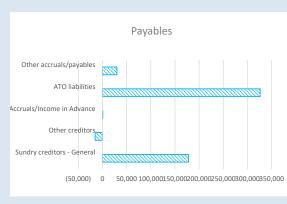


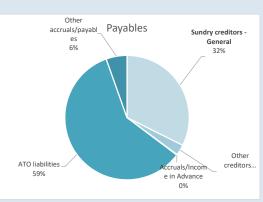
\$519,487

Over 30 Days 100%

Over 90 Days

99.2%





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Item 11.2 - Attachment 1

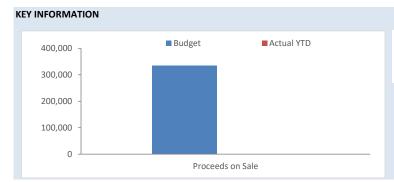
OPERATING ACTIVITIES NOTE 6 RATE REVENUE

			_		Bud	get				YTD Ac	tual	
		Number of	Rateable	Rate	Interim	Back		Total	Rate	Interim	Back	Total
RATE TYPE	Rate in	Properties	Value	Revenue	Rate	Rate		Revenue	Revenue	Rates	Rates	Revenue
	\$			\$	\$	\$		\$	\$	\$	\$	\$
General Rate												
Gross rental valuations												
GRV - Residential	0.153020	316	2,567,764	392,919	0		0	392,919	392,919	0	0	392,919
GRV - Industrial	0.153020	22	280,765	42,963	0		0	42,963	42,963	0	0	42,963
GRV - Commercial	0.153020	11	248,376	38,006	0		0	38,006	38,007	0	0	38,007
Unimproved valuations												
UV - Rural	0.008259	359	249,782,000	2,062,950	0		0	2,062,950	2,062,950	(501)	0	2,062,448
Non Rateable		228	294,438	0	0		0	0	0	0	0	0
Sub-Totals		936	253,173,343	2,536,838	0		0	2,536,838	2,536,838	(501)	0	2,536,337
	Minimum											
Minimum Payment	\$											
Gross rental valuations												
GRV - Residential	720	61	62,032	43,920	0		0	43,920	43,920	0	0	43,920
GRV - Industrial	720	7	9,115	5,040	0		0	5,040	5,040	0	0	5,040
GRV - Commercial	720	0	0	0	0		0	0	0	0	0	0
Unimproved valuations												
UV - Rural	720	53	2,200,062	38,160	0		0	38,160	38,160	0	0	38,160
Sub-Totals		121	2,271,209	87,120	0		0	87,120	87,120	0	0	87,120
		1,057	255,444,552	2,623,958	0		0	2,623,958	2,623,958	(501)	0	2,623,457
Amount from General Rates		•						2,623,958		, ,		2,623,457
Ex-Gratia Rates	Tonnage	1	398,070	18,485	0		0	18,485	0	0	0	18,485
Write off	Ŭ		•	,				0				0
Specified Area Rates								0				0
Total Rates								2,642,443				2,641,941

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OPERATING ACTIVITIES NOTE 7 DISPOSAL OF ASSETS

			Amended	Budget		YTD Actual				
Asset	Asset Description	иет воок	Proceeas	Profit	(LOSS)	иет воок	Proceeas	Protit	(LOSS)	
		\$	\$	\$	\$	\$	\$	\$	\$	
	Plant and Equipment									
1Q3919	Ammann Ars130 Single Drum Roller	96,536	45,000		(51,536)	0	0			
2Q551	2018 Izuzu D-Max 4X4 Sx Crew Cab	17,160	13,500		(3,660)					
2Q465	Holden Colorado 4X4 Crew Cab	16,764	13,500		(3,264)	0	0			
Q5122	2012 Ud Nissan Truck	67,720	110,000	42,280		0	0			
2Q661	Mitsubishi Triton Glx Cc Man	14,906	13,000		(1,906)					
6Q190	Isuzu Dmax 4X4 Ute	29,698	30,000	302		0	0			
P272	2013 Ud Nissan Cw26 380 Truck	124,993	110,000		(14,993)	0	0			
		367,777	335,000	42,582	(75,359)	0	0	0		

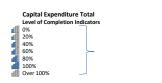


Proceed	s on Sale	
Budget	YTD Actual	%
\$335,000	\$0	0%

INVESTING ACTIVITIES NOTE 8 CAPITAL ACQUISITIONS

	Amended Adopted										
Capital Acquisitions	Annual Budget	YTD Budget	Annual Budget	YTD Actual Total	YTD Budget Variance						
	\$	\$	\$	\$	\$						
Land Held for Resale	0	0	0	0	0						
Land and Buildings	645,045	211,433	645,045	2,221	(209,212)						
Plant and Equipment	1,030,405	29,749	1,030,405	3,636	(26,113)						
Furniture and Equipment	35,000	35,000	35,000	10,645	(24,355)						
Infrastructure Assets - Roads	1,839,526	320,559	1,839,526	58,463	(262,096)						
Infrastructure Assets - Footpaths	0	0	0	0	0						
Infrastructure Assets - Other	1,217,948	378,486	1,217,948	211,447	(167,039)						
Capital Expenditure Totals	4,767,924	975,227	4,767,924	286,412	(688,815)						
Capital acquisitions funded by:											
	\$	\$	\$	\$	\$						
Capital Grants and Contributions	2,273,037	116,807	2,273,037	0	(116,807)						
Borrowings	0	0	0	0	C						
Other (Disposals & C/Fwd)	335,000	0	335,000	0	C						
Council contribution - Cash Backed Reserves											
Various Reserves	1,088,825	0	1,088,825	0	C						
Council contribution - operations	1,071,062	858,420	1,071,062	286,412	(572,008)						
Capital Funding Total	4,767,924	975,227	4,767,924	286,412	(688,815)						
SIGNIFICANT ACCOUNTING POLICIES			KEY INFORMA	ATION							
All assets are initially recognised at cost. Cost	t is determined	as the fair									
value of the assets given as consideration plu	s costs incident	al to the			Annual Budget						
acquisition. For assets acquired at no cost or	for nominal co	nsideration.	6,000 -	1							
cost is determined as fair value at the date of					YTD Actual						
non-current assets constructed by the local g	•		<u>s</u> 5,000 -		_						
cost of all materials used in the construction,			4,000 -								
project and an appropriate proportion of vari			šn 4,000 -								
Certain asset classes may be revalued on a re			<u>Н</u>								
•	~		3,000 -								
carrying values are not materially different from			2,000 -								
carried at fair value are to be revalued with s		•	2,000								
ensure the carrying amount does not differ m	•	hat	1,000 -								
determined using fair value at reporting date	·.		,								
			0 -								
Acquisitions	Annual F	Rudget	VTD /	Actual	% Spent						
Acquisitions	Annual Budge		-		70 Spent						
	\$4.77 M		\$.29	9 M	6%						
	Annual Budget				% Received						
Capital Grant	Annual E	Budget	YTD A	Actuai	% Received						

INVESTING ACTIVITIES NOTE 8 CAPITAL ACQUISITIONS



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

n <u>1</u> L	Level of completion indicator, please see table at the top of this note for furt	ner aetaii.	Balance		Adopted	Ame	ended		
4	Assets	Account Number	Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/O
					\$	\$	\$	\$	\$
	Buildings Health								
00 📶	Arthur Kelly Village - Common Area - Building (Capital)	4070712	514	BC7702	(10,000)	(10,000)	0	0	
	Total - Health				(10,000)	(10,000)	0	0	
	Education & Welfare								
00 📶	Arthur Kelly Village - Common Area - Building (Capital)	4080614	514	BC8600	(51,750)	(51,750)	(12,927)	0	12
00 📶	Daycare Centre - Building (Capital)	4080312	514	BC8301	(11,000)	(11,000)	(5,497)	0	5
00 📶 _	Frail Aged Lodge (Parker House) - Building (Capital)	4080612	514	BC8610	(33,400)	(33,400)	(8,340)	0	8
	Total - Education & Welfare				(96,150)	(96,150)	(26,764)	0	26,
oo =	Housing	4000114	F14	DC0114	(250,000)	(250,000)	(07.465)	0	07
00 <u>4</u> 1	1 (Lot 325) Edwards Way - Building (Capital)	4090114	514	BC9114	(350,000)	(350,000)	(87,465)	0	87,
00 📶	Doctor's Residence - Building (Capital) 7 Edwards Way - Police House - Building (Capital)	4090212 4090214	512 514	BC9211 BC9208	(10,000) (8,000)	(10,000) (8,000)	(2,499) (1,998)	0	2, 1,
	Total - Housing	4030214	314	BC3208	(368,000)	(368,000)	(91,962)	0	91,
	Community Amenities				(300,000)	(300,000)	(31,302)	·	31,
00 📶	Recycling Centre - Building (Capital)	4100112	512	BC10102	(10,650)	(10,650)	(2,661)	0	2,
	Total - Community Amenities				(10,650)	(10,650)	(2,661)	0	2
	Recreation And Culture				, .,,	, .,,	() ,		•
00 📶	Swimming Pool Plant Room - Building (Capital)	4110212	512	BC11205	(50,000)	(50,000)	(24,995)	0	24,
00 📶	Museum Upgrade	4110612	512	BC11601	(15,000)	(15,000)	(3,747)	0	3,
00 📶 _	Balkuling School	4110712	512	BC11703	(25,000)	(25,000)	(6,246)	0	6,
	Total - Recreation And Culture				(90,000)	(90,000)	(34,988)	0	34,
	Economic Services								
00 📶 _	Caravan Park Toilets & Ablutions - Building (Capital)	4130212	512	BC13244	(20,245)	(20,245)	(5,058)	0	5,
	Total - Economic Services				(20,245)	(20,245)	(5,058)	0	5,
. d	Other Property & Services								
04 📶 _	Administration Building - Building (Capital)	4140212	512	BC14201	(50,000)	(50,000)	(50,000)	(2,221)	47,
04 📶 _ 00 📶	Total - Other Property & Services Total - Buildings				(50,000) (645,045)	(50,000) (645,045)	(50,000) (211,433)	(2,221)	47, 209,
	Plant & Equipment Transport								
00 📶	Works Supervisors Vehicle	4120330	530	PE12301	(70,000)	(70,000)	0	0	
00 📶	UD Auto Truck	4120330	530	PE12303	(292,702)	(292,702)	0	0	
18 📶	Sportsground Mower	4120330	530	PE12308	(20,000)	(20,000)	(20,000)	(3,636)	16,
00 📶	Haydraulic Tip Trailer	4120330	530	PE12310	(10,000)	(10,000)	0	0	
00 <u>1</u>	Smooth Drum Vibe Roller 14.3T Mazda BT50 Ute	4120330 4120330	530 530	PE12311 PE12312	(190,000)	(190,000) (70,000)	0	0	
00 📶	Mazda BT50 Ute	4120330	530	PE12312 PE12313	(70,000) (70,000)	(70,000)	0	0	
00 📶	Bobcat Attachment - Trencher	4120330	530	PE12314	(8,000)	(8,000)	(8,000)	0	8,
00 📶	Bobcat Attachment - Angle Road Broom	4120330	530	PE12315	(7,000)	(7,000)	(1,749)	0	1,
00 📶	6 Wheel Tip Truck	4120330	530	PE12317	(292,702)	(292,702)	0	0	
	Total - Transport				(1,030,405)	(1,030,405)	(29,749)	(3,636)	26,
00 📶	Total - Plant & Equipment				(1,030,405)	(1,030,405)	(29,749)	(3,636)	26,
	Furniture & Equipment								
	Other Health								
24 📶	Strengthening Medicare Grant Funded Expenditure	4070720	520	OH7701	(25,000)	(25,000)	(25,000)	(5,990)	19
	Total - Other Health				(25,000)	(25,000)	(25,000)	(5,990)	19,
dil	Other Property & Services								
47 📶 _	Administration Office Furniture Upgrade	4140220	520	FE14201	(10,000)	(10,000)	(10,000)	(4,655)	5,
	Total - Other Property & Services				(10,000)	(10,000)	(10,000)	(4,655)	5,
30 📶	Total - Furniture & Equipment				(35,000)	(35,000)	(35,000)	(10,645)	24,
	Infrastructure - Roads								
التي ٥٥	Transport Old Boyorloy West Pood (P2P)	4120146	E40	D2D007	(100 163)	(100 163)	_	^	
00 <u>41</u> 00 41	Old Beverley West Road (R2R) Balkuling North Road (R2R)	4120146 4120146	540 540	R2R007 R2R017	(108,163) 0	(108,163) 0	0	0 (7,665)	(7,
00 📶	Stockpool Road (R2R)	4120146	540	R2R106	(128,253)	(128,253)	0	(7,665)	(7,
01 📶	Badjaling North Road (R2R)	4120145	540	R2R014	(139,734)	(139,734)	0	(1,914)	(1,
	, ,	4120149	540	RRG166	(37,959)	(37,959)	(9,483)	(1,514)	9
-	RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.92 - 9.3	4120149							
00 <u>4</u> 35 <u>4</u>	RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.92 - 9.3 RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.92 - 5.92	4120149	540	RRG166A	(62,780)	(62,780)	(15,687)	(21,733)	(6,0
00 📶		4120149							(6,0 145,

INVESTING ACTIVITIES NOTE 8 CAPITAL ACQUISITIONS



tion 📶	Level of completion indicator, please see table at the top of this note for furt	ther detail.			Adopted	Ame	ended		
		Account	Balance Sheet	Job	Annual	Annual			Varia
	Assets	Number	Category	Number	Budget	Budget	YTD Budget	Total YTD	(Under)
					\$	\$	\$	\$	\$
0.00	Dangin - Mears Road - WSFN Development Expenditure	4120162	540	WSF010D	(132,600)	(132,600)	(33,135)	0	
0.00	Drainage Construction General (Budgeting Only)	4120165	540	DC000	(85,675)	(85,675)	0	0	
0.00	Minchin Road - Drainage Capital	4120166	540	DC063	(31,626)	(31,626)	0	0	
0.00	Punch Road - Drainage Capital	4120166	540	DC143	(31,626)	(31,626)	0	0	
0.00	Squiers Road - Drainage Capital	4120166	540	DC176	(31,626)	(31,626)	0	0	
	Total - Transport				(1,839,526)	(1,839,526)	(320,559)	(58,463)	
0.03 📶	Total - Infrastructure - Roads				(1,839,526)	(1,839,526)	(320,559)	(58,463)	:
	Infrastructure - Other								
	Law, Order & Public Safety								
0.00	Caroling Water Tank - Fire Water	4050790	590	EM5701	(16,877)	(16,877)	0	0	
	Total - Law, Order & Public Safety				(16,877)	(16,877)	0	0	
	Community Amenities								
0.00	Cemetery Upgrade (Capital)	4100790	590	OC10703	(28,613)	(28,613)	(7,149)	0	
0.00	Electric Car Charging Station (Capital)	4100790	590	OC10704	(16,145)	(16,145)	(8,068)	0	
	Total - Community Amenities				(44,758)	(44,758)	(15,217)	0	
	Recreation And Culture								
0.05	Construction Hall Carpark LRCI Funded Expenditure	4110190	590	OC11101	(359,693)	(359,693)	(89,883)	(18,660)	
0.00	Greater Sports Ground (GSG) - Netball/Basketball Courts (Capital)	4110390	590	OC11335	(393,347)	(393,347)	(98,292)	0	
0.60	Community Park - LRCI Funded Expenditure	4110390	590	LRC11322	(320,273)	(320,273)	(160,100)	(192,787)	
0.00	New Park Kwirrading Koort	4110390	590	PC11323	(30,000)	(30,000)	(7,497)	0	
0.00	OTH CUL - Infrastructure Other (Capital)	4110790	590		(30,000)	(30,000)	(7,497)	0	
	Total - Recreation And Culture				(1,133,313)	(1,133,313)	(363,269)	(211,447)	:
	Economic Services								
0.00	Standpipe Controller 1	4130890	590	OC13801	(23,000)	(23,000)	0	0	
	Total - Economic Services				(23,000)	(23,000)	0	0	
0.17 📶	Total - Infrastructure - Other				(1,217,948)	(1,217,948)	(378,486)	(211,447)	:
0.06 📶	Grand Total				(4,767,924)	(4,767,924)	(975,227)	(286,412)	
	Summary by Balance Sheet Category								
	Land Held For Resale (Current)		340		0	0	0	0	
	Land Held For Resale (Non Current)		507		0	0	0	0	
	Land - Freehold		508		0	0	0	0	
	Buildings - Specialised		512		(180,895)	(180,895)	(95,206)	(2,221)	
	Buildings - Non Specialised		514		(464,150)	(464,150)	(116,227)	0	1
	Furniture & Equipment		520		(35,000)	(35,000)	(35,000)	(10,645)	
	Plant & Equipment		530		(1,030,405)	(1,030,405)	(29,749)	(3,636)	
	Infrastructure - Roads		540		(1,839,526)	(1,839,526)	(320,559)	(58,463)	:
	Infrastructure - Footpaths & Cycleways		560		0	0	0	0	
	Infrastructure - Other		590		(1,217,948)	(1,217,948)	(378,486)	(211,447)	3

FINANCING ACTIVITIES

NOTE 9

LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

			New			Principal			Principal		Intere	st & Guarante	ee Fee
			Loans			Repayments	;		Outstanding			Repayments	
			Amended	Adopted		Amended	Adopted		Amended	Adopted		Amended	Adopted
Particulars/Purpose	01 Jul 2023	Actual	Budget	Budget	Actual	Budget	Budget	Actual	Budget	Budget	Actual	Budget	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport													
Loan 118 - Depot Building	243,727	0	0	0	25,476	49,813	49,813	218,251	193,914	193,914	2,758	10,647	10,647
Loan 119 - Park Cottages	99,996	0	0	0	7,356	14,551	14,551	92,640	85,445	85,445	269	2,431	2,431
	343,723	0	0	0	32,832	64,364	64,364	310,891	279,359	279,359	3,028	13,078	13,078
Total	343,723	0	0	0	32,832	64,364	64,364	310,891	279,359	279,359	3,027.80	13,082	13,082
Current loan borrowings	66,106							33,274					
Non-current loan borrowings	277,618							277,618					
	343,723							310,891					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

			New Financing			Financing Pr Repayments	•	Lease	Financing Pri Outstanding	•		Financing Int	
			Amended	Adopted		Amended	Adopted		Amended	Adopted		Amended	Adopted
Particulars/Purpose	01 Jul 2023	Actual	Budget	Budget	Actual	Budget	Budget	Actual	Budget	Budget	Actual	Budget	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, Order & Public Safety													
Lease 2 - CESM Vehicle	17,555	0	0	0	6,568	17,555	17,555	10,987	(0)	-0	42	72	72
Economic Services													
Lease 4 - Skeleton Weed Vehicle	0	0	0	0	0	10,513	10,513	0	(10,513)	(10,513)	0	0	0
Other Property & Services													
Lease 3 - Canon Photocopier	3,335	0		0	0	3,729	3,729	3,335		(394)	0		93
	20,889	0	0	0	6,568	31,797	31,797	14,321	(10,907)	(10,907)	42	165	165
Total	20,889	0	0	0	6,568	31,797	31,797	14,321	(10,907)	(10,907)	42	165	165
Current financing borrowings	20,898							14,330					
Non-current financing borrowings	0							0					
	20,898							14,330					

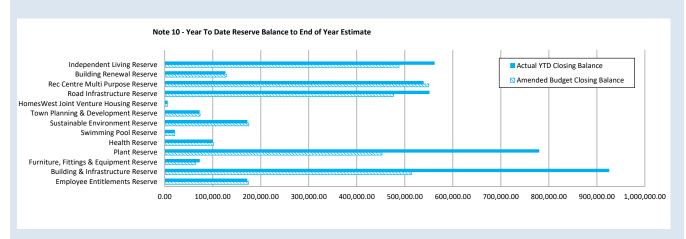
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OPERATING ACTIVITIES
NOTE 10
CASH BACKED RESEVES

Cash Backed Reserve

		Amended		Amended		Amended			
		Budget	Actual	Budget	Actual	Budget	Actual Transfers	Amended	
	Opening	Interest	Interest	Transfers In	Transfers In	Transfers Out	Out	Budget Closing	Actual YTD
Reserve Name	Balance	Earned	Earned	(+)	(+)	(-)	(-)	Balance	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlements Reserve	171,302.47	3,557.00	0.00	0.00	0.00	0.00	0.00	174,859.47	171,302.47
Building & Infrastructure Reserve	925,026.17	19,208.00	0.00	0.00	0.00	(430,000.00)	0.00	514,234.17	925,026.17
Furniture, Fittings & Equipment Reserve	72,253.91	1,500.00	0.00	0.00	0.00	(10,000.00)	0.00	63,753.91	72,253.91
Plant Reserve	779,333.32	16,183.00	0.00	135,000.00	0.00	(478,000.00)	0.00	452,516.32	779,333.32
Health Reserve	99,575.71	2,068.00	0.00	0.00	0.00	0.00	0.00	101,643.71	99,575.71
Swimming Pool Reserve	20,278.30	421.00	0.00	0.00	0.00	0.00	0.00	20,699.30	20,278.30
Sustainable Environment Reserve	171,412.45	3,559.00	0.00	0.00	0.00	0.00	0.00	174,971.45	171,412.45
Town Planning & Development Reserve	72,049.46	1,496.00	0.00	0.00	0.00	0.00	0.00	73,545.46	72,049.46
HomesWest Joint Venture Housing Reserve	5,424.94	113.00	0.00	0.00	0.00	0.00	0.00	5,537.94	5,424.94
Road Infrastructure Reserve	550,928.92	11,440.00	0.00	0.00	0.00	(85,675.00)	0.00	476,693.92	550,928.92
Rec Centre Multi Purpose Reserve	538,610.54	11,184.00	0.00	0.00	0.00	0.00	0.00	549,794.54	538,610.54
Building Renewal Reserve	125,738.79	2,611.00	0.00	0.00	0.00	0.00	0.00	128,349.79	125,738.79
Independent Living Reserve	561,503.90	11,660.00	0.00	0.00	0.00	(85,150.00)	0.00	488,013.90	561,503.90
	4,093,438.88	85,000.00	0.00	135,000.00	0.00	(1,088,825.00)	0.00	3,224,613.88	4,093,438.88

KEY INFORMATION



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OPERATING ACTIVITIES NOTE 11 OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2023	Liability Increase	Liability Reduction	Closing Balance 30 Sep 2023
		\$	\$	\$	\$
Other Liabilities					
- Contract Liabilities	12	37,618	0	(34,813)	2,805
 Capital Grant/Contribution Liabilities 	13	473,908	107,987	0	581,896
Total Other liabilities		511,526	107,987	(34,813)	584,700
Less non-current unspent grants, contributions and		0	0	0	0
reimbursements					
Total current unspent grants, contributions and reim	bursements	511,526	107,987	(34,813)	584,700
Employee Related Provisions					
Annual leave		129,164	0	0	129,164
Long service leave		34,533	0	0	34,533
Total Provisions		163,697	0	0	163,697
Total Other Current Liabilities Amounts shown above include GST (where applicable)					748,397

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.

Ordinary Council Meeting Agenda

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

NOTE 12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

		Grant, Subsidi	ies and Contribu	tions Liability		Grants, Subsidies and Contributions Revenue				
		Increase	Liability		Current	Adopted	Amended	Amended	YTD	
Provider	Liability	in	Reduction	Liability	Liability	Budget	Annual	YTD	Actual	
	1 Jul 2023	Liability	(As revenue)	30 Sep 2023	30 Sep 2023	Revenue	Budget	Budget	Revenue	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	
General purpose funding										
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	63,036	63,036	0	15,759	
Grants Commission - Roads (WALGGC)	0	0	0	0	0	35,204	35,204	0	8,801	
Law, order, public safety	-	_	_		_			-	3,552	
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	51,810	51,810	0	12,953	
Mitigation Activity Fund Grant Program	33,292	0		0	0	66,585	66,585	16,638	33,292	
Bushfire Volunteers Grant Program Health	0	0	0	0	0	0	0	0	0	
Strenghtening Medicare Grant	0	0	0	0	25,000	25,000	25,000	25,000	0	
Education and welfare	9		•	· ·	23,000	23,000	23,000	_5,000	Č	
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	2,000	2,000	0	0	
NADC National Australia Day Grant	1,352	0	0	1,352	1,352	0	0	0	0	
NAIDOC Week Grant	1,239	0	(1,239)		0	1,350	1,350	0	1,239	
Volunteering WA Grant	477	0			195	0	0	0	282	
Transport						0	0	0	0	
Direct Grant (MRWA)	0	0	0	0	0	171,105	171,105	171,105	174,575	
	37,618	0	(34,813)	2,805	27,805	431,090	431,090	216,490	246,901	
Contributions										
Education and welfare										
Quairading Rotary Annual Contribution	0	0	0	0	0	250	250	60	0	
Recreation and culture										
Rainmakers Contribution to El Toro (error)	0	0	0	0	0	500	500	0	0	
Other property and services										
Admin staff contributions to vehicle running	0	0	0	0	0	5,876	5,876	1,467	1,368	
costs										
	0	0	0	0	0	6,626	6,626	1,527	1,368	
TOTALS	37,618	0	(34,813)	2,805	27,805	437,716	437,716	218,017	248,269	

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Ordinary Council Meeting Agenda

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

NOTE 13
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

_	Ca	pital Grants	Subsidies and Co	ontributions Liab	ility	Capital Grants, Subsidies and Contribution				
Provider	Liability 1 Jul 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Sep 2023	Current Liability 30 Sep 2023	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenu	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	
South Caroling Water Tank	0	(0 0	0	0	8,439	8,439	0		
Electric Car Charging Station (Capital)	0	(0 0	0	0	6,926	6,926	1,728		
Recreation and culture										
LRCI Grant Phase 3 - Construction Hall Carpark	0		0 0	0	0	359,693	359,693	0		
LRCI Grant Phase 4 - Greater Sports Ground - Multi Use Courts	0	(0 0	0	0	393,347	393,347	0		
Lotterywest Grant - Community Park	178,597		0 0	178,597	178,597	0	0	0		
Fransport										
R2R Grant - Old Beverley West Road (R2R)	0	(0 0	0	0	108,163	108,163	0		
R2R Grant - Badjaling North Road (R2R)	0	(0 0	0	0	120,114	120,114	0		
R2R Grant - Stockpool Road (R2R)	0	(0 0	0	0	128,253	128,253	0		
R2R Grant - Pantapin South Road (R2R)	0	(0 0	0	0	0	0	0		
R2R Grant - Quairading Corrigin Road (R2R)	0	(0 0	0	0	0	0	0		
RRG Grant - Quairading - Corrigin Road 21/22	0	(0 0	0	0	74,639	74,639	0		
RRG Grant - Quairading - Corrigin Road 22/23	0	(0 0	0	0	79,891	79,891	0		
RRG Grant - Quairading - Corrigin Road 23/24	0	(0 0	0	0	460,028	460,028	0		
WSFN Grant - Dangin - Mears Road	183,767	(0 0	183,767	183,767	336,558	336,558	84,139		
WSFN Grant - Dangin - Mears Development Funds	0		0 0	0	0	123,760	123,760	30,940		
	473,908	107,98	7 0	581,896	581,896	2,199,810	2,199,810	116,807		
tal Contributions										
Community amenities										
Rural Youth Contribution - Community Park	0		0 0	_	0	73,227	73,227	0		
	0		0 0	0	0	73,227	73,227	0		
al capital grants, subsidies and contributions	473.908	107,98	7 0	581,896	581,896	2,273,037	2,273,037	116,807		

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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 2023	Amount Received \$	Amount Paid \$	Closing Balance 30 Sep 2023 \$
Restricted Cash - Bonds and Deposits				
Building Services Levy (BSL)	1,087.98	0.00	0.00	1,087.98
Construction Training Fund (CTF)	491.75	0.00	0.00	491.75
Councillor Nomination Fee	0.00	0.00	0.00	0.00
Key, Hall & Equipment Bonds	5,166.00	4,520.00	(2,775.00)	6,911.00
Unclaimed Monies	1,152.50	0.00	0.00	1,152.50
Department of Transport Licensing	3,014.31	88,099.80	(70,148.30)	20,965.81
TransWA	0.00	0.00	0.00	0.00
Other Bonds & Deposits	83,064.17	750.00	0.00	83,814.17
Caravan Park Cabin Bonds	0.00	0.00	0.00	0.00
Community Bus Bonds	291.30	400.00	(150.00)	541.30
Rental Bonds	2,228.00	1,960.00	0.00	4,188.00
Animal Trap Bonds	0.00	0.00	0.00	0.00
Sub-Total	96,496.01	95,729.80	(73,073.30)	119,152.51
Trust Funds Nil	0.00	0.00	0.00	0.00
Sub-Total	0.00	0.00	0.00	0.00
	96,496.01	95,729.80	(73,073.30)	119,152.51
KEY INFORMATION				

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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 2023/24 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	(22,850)	(72%)	▼	S	Timing	Interest Journal still required to be completed - ontrack
Law, Order and Public Safety	(16,989)	(27%)	•	S	Timing	Negative variance a combination of CESM/BRMP reimbursement not being received and positive Mitigation Activity Fund Grant being received earlier than budgeted.
Health	(25,006)	(100%)	•	S	Timing	Negative variance due to Strengthening Medicare Grant Fund Income being receipted incorrectly - correction still required
Community Amenities	105,294	204%	•	S		Timing of budget allocation for Domestic Refuse Collection Charges.
Economic Services	(18,813)	(12%)	▼	S	Timing	Ü
Law, Order and Public Safety	43,521	26%	A	s	Timing	
Health	58,581	48%	A	S	Timing	Positive variance due to Other Health - Maintenance operation costs tracking lower than budgeted.
Education and Welfare	19,486	27%	A	S	Timing	
Housing	21,960	44%	•	S	Timing	Staff housing and other housing building maintenance and building operation costs are below budgeted amount. Other housing (non-staff) building maintenance and building operation costs are below budgeted amount.
Community Amenities	55,147	35%	A	S	Timing	Positive Variance due to various Community Amenities - Maintenance Operational costs tracking lower than budgeted.
Recreation and Culture	134,251	49%	A	S	Timing	Positive variance due to Other Recreation & Sports Maintenance & Operational costs tracking lower than budgeted.
Transport	405,367	56%	A	S	Timing	Positive variance due to Depreciation not yet processed in year.
Economic Services	84,513	34%	•	S	Timing	Positive variance due to a combination of Depreciation not yet process in year and negative variance in Economic Development employment costs tracking higher than budget.
Other Property and Services	(22,799)	(33%)	•	s	Timing	Negative variance due to Other Property and Services tracking higher than budgeted.
INVESTING ACTIVITIES						-
Capital Grants, Subsidies and Contributions	(116,807)	(100%)	•	S	Timing	Grant funding still to be received - Awaiting auditors reports to be finalised in order to claim. Invoices still to be raised for various completed projects
Land and Buildings	209,212	99%	•	S	Timing	Projects not yet completed, see capital Works Note 8.
Plant and Equipment	26,113	23/0	•	S	Timing	Projects not yet completed, see capital Works Note 8.
Furniture and Equipment	24,355	70%	•	S	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Roads	262,096	82%		S	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Other	167,039	44%	A	s	Timing	Projects not yet completed, see capital Works Note 8.

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NOTE 16
BUDGET AMENDMENTS

					Non Cash	Increase in Available	Decrease in	Amended Budget Running
GL Code	Job#	Description	Council Resolution	Classification	Adjustment	Cash	Available Cash	Balance
					\$	\$	\$	\$
		Budget Adoption	Closin	g Surplus/(Deficit)			30,190	30,190
		Opening surplus adjustment (Adjusted 2022/23 Closing Balance)	(Not y	et endorsed) To be presented a	t budget review		89,618	119,808
								119,808
								119,808
								119,808
								119,808
					0	(119,808	119,808
KEY INFORMATION	ON							

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NOTE 17 CARAVAN PARK

Caravan Park Profit and Loss	YTD Booking s	,	YTD Actual	TD Budget Amended)	YTD Var %	Aı	nnual Budget (Original)	nnual Budget (Amended)	Annual (Amd) Var %
INCOME									
Caravan Park Charges	49	\$	16,237.81	\$ 14,994.00	108%	\$	60,000.00	\$ 60,000.00	27%
Cabin and Unit Charges	130	\$	22,570.99	\$ 32,487.00	69%	\$	130,000.00	\$ 130,000.00	17%
Fees, Charges & Reimburseme	nts	\$	22.73	\$ -	0%	\$	-	\$ -	0%
TOTAL INCOME	179	\$	38,831.53	\$ 47,481.00	82%	\$	190,000.00	\$ 190,000.00	20%
EXPENDITURE									
Caravan Park									
Salaries & Wages		\$	290.52	\$ 11,718.00	2%	\$	46,900.00	\$ 46,900.00	1%
Materials & Contracts		\$	7,053.90	\$ 2,904.00	243%	\$	11,640.00	\$ 11,640.00	61%
Utilities & Insurance		\$	784.44	\$ 3,417.00	23%	\$	13,700.00	\$ 13,700.00	6%
Caravan Park Total		\$	8,128.86	\$ 18,039.00	45%	\$	72,240.00	\$ 72,240.00	11%
Cabins (3x 2 bedroom Cabins)									
Salaries & Wages		\$	319.60	\$ 6,021.00	5%	\$	24,120.00	\$ 24,120.00	1%
Materials & Contracts		\$	-	\$ 630.00	0%	\$	2,532.00	\$ 2,532.00	0%
Utilities & Insurance		\$	803.55	\$ 2,675.00	30%	\$	10,764.00	\$ 10,764.00	7%
Cabins Total		\$	1,123.15	\$ 9,326.00	12%	\$	37,416.00	\$ 37,416.00	3%
Caretaker Reception									
Salaries & Wages		\$	85.93	\$ 870.00	10%	\$	3,484.00	\$ 3,484.00	2%
Materials & Contracts		\$	31.81	\$ 222.00	14%	\$	892.00	\$ 892.00	4%
Utilities & Insurance		\$	448.68	\$ 1,662.00	27%	\$	6,672.00	\$ 6,672.00	7%
Caretaker Reception Total		\$	566.42	\$ 2,754.00	21%	\$	11,048.00	\$ 11,048.00	5%
Units (4x 1 bedroom units)									
Salaries & Wages		\$	365.22	\$ 2,175.00	17%	\$	8,710.00	\$ 8,710.00	4%
Materials & Contracts		\$	-	\$ 210.00	0%	÷	844.00	\$ 844.00	0%
Utilities & Insurance		\$	297.16	\$ 275.00	108%	\$	1,111.00	\$ 1,111.00	27%
Units Total		\$	662.38	\$ 2,660.00	25%	\$	10,665.00	\$ 10,665.00	6%
TOTAL EXPENDITURE		\$	10,480.81	\$ 32,779.00	32%	\$	131,369.00	\$ 131,369.00	8%
Closing Funding Surplu	ıs(Deficit)	Ś	28,350.72	\$ 14,702.00	193%			\$ 58,631.00	48%



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11.3 ICT Strategic Plan 2022-2025

Responsible Officer Natalie Ness, Acting Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. Shire of Quairading ICT STrategic Plan 2022-2025 🗓 🖺

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council adopt the ICT Strategic Plan 2022-2025

IN BRIEF

On 29 March 2023, the Auditor General tabled a report in Parliament on the Information Systems Audit – Local Government 2021-2022. In this report, the Auditor General recommended that under section 7.12A of the Local Government Act 1995 (the Act), that local governments identified as having significant information system issues:

• Prepare an action plan addressing significant matters relevant to their entity

The report summarised the overall results with 566 information system weaknesses reported to 61 entities.

MATTER FOR CONSIDERATION

Whilst the Shire has a number of measures in place to address the ever-evolving risk of cyber security, it is crucial we prioritise addressing audit findings to safeguard our information systems against increasing sophisticated cyber threats.

BACKGROUND

The Shire engaged Wallis Computer Services to assist in developing an ICT Strategy that will:

- Assist the Chief Executive Officer, Executive Team and Elected Members to better understand the complexity of managing information and technology within the local government sphere.
- Improve the Shire's ICT capability.
- Enable the Shire to operate at or above the ICT Baseline Standard/benchmark set by the OAG.
- Ensure ICT is adequately managed to support all aspects of local government operations, and investigate the future ICT trends and how they relate to the Shire of Quairading.
- Support all related elements of the Integrated Planning and Reporting Framework.

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This document will be the action plan for guiding Council's strategic direction in ICT over the next 3 years for the effective management of information and communications technology and to ensure that the Shire's ICT systems are controlled and maintained in line with corporate objectives and emerging trends. This document establishes a baseline which identifies the minimum requirements for the effective provision of information and communications technologies, as well as information management services, and solutions to effectively support the Shire's operations. Understanding the complexity of information and communications technology management within local government is the first step in applying the necessary measures to ensure that the baseline ICT standards are being met. This document also aims to provide true value to the community by enhancing and supporting all the services Council delivers.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If not addressed the findings from the audit could result in data breaches, system outages and financial loss to the Shire. The ICT Strategic Plan provides Council with current and future projected costs/budgets to ensure future resources can maintain a strong level of compliance into the future.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Consultation of the ICT Strategic Plan was undertaken with the Shire Staff and current IT providers.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Data breaches/hack of Shire information and communications technology systems impacts business continuity, results in financial or other data theft and increases liability (Elected Members, Executive and the Shire as a whole).

RISK ASSESSMENT

	Option 1
Financial	Low
	The works being done over the next 3 years should decrease the financial risk of large non-budgeted expenditure from IT disaster or Cyber-attacks.
Health	Low

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Reputation	Low
	Cyber-attacks have become more common and wider spread. This has caused reputational damage to those particular entities which have been affected. The plan recommends ways of reducing damage from attached, therefore decreasing the chance of loss of information and mitigate reputational risk.
Operations	Low The ICT Strategy is created to provide direction in a rapidly changing business environment. Designed to reduce significant impact on the
	Council's ability to operate.
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 Quartely 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 ICT Strategic Plan has been allocated over a period of 3 years. The priorities and timing of costs have been allocated over the 3 years by Wallis Computers. The costs in each year across the 3 years sees a minimal increase overall.

Council has already made significant progress with recent updates to the Server, ERP and Telephone Systems to help meet the ever-changing technological environment.

This Strategic Plan is dynamic, adaptable to the ever-changing technological landscape and the Shire's evolving needs. Serving as a guiding beacon, it ensures that the Shire's technological pursuits align with its overarching objectives, facilitating enhanced service delivery. All technological choices should be strategically driven, as outlined in this plan, guaranteeing decisions are flexible yet aligned with the Shire's aspirations.

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Backups & Disaster Recovery9 Domain 13 10 12 13 14 15 16

SECTION ONE: EXECUTIVE SUMMARY

The Shire of Quairading recognizes the evolving landscapes of both its internal and external environments. Embracing technology is crucial for enhancing its services, necessitating a unified approach to the adoption, application, and maintenance of technological tools, in harmony with the Shire's resources and objectives.

The ICT Strategic Plan outlines the Shire's vision for addressing immediate and future technological needs. It underscores the importance of leveraging advanced technology to prioritize both in-house and external customer services. This plan serves as a blueprint for adeptly managing IT, with its core aim to bolster the Shire's mission and amplify the efficiency of services to its community and stakeholders.

Future technological endeavours will span several departments, all converging towards a singular mission: to serve its community, the general public, and other interested parties. In this context, technology emerges as a pivotal tool for communication, integration, data exchange, and resource allocation. Additionally, it paves the way for cost savings by enhancing service efficiency through a unified technological architecture and standards.

This strategic document encourages inter-departmental synergies and promotes collaboration, rather than restricting individual departmental initiatives. It draws upon a balanced IT management approach, combining the strengths of both centralized IT governance and external IT support. A key component of the plan is the formulation of IT architecture and standards, essential for achieving scalability and seamless integration.

The IT Plan of the Shire of Quairading emphasizes a customer-centric approach to technology management. Internally, it champions teamwork, collective decision-making, and equipping staff with the right tools. Externally, it is committed to delivering anticipated services to its community, the public, and other stakeholders.

This Strategic Plan is dynamic, adaptable to the ever-changing technological landscape and the Shire's evolving needs. Serving as a guiding beacon, it ensures that the Shire's technological pursuits align with its overarching objectives, facilitating enhanced service delivery. All technological choices should be strategically driven, as outlined in this plan, guaranteeing decisions are flexible yet aligned with the Shire's aspirations.

SECTION TWO: FUTURE GOALS & STRATEGY

This ICT Strategic Plan will cover the period between July 2022 and June 2025. Some key goals include the following;

Project	Goal	ICT Trend
Altus	Implement new modules to provide mechanisms to automate repetitive tasks whilst integrating with existing SynergySoft GL.	Intelligent Apps and Analytics
Collaboration Tool	Adopt a collaboration tool that includes chat, video and sharing of content between internal staff. Functionality can include the ability to invite external contacts.	
Computer Replacement Program	Define a structured program to replace office computers with standardised equipment based on a lifecycle. Adopt a standard operating environment (SOE) to help reduce IT support costs.	Digital Workplace
Cyber Awareness Training	Subscribe to an awareness training program for all employees. Such a platform should continually test employees based on a frequency and not be a once-off test.	Continuous Adaptive Risk and Trust
Data Backups	Instigate a new regime to meet backup retention needs and archival requirements. At any point in time three copies of the corporate data should exist being the live copy onsite, a backup copy onsite and a backup copy offsite.	Cloud to the Edge
Firewall Upgrade	Introduce deep packet inspection (DPI) firewalling so that incoming and outgoing traffic can be scanned for malicious content. Firewall capability should support two or more Internet links.	Continuous Adaptive Risk and Trust
Internet Communications	Implement a business grade, non-contended Internet link as a primary service. Implement a residential grade Internet link as a secondary service. Both links are to support utilising future cloud based applications.	Cloud to the Edge
Intranet Design	Implement an Intranet for the ability to share and manage content. An application can empower teamwork and help to quickly find information that seamlessly collaborates across the organisation.	Intelligent Apps and Analytics
IP Telephony	Upgrade the copper voice phone system. A virtualised phone system can deliver softphone capabilities for iOS, Android and Windows. A secure feature called SIP (calls over the Internet) can be used to reduce calls costs.	Digital Workplace
IT Policy Review	Ensure a document that defines roles and responsibilities, password requirements, granting/revoking access, account reviews and asset management/disposal.	Continuous Adaptive Risk and Trust
Multi Factor Authentication	Tighten security relating to Office 365 and WFH. Two Factor Authentication (2FA) to be implemented into the existing IT landscape for any IT related activities completed outside the office.	Digital Workplace

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Project	Goal	ICT Trend
Office 365	Install Office 365 for a move to monthly billing. Desktop apps to be installed first followed by Exchange Online (email in the cloud). Investigate OneDrive for Business to deliver simultaneous editing.	Cloud to the Edge
Patching	Implement a new program that uses a test group for Windows computers prior to all computers receiving an update. Manage the installation of third party apps such as Adobe, Java etc. to address security concerns.	Continuous Adaptive Risk and Trust
Server Hardware Upgrade	Consideration on the overall server strategy including but not limited to extending the server warranty or moving to a hybrid, public or private cloud solution.	Cloud to the Edge
Shared IT Services	Design a hosted infrastructure platform that the Medical Clinic can utilise that would have similar characteristics to a private cloud.	Cloud to the Edge
Work From Home	Build the Work From Home (WFH) strategy into the business. Easy to use technologies will aid in securely working from outside the office. A WFH policy is required.	Digital Workplace
Software Subscriptions	Commit to an OpEx model of purchasing internal tools such as Adobe for Professional and Creative Cloud.	Intelligent Apps and Analytics

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SECTION FOUR: ICT TRENDS FOR ORGANISATIONS

Trends and technologies in the IT industry change at an alarming rate. The Shire of Quairading is strongly reliant on day-to-day IT resources for nearly all facets of operation. As such, it is prudent to review and adopt the current industry trends for organisations (Gartner Inc.).

ICT Trend	Explanation
Intelligent Apps and Analytics	Over the next few years, virtually every app, application and service will incorporate some level of AI. Some of these apps will be obvious intelligent apps that could not exist without AI and machine learning.
	Al has become the next major battleground in a wide range of software and service markets, including aspects of enterprise resource planning (ERP). Packaged software and service providers should outline how they'll be using Al to add business value in new versions in the form of advanced analytics, intelligent processes and advanced user experiences.
Cloud to Edge	Edge computing describes a computing topology in which information processing, and content collection and delivery, are placed closer to the sources of this information. Connectivity and latency challenges, bandwidth constraints and greater functionality embedded at the edge favours distributed models.
	While many view cloud and edge as competing approaches, cloud is a style of computing where elastically scalable technology capabilities are delivered as a service and does not inherently mandate a centralised model.
Continuous Adaptive Risk and Trust	To securely enable digital business initiatives in a world of advanced, targeted attacks, security and risk management leaders must adopt a continuous adaptive risk and trust assessment (CARTA) approach to allow real-time, risk and trust-based decision making with adaptive responses.
	Security infrastructure must be adaptive everywhere, to embrace the opportunity — and manage the risks — that comes delivering security that moves at the speed of digital business.
Digital Workplace	The government workforce of the future will be populated with digitally literate employees, from frontline workers to top-level executives. The digital workplace is open, flat and democratic. It is the organisational manifestation of open government. CIOs and IT leaders must take a leadership role in building a more social, mobile, accessible and information-driven work environment.
	Adopting this trend would allow the Shire of Quairading employees to have the flexibility to perform their roles, with the ability to access information at a time and place of their choosing. Increased productivity would be achieved over time as employees gain a greater awareness of technology services available to them through effective service delivery and communication.
Multichannel Citizen Engagement	Government jurisdictions with multiple channels (municipal offices, physical mail correspondence, contact centres, e-government websites and mobile apps) are struggling to provide their citizens with one coherent view of the enterprise.
	A multichannel strategy, in the context of digital government, means more than delivering a seamless experience to stakeholders. It also is about delivering

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ICT Trend	Explanation
	interactions that are connected, consistent, convenient, collaborative, customized, clear and transparent. To produce those outcomes, policymakers and CIOs must radically redesign service models by combining traditional marketing tools (such as focus groups, user experience labs, surveys and stakeholder analysis) with new approaches (such as citizen co-creation initiatives, agile development and design thinking).

Trend Adoption Overview

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. Trend Intelligent Apps and **Continuous Adaptive** Multichannel Citizen Cloud to the Edge Digital Workplace **Analytics** Risk and Trust Engagement The Shire will deliver Employees will have services using Adopt a people the flexibility to Instigate storage and multiple channels Implement AI to add process technology computer perform their roles that are connected, business value into methodology to requirements that with the ability to consistent, products offered to minimise the threat utilise a hybrid cloud access information at convenient, the customer base. of cyber security model as a service. a time and place of customised. related incidents. their choosing. collaborative, clear and transparent. Explore an intelligent Implement SSL VPN Implement DPI-SSL app that references Investigate a hybrid for secure remote Ensure all web on all hardware data and analytics to cloud model that services are **Jelivery Strategies** firewalls. improve customer uses software available, user Provide Windowsdefined storage. friendly and Stay up to date with consistent on all Microsoft Operating laptops/tablets to Measure website and **Explore Microsoft** devices (i.e. laptop, Systems to reduce social networking Office 365 for specific staff. tablet and phone). vulnerabilities. activities. Desktop Implement Two Apps/Exchange Ensure continued Adopt an employee Use Power BI to Online and a integration across cyber awareness monitor and track Authentication for SharePoint Intranet. Altus Suite. training platform. customer service identity and access

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SECTION FIVE: STRATEGIC PLAN

1 Backups & Disaster Recovery

1.1 Industry Best Practice

Gartner, IDC, Forrester & Yankee Group report that on average, IT system downtime costs between \$84,000 and \$108,000 for every hour. Additionally, it is reported that 90% of businesses that lose all their data go out of business within the following 12 months. Protection of corporate data is achieved through a complete backup and replication solution consisting of both on premise and cloud components.

The on premise component is a device that resides within the same premises as the hardware storing the majority of corporate data. This device is responsible for regular incremental backups of nominated data at intervals in accordance with the organisation's recovery point objective (RPO). Ideally, if suitable, incremental backups for an organization with normal 8am-6pm operating hours should occur every hour. This will result in 24 intra-daily backups that should be consolidated the following day into a single daily backup. Consolidations of hourly, daily and weekly backups can occur at different stages however there should be approximately 6 months of backup's stored. This device is also responsible for the replication of all incremental backups to the cloud component.

The cloud component is a device located at a secondary site that a natural calamity or man-made disaster should not be able to affect. A minimum 10km distance should be adhered to. This device receives replicated incremental backups from the on premise device and is responsible for the long term storage, organization and consolidation of the replicated incremental backups.

1.2 Current State

1.2.1 Onsite Server Backups

Quairading Administration Office

The Shire of Quairading outsource the management of backup and recovery to PCS. The currently employed system consists of the following:

Server Name	Backup Technology	Job Details
		Onto USB drives Monday-Friday (5 drives) Every 3 hours Mon-Fri 9am and 8pm Once Sat and Sun at 7pm
QSC-FILE	Veeam	Includes full virtual machine
		Daily notifications are emailed to backupreports@quairading.wa.gov.au (CEO Admin, EMCS and PCS)
		Onto USB drives Monday-Friday (5 drives) Every 3 hours Mon-Fri 9am and 8pm Once Sat and Sun at 7pm
QSC-DATABASE	Veeam	Includes full virtual machine
		Daily notifications are emailed to backupreports@quairading.wa.gov.au (CEO Admin, EMCS and PCS)

Quairading Medical Clinic

The Shire of Quairading outsource the management of backup and recovery to PCS. The currently employed system consists of the following:

Server Name	Backup Technology	Job Details
		Onto USB drives Monday-Friday (5 drives) Runs at 7:30pm
QMP-FILE	Veeam	Includes virtual server (snapshot of all data)
		Daily notifications emailed to Clinic Coordinators and PCS.
		Data copied onto stand-alone computer
QMP-FILE	Unknown	Manually run monthly
		Includes clinical and financial data

1.2.2 Offsite Server Backups

Quairading Medical Clinic

No backups are automatically replicated offsite. Every weekday the current days USB drive is taken home by EMCS. The other four USB drives are stored onsite in the Shire safe.

1.2.3 Retention Period

Quairading Administration Office.

The backups maintained by PCS are defined below:

	Number Kept Onsite	Number Kept Offsite	Explanation
Hourly	52	13	Each USB drive contains approximately 13 backup jobs. The previous days USB drive is taken offsite.
Daily	-	-	Daily backups for one week.
Weekly	-	-	-
Monthly	-	-	-
Biannual	-	-	-

These backups allow the ability to restore data at the file level for one week.

No scheduled Disaster Recovery tests were documented to have been completed.

Quairading Medical Clinic

The backups maintained by PCS are below:

	Number Kept Onsite	Number Kept Offsite	Explanation
Hourly	-	-	-
Daily	5	5	Daily backups for one week.
Weekly	-	-	-
Monthly	-	-	-
Biannual	-	-	-

These backups allow the ability to restore data at the file level or host level for one week. No scheduled Disaster Recovery tests were documented to have been completed.

1.3 Future State Recommendations

Quairading Administration Office.

The current state needs immediate changes because it falls short of requirements set by the Shire of Quairading. The Shire of Quairading Disaster Recovery Plan is being created which will also dictate if the current solution meets the business requirements moving forward.

The following is industry best practice for data located on premise or in the cloud:

- 1.3.1 Onsite and offsite retention of backups
- 1.3.2 Continuous offsite replication to reduce Disaster Recovery RPO
- 1.3.3 Minimum hourly snapshots to reduce RPO
- 1.3.4 Hourly, Daily, Weekly, Monthly, Annual retention periods
- 1.3.5 Granular database and mailbox restoration
- 1.3.6 Ability to recover an entire server, not just data
- 1.3.7 Regular recovery testing
- 1.3.8 Daily backup notifications

Quairading Medical Clinic

The current state needs immediate changes because it falls short of requirements set by the Shire of Quairading. The Shire of Quairading Disaster Recovery Plan is being created which will also dictate if the current solution meets the business requirements moving forward.

The following is industry best practice for data located on premise or in the cloud:

- 1.3.9 Onsite and offsite retention of backups
- 1.3.10 Continuous offsite replication to reduce Disaster Recovery RPO
- 1.3.11 Minimum hourly snapshots to reduce RPO
- 1.3.12 Hourly, Daily, Weekly, Monthly, Annual retention periods
- 1.3.13 Granular database and mailbox restoration
- 1.3.14 Ability to recover an entire server, not just data
- 1.3.15 Regular recovery testing

1.4 Budget Estimate

Quairading Administration Office

A backup and recovery solution will be a managed service, which means all costs are monthly ongoing/operational costs.

See the following table for an indication of on-going costings.

For budget purposes, the data on premise component is set to a shared 2TB.

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
Data on premise	\$10,010	\$10,010	\$10,010

Quairading Medical Clinic

A backup and recovery solution should be a managed service, which means all costs are monthly on-going/operational costs.

See the following table for an indication of on-going costings.

For budget purposes, the data on premise component is set to a shared 1TB.

For budget purposes the Microsoft Office 365 component is set to 5 users.

Description	2023-2024	2024-2025	2024-2025
	Costs	Costs	Costs
Data on premise	\$7,530	\$7,530	\$7,530

2 Domain

2.1 Industry Best Practice

Utilisation of Microsoft Active Directory (AD) is key to centralised management of ICT networks. Active Directory has four primary functions:

- 2.1.1 Authentication
- 2.1.2 Policy-based Administration
- 2.1.3 Security Policies for User Accounts
- 2.1.4 Directory for Publishing Shared Resources

A user can only be authenticated by a domain controller in the domain that hosts the user's account. Where possible, any application or network resource that utilises authentication for login or access should be integrated with the domain in order to use domain authentication. This reduces the amount of credentials a user is required to remember, allowing a "Single Sign-on" (SSO) environment.

Microsoft Group Policy allows ICT administrators to standardise and manage objects within a domain using policies that can be enforced. Such objects can include user accounts and computers. It is best practice for ICT policies to be created, deployed and enforced using Group Policy.

Some basic security policies that should apply to all domain user accounts include:

- 2.1.5 Password policies
- 2.1.6 Account lockout policies
- 2.1.7 Account expiry policies

Where possible, Active Directory should be utilised to publish connection information about shared resources. As an example, printer resources might be published in a domain to facilitate searches by users.

2.2 Current State

Quairading Administration Office

AD is present, reasonably well-structured and up to date. The Domain is utilising two security groups to handle NTFS permissions which does not reflect required permissions for the full data structure.

Group Policy is being utilised for items such as network drive mapping, software installation and Windows updates. There are a number of important policies that are missing.

A detailed naming structure for IT equipment exists which allows administrators to see who owns the equipment based on a role name. A naming structure for user accounts exists based on a role name which is not recommended.

FSMO (Flexible Single-Master Operations) roles and DHCP used by Active Directory are not split between servers. The internal domain name is quairading local with a domain functional level of 2016.

Quairading Medical Clinic

AD is present, reasonably well-structured and up to date. The Domain is utilising two security groups to handle NTFS permissions which does not reflect required permissions for the full data structure.

Group Policy is being utilised for items such as network drive mapping, software installation and Windows updates. There are a number of important policies that are missing.

A less consistent naming structure for IT equipment exists which hinders administrators to see who owns the equipment based on a role name. A naming structure for user accounts exists based on a role name which is not recommended.

FSMO (Flexible Single-Master Operations) roles and DHCP used by Active Directory are not split between servers. The internal domain name is quairadingmed.local with a domain functional level of 2016.

2.3 Future State Recommendations

Quairading Administration Office

The following is industry best practice:

- 2.3.1 Usage of Access Based Enumeration for file shares
 - 2.3.1.1 The intent is to limit the number of network drive mappings as much as possible. This will also enable greater control and auditing of access to corporate data.
- 2.3.2 Review of group policies to ensure Windows 10 and later versions of office are correctly handled
- 2.3.3 Implement user based accounts to move off role based accounts
- 2.3.4 Implement 2FA (two factor authentication) for remote access and Office 365 email.
- 2.3.5 Improve system log retention.
- 2.3.6 Implement removable media controls

Quairading Medical Clinic

The following is industry best practice:

- 2.3.7 Review of group policies to ensure Windows 10 and later versions of office are correctly handled
- 2.3.8 Implement user based accounts to move off role based accounts
- 2.3.9 Implement 2FA (two factor authentication) for remote access and Office 365 email
- 2.3.10 Improve system log retention

2.4 Budget Estimate

Quairading Administration Office

The majority of this work was implemented with the installation of the new server.

Quairading Medical Clinic

The majority of these costs will be bundled in with the implementation of the new server.

3 Antivirus

3.1 Industry Best Practice

An anti-virus solution should include the following features:

- 3.1.1 Scheduled full system scans
- 3.1.2 Real-time scanning
- 3.1.3 Behavioural monitoring
- 3.1.4 Anti-malware component(s)

Each of these four features should be configured and enabled for all machines requiring protection from viruses and malware.

Scheduled scans should be conducted a minimum of once per week and should be completed on all servers and client machines.

Real-time scanning can impact performance of key applications, particularly those that use a database. As such, many anti-virus vendors have released white papers on real-time scanning exclusion best practices. These best practices should be followed to avoid performance degradation of key/critical systems.

Behavioural monitoring should also always be enabled to prevent the increasingly popular ransomware viruses that encrypt data. Good anti-virus applications are able to detect when software is attempting to encrypt data and will block that application before any major damage can take place.

3.2 Current State

Quairading Administration Office

All computers and servers use Trend Micro Security. This product includes the following enabled features:

- 3.2.1 Smart Scan
- 3.2.2 Real-Time Scan
- 3.2.3 Web Reputation
- 3.2.4 URL Filtering (Office Hours)
- 3.2.5 Predictive Machine Learning

Scheduled scans are disabled for the computers and servers which is not recommended.

Hosted email for spam, phishing and malware protection is provided by the Trend Micro Hosted Email Security. This system works to ensure threats are detected and stopped before entering the corporate email systems.

Quairading Medical Clinic

Trend Micro Security is used on some computers and the server however, the license has expired. This product includes the following enabled features:

- 3.2.6 Smart Scan
- 3.2.7 Real-Time Scan
- 3.2.8 Web Reputation

- 3.2.9 URL Filtering (Office Hours)
- 3.2.10 Predictive Machine Learning

Scheduled scans are disabled for the computers and server which is not recommended.

Hosted email for spam, phishing and malware protection is provided by the Trend Micro Hosted Email Security via three Shire email addresses (qdgmedprac, qdgpracman, qdgnurse). This system works to ensure threats are detected and stopped before entering the corporate email systems. The Doctors use their own personal email addresses.

3.3 Future State Recommendations

Quairading Administration Office

The following is industry best practice:

- 3.3.1 Implement a more robust, configurable anti-virus platform
 - 3.3.1.1 Introduce scheduled scans on computers and servers
 - 3.3.1.2 Setup a strong reporting regime that is proactively monitored
- 3.3.2 Implement an email protection service from a different vendor
 - 3.3.2.1 Choose a vendor that resides in Australia
 - 3.3.2.2 Wider coverage is available to reduce risks with a different vendor

Quairading Medical Clinic

The following is industry best practice:

- 3.3.3 Implement a more robust, configurable anti-virus platform
 - 3.3.3.1 Introduce scheduled scans on computers and servers
 - 3.3.3.2 Setup a strong reporting regime that is proactively monitored
- 3.3.4 Implement an email protection service from a different vendor
 - 3.3.4.1 Choose a vendor that resides in Australia
 - 3.3.4.2 Wider coverage is available to reduce risks with a different vendor
 - 3.3.4.3 Move away from personal email addresses to bolster security

3.4 Budget Estimate

Quairading Administration Office.

This is covered under Microsoft 365 Business Premium Licensing for AV and Email Filtering.

Quairading Medical Clinic

This is covered under Microsoft 365 licensing and Managed Services Agreement for IT Support.

4 Corporate Applications

4.1 Industry Best Practice

Due to the numerous and varied nature of corporate applications, only generalized best practices can be listed in this section. Application vendors will normally release their own best practice white papers for specific applications which should be followed where possible.

A file management system (FMS) should continue to be employed to provide easy storage for relevant corporate data. If either on premise or hosted, a FMS requiring a back-end database should utilise Microsoft SQL and access to this data should be restricted as required. An alternative to a FMS is a document management system (DMS) such as Micro Focus Content Manager or SharePoint.

Financial software should continue to be employed to provide accounting and financial management capabilities. If either on premise or hosted, financial software requiring a back-end database should utilise Microsoft SQL and access to this data should be restricted as required.

CRM software should continue to be employed to provide membership and customer based capabilities. If either on premise or hosted, CRM and access to this data should be restricted as required.

A cyber awareness training platform should be implemented to help build employee's cybersecurity skills. An automated platform should train employees at a comfortable pace appropriate to their risk profile. Options such as an online test and simulations should be included.

4.2 Current State

Quairading Administration Office.

An enterprise resource planning (ERP) suite that encompasses all business areas named SynergySoft from the company ITVision has been implemented to provide easy storage, sorting and version control for relevant corporate data. They are also used to provide accounting and financial management capabilities. The current modules include Core Financials, Customer Service, Excel Integration, Payroll, Purchase Ordering, Purchase Requisitions/Extended Security, Rates and Property including Model & Pools, Receipting, Report Manager and Stores. SynergySoft utilises an IBM U2 Universal database for the back-end database and a customized published application for the front-end interface.

The Record Keeping Plan is awaiting final signoff. Records or document management is an integral part of any ERP. Currently soft copies of records are stored on F:Drive and hard copies of records are kept in a compactus and then archived onsite.

The SynergySoft licenses have been listed in Appendix D.

Quairading Medical Clinic.

The Medical Director application delivers access to telehealth, patient history, pathology and prescriptions. The CAT4 – Pen CS clinical audit tool is also used as it works alongside the Medical Director practice management software.

Records or document management is an integral part of any practice management software. Currently documents are scanned into a patient folder in the MedicalDirector application which resides on the server.

4.3 Future State Recommendations

Quairading Administration Office.

The current state meets most requirements although the development of a four-year road map is required to outline the logical transition from SynergySoft to Altus. As part of this journey which would be module by module, it would be appropriate to go to market for possible "best of breed" alternatives.

Although in the cloud, the Microsoft technology stack is a platform worth investigating. Current relevant products include Microsoft Office 365, SQL Server and Dynamics 365. As other councils have implemented or are currently investigating the Microsoft technology stack, it would be prudent to ask a select number of other councils how their experiences have been with their journey. This conversation should include SharePoint as a document management solution.

To improve functionality and appearance on mobile devices (mobility), works should proceed with the current provider on the corporate website. Online payment options is one example.

A cyber awareness training platform should be implemented which hooks into HR. A solution that can start at any time for a new employee and that never stops is ideal. The idea is to reinforce knowledge without overwhelming the employee.

To improve workflow and productivity a project management tool like Trello should be investigated.

Quairading Medical Clinic.

The current state meets most requirements although the continual upgrade of software through a maintenance program is of importance. To confirm optimum performance and security requirements, a support call should be raised for the Medical Director software and the CAT4 – Pen CS software.

Migration to BestPractice with is a very popular Medical Based Software solution is strongly recommended by the Medical Clinic to ensure maximum efficiency.

4.4 Budget Estimate

Quairading Administration Office.

See the following table for an indication of on-going costings:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
SynergySoft Suite	\$34,386	\$35,589	\$36,835
Altus Suite	\$58,283	\$40,927	\$41,231
Website Improvements	\$33,132	\$10,977	\$7,200
Adobe Creative Cloud	\$5,800	\$6,000	\$6,500
Cyber Awareness Training		\$3,000	\$3,500

^{*}Pricing excludes GST and is a budget estimate only.

Quairading Medical Clinic.

See the following table for an indication of on-going costings:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
MedicalDirector	\$1,800	\$1,800	
BestPractice		\$1,800	\$1,800
Cyber Awareness Training			\$500

^{*}Pricing excludes GST and is a budget estimate only.

5 IT Support Arrangements

5.1 Industry Best Practice

Outsourced IT services should include the following;

- 5.1.1 Scheduled onsite support visits;
- 5.1.2 The ability to log support requests which are monitored and attended to;
- 5.1.3 Access to 24x7x365 support with tight service level agreements;
- 5.1.4 Proactive monitoring of the ICT network during business hours.

IT service providers should be vendor-certified relevant to any managed technology and have enough personnel to be able to adjust support hours in line with seasonal shifts in IT requirements.

Organisations that employ the service of third party IT support providers should regularly review the support schedule to ensure it fits the business requirements.

5.2 Current State

The Shire of Quairading has contracted PCS to provide adhoc IT services. Support arrangements include;

- 5.2.1 Adhoc Level 2 and Level 3 support via email or phone call
- 5.2.2 After hours support by calling a mobile number

As PCS do not have a helpdesk or ticketing system, the Shire of Quairading cannot be granted access to a helpdesk portal to review Helpdesk calls. No scheduled onsite support is offered.

The enterprise resource planning application (SynergySoft/Altus) is supported by PCS and IT Vision.

5.3 Future State Recommendations

The current IT services support arrangements fall well short of current and future needs. A proactive approach is required as more reliance is placed on the IT systems. Some examples of requirements would include real time monitoring of infrastructure to record uptime and availability along with a management style report that highlights ongoing expenditure and IT support service statistics.

The Office of the Auditor General (OAG) are conducting their General Computer Controls (GCC) audit across WA. The Shire of Quairading should act now to align themselves with a suitably certified and qualified IT service provider.

The inherent cyber risks are increasing at a rapid rate therefore strategy and direction are imperative to plan and implement risk mitigations. All changes recommended in this category are essential and should be undertaken now.

With the appropriate technology changes, the Quairading Administration Office and the Quairading Medical Clinic could share IT support arrangements.

5.4 Budget Estimate

Quairading Administration Office.

See the following table for an indication of on-going costings:

Description	2022-2023	2023-2024	2024-2025
	Costs	Costs	Costs
IT Support	\$34,647	\$34,647	\$34,647

Quairading Medical Clinic.

See the following table for an indication of on-going costings:

Description	2022-2023	2023-2024	2024-2025
	Costs	Costs	Costs
IT Support	\$10,464	\$10,464	\$10,464

6 IT Disaster Recovery Plan

6.1 Industry Best Practice

An IT Disaster Recovery Plan must set out the mitigation, preparation, warning, response and business continuity arrangements for all core IT systems.

The IT Disaster Recovery Plan must also:

6.1.1 Provide the information and procedures necessary to

- 6.1.1.1 Respond to an occurrence
- 6.1.1.2 Notify personnel
- 6.1.1.3 Assemble recovery teams
- 6.1.1.4 Recover data
- 6.1.1.5 Resume processing at the current or alternate site as soon as possible after a disaster has been declared
- 6.1.2 Create a disaster recovery structure strong enough to provide guidance to all interrelated groups, yet flexible enough to allow staff and teams to respond to whatever type of disaster may occur.
- 6.1.3 Identify those activities necessary to resume full services at the reconstructed disaster site or new permanent facility.
- 6.1.4 Establish a return to a "business as usual" environment.

Continual review of the IT Disaster Recovery Plan should occur annually – or with significant business change – with the aim to improve existing resilience against damage to the business in the event of an actual disaster or outage.

6.2 Current State

The Shire of Quariading do currently have an IT Disaster Recovery Plan but this was last updated in 2020. This needs to be updated for the implementation of new server, hardware, networking that is applicable for the Shire.

Currently there is no IT Disaster Recovery Plan for the Quairading Medical Clinic.

6.3 Future State Recommendations

The IT Disaster Recovery Plan is somewhat dependent on ICT Strategic Plan to ensure it meets its requirements. The IT Disaster Recovery Plan will be created and formed with 4 months of the approval of the ICT Strategic Plan

6.4 Budget Estimate

Quairading Administration Office and Quairading Medical Clinic

See the following table for an indication of on-going costings:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
IT DR Plan Creation (QAO)	\$2,970		
IT DR Plan Creation (QMC)		\$4,950	

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
IT DR Plan Refresh (QAO)		\$2,495	\$2,495
IT DR Plan Refresh (QMC)			\$1,950

7 Internet Gateway

7.1 Industry Best Practice

A business grade internet gateway must be capable of providing advanced security services in addition to standard routing and port forwarding functionality.

Examples of advanced security services include:

- 7.1.1 Gateway Antivirus
- 7.1.2 Gateway Antispyware
- 7.1.3 Intrusion Prevention
- 7.1.4 Application Intelligence and Control
- 7.1.5 Web/Content Filtering
- 7.1.6 DPI SSL Scanning

These services deliver intelligent, real-time network security protection against the latest blended threats, including viruses, spyware, worms, Trojans, software vulnerabilities and other malicious code.

Application Intelligence and Control provides granular control and real-time visualization of applications to guarantee bandwidth prioritization and ensure maximum network security and productivity.

7.2 Previous State

Quairading Administration Office

A Huawei B315s router terminates a Telstra 4G Internet link. A Ubiquiti Edge Lite-3 router with TPLink TD-W9970 router also terminates an ADSL Internet link. None of these devices are business grade and do not offer advanced security features.

Quairading Community Resource Centre

As an Ubiquiti outdoor point-to-point wireless link exists back to the Admin Office, no Internet Gateway is used.

Quairading Depot

As an Ubiquiti outdoor point-to-point wireless link exists back to the CRC, no Internet Gateway is used.

Quairading Medical Clinic

A TPLink TD-W9970 router terminates an ADSL Internet link. This device is not business grade and does not offer advanced security features.

7.3 Future State Recommendations

Quairading Administration Office

New firewall hardware must be implemented. A move to monthly subscriptions known as "Security as a Service" is now commonplace amongst many security vendors. This removes the capital expenditure and removes the risk related to firewall hardware being unable to cope with higher speed Internet connections. As Internet services increase their speeds, regular review of the firewall performance is required to ensure the hardware device is not limiting the speed of the new Internet connections.

Quairading Community Resource Centre

This current solution is suitable but only if it is under some form of management contract. In the event that hardware fails due to age or weather a service level agreement must exist to guarantee suitable restoration times. As all traffic traverses this network back through the Administration Office, it is imperative that the Administration Office utilises appropriate firewall hardware.

Quairading Depot

This current solution is suitable but only if it is under some form of management contract. In the event that hardware fails due to age or weather a service level agreement must exist to guarantee suitable restoration times. As all traffic traverses this network back through the Community Resource Centre and onto the Administration Office, it is imperative that the Administration Office utilises appropriate firewall hardware.

Quairading Medical Clinic

A network re-design project will confirm if the Ubiquiti wireless network can extend from the Community Resource Centre onto the Medical Clinic on Harris Street. If this is viable, this will connect the Medical Clinic just like the Depot. All traffic will pass back through the Administration Office.

If this is unachievable, the Medical Clinic will require new hardware firewall just like the Quairading Administration Office. A move to monthly subscriptions known as "Security as a Service" is now common place amongst many security vendors. This removes the capital expenditure and removes the risk related to firewall hardware being unable to cope with higher speed Internet connections. As Internet services increase their speeds, regular review of the firewall performance is required to ensure the hardware device is not limiting the speed of the new Internet connections.

NOTE: As of Q1 2023, these above changes have all been implemented.

7.4 Budget Estimate

Quairading Administration Office.

See the following table for an indication of on-going costings:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
Admin Office	\$2,280	\$2,280	\$2,280

^{*}Pricing excludes GST and is a budget estimate only.

Quairading Medical Clinic

See the following table for an indication of on-going costings:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
Medical Clinic	\$1,740	\$1,740	\$1,740

^{*}Pricing excludes GST and is a budget estimate only.

8 ISP Links

8.1 Industry Best Practice

Industry best practices dictate most organisation's IT infrastructure should have a measure of redundancy to as many components as possible – including (and especially) connections to the Internet.

A business grade Internet connection suitable for the Shire of Quairading should have the following characteristics:

- 8.1.1 Provided by a Tier 1 or 2 ISP
- 8.1.2 Guaranteed bandwidth of at least 100Mbps (preferred 100Mbps or higher at main office)
- 8.1.3 100Mbps (preferred 250Mbps) for a full cloud/hosted platform
- 8.1.4 Guaranteed contention ratio

- 8.1.5 Synchronous uplink
- 8.1.6 Delivered over fibre optic
- 8.1.7 Corporate/Enterprise level SLA

A secondary Internet connection should also be provided by a different ISP than the primary connection. The secondary connection can be a slower/lower specification service as its main function is to act as a backup connection when the primary connection fails.

In addition to failover capability, a secondary Internet connection can be utilised for load balancing. Low priority Internet services can be routed through the secondary connection to free up bandwidth from the primary connection.

8.2 Previous State

Quairading Administration Office

The recent installation of the Telstra NextG Internet service at the Admin Office has helped with video conferencing and general web browsing as the existing ADSL link was underperforming. Unfortunately, other users share the service so there is no guarantee of bandwidth or performance. This second link is a temporary fix to offer a better user experience.

The following ISP links are currently active:

Site	Connection Type	Speed	Monthly Cost
Admin Office	Telstra ADSL	5Mbps/0.5Mbps	
Admin Office	Telstra NextG	20Mbps/20Mbps	

Quairading Medical Clinic.

The following ISP links are currently active:

Site	Connection Type	Speed	Monthly Cost
Medical Clinic	Telstra ADSL	5Mbps/0.5Mbps	

8.3 Current State Recommendations

Quairading Administration Office

A fibre optic Internet service is too expensive as the primary Internet link. In 2022, the Shire connected all buildings to CRISP, a regional wireless provider with a wireless enterprise link (60Mbps/60Mbps).

This change has dramatically increased the reliability and performance of the IT systems. This type of bandwidth will cater for automatic offsite backups for disaster recovery, secure remote access for staff and the introduction of some hybrid cloud options.

Quairading Medical Clinic

A network re-design project will confirm if the Ubiquiti wireless network can extend from the CRC onto the Medical Clinic on Harris Street. Unfortunately this option is not possible.

Similar links have been implemented for the Quairading Medical Clinic as the Quairading Administrative Office

8.4 Budget Estimate

Quairading Administration Office.

See the following table for an indication of on-going costings:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
Primary Link (Wireless)	\$2,028	\$2,028	\$2,028
Secondary Link (NextG)	\$900	\$900	\$900

^{*}Pricing excludes GST and is a budget estimate only.

Quairading Medical Clinic.

See the following table for an indication of on-going costings:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
Primary Link (Wireless)	\$1,080	\$1,080	\$1,080
Secondary Link (NextG)	\$900	\$900	\$900

^{*}Pricing excludes GST and is a budget estimate only.

9 Uninterruptable Power Supply

9.1 Industry Best Practice

Uninterruptable Power Supplies (commonly referred to as UPS) deliver online power quality and scalable battery runtimes for key IT infrastructure. In addition to providing clean power to IT equipment, a UPS is primarily utilised to keep expensive IT hardware powered on during a power outage.

High-grade UPS equipment should be installed to keep IT hardware in the main server rack(s) online for at least 1 hour during a power outage. If a power outage extends longer than the battery life of the UPS equipment, the UPS hardware should be set to gracefully shutdown all virtual servers prior to host hardware and other equipment losing power.

High-grade UPS equipment should also be equipped with modules to provide additional features such as environmental monitoring, network management and email notifications. High-grade UPS solutions address internal faults/outages by using a standby module. Alternatively, two units can be used to offer hardware redundancy.

Lower-grade UPS equipment should be installed in any location with network equipment such as switches, firewalls or modems and provide an uptime of at least 30 minutes in the event of a power outage.

Any UPS equipment powering core IT infrastructure should be tested annually to ensure indicated up-times are accurate.

9.2 Current State

Quairading Administration Office

An Eaton 9PX 2000 RT UPS with no Extended Battery Module (EBM) is installed in the Administration Building computer room. This UPS is rated at 2000VA and power rails ensures all IT hardware in the server cabinets are powered via the UPS. This UPS will provide approximately 30 minutes uptime for the IT infrastructure in the event of a power outage.

This UPS does have the ability to communicate on the network but automatic shutdown procedures and parameters are not configured in cases of prolonged power outages. No shutdown can be automatically performed based on extreme temperature and/or humidity and no email notifications are configured.

Quairading Medical Clinic

A PowerShield Centurion 1000 UPS is installed in the Medical Clinic under the reception desk. This UPS is rated at 1000VA and only powers the QMP-FILE server. This UPS will provide approximately 15 minutes uptime for the QMP-FILE server in the event of a power outage.

This UPS does have the ability to communicate on the network but automatic shutdown procedures and parameters are not configured in cases of prolonged power outages. No shutdown can be automatically performed based on extreme temperature and/or humidity and no email notifications are configured.

9.3 Future State Recommendations

Quairading Administration Office

The UPS equipment partly meets the Shire of Quairading's current requirements. An uptime test should be completed by the end of 2020 to ensure uptimes indicated are accurate. A failed test will confirm if new batteries are required.

As there is already an SNMP card (network management) installed, an EMP card (temperature probe) should be installed. This will deliver more control and allow the UPS to shut itself off and on based on set temperature and humidity readings.

Quairading Medical Clinic

The UPS equipment partly meets the Medical Clinic's current requirements. It provides basic power filtering but not advanced shutdown features and will need to be replaced to ensure that IT can appropriately manage the network.

As the Medical Clinic does not use the Shire of Quairading's IT infrastructure then the UPS will need a SNMP card (network management) installed and EMP. This will deliver more control and allow the UPS to shut itself off and on based on set temperature and humidity readings.

9.4 Budget Estimate

Unfortunately, an existing UPS warranty cannot be extended so servicing the UPS is the cheapest alternative to replacing the UPS.

Quairading Administration Office

See the following table for an indication of on-going costings:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
EMP Card		\$395	
Batteries			\$1,250

^{*}Pricing excludes GST and is a budget estimate only.

Quairading Medical Clinic

See the following table for an indication of on-going costings:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
SNMP Card			\$795
EMP Card			\$395
Eaton 9PX UPS			\$2,950

10 Computer Room

10.1 Industry Best Practice

The room(s) containing core IT infrastructure should have the following properties:

- 10.1.1 Independent and redundant air-conditioning
- 10.1.2 Backup ventilation fan
- 10.1.3 Dedicated 15A+ (or higher) power circuit for each UPS
- 10.1.4 Sufficient storage for IT hardware, spare cabling and software
- 10.1.5 Non-carpet flooring to minimise dust
- 10.1.6 Lockable door

In addition to the above, a desk and chair should be provided for any IT support staff that attend site if possible.

10.2 Current State

Quairading Administration Office

A 28RU cabinet is located in a shared multi use storage/archive room. The room door is locked. There is a split system air conditioning installed in this room, however, this is only in use during business hours.

Data cabling is well set out and labelled correctly with ample cable management. Most communications equipment is rack mounted although the UPS which is designed to be rack mounted, is installed on its side with the rail kit still in the box. Unfortunately, the HPE server is not rack mounted.

Quairading Community Resource Centre

As the Community Resource Centre is a multi-tenanted building, the Shire of Quairading equipment is located in a wall-mounted cabinet in the storeroom. This wall-mounted cabinet contains equipment for all tenants making it less secure.

Data cabling is messy as no cable management is used.

Quairading Depot

Quairading Depot was upgrading with a new rack at the end of 2022. Data cabling is well managed and fully documented.

Quairading Medical Clinic

A small network rack has been installed to help manage some of the IT Equipment like Management PC, Switch, AP, Sophos Firewall/UTM however large IT equipment including the UPS & server are located underneath the reception desk. This location is not secure.

10.3 Future State Recommendations

Quairading Administration Office

The shared multi use storage/archive room means the door to this room cannot change and must stay locked at all times with the key documented and stored safely.

The door to the right hand side of the cabinet must be re-installed and the key to the cabinet documented and stored safely.

The replacement server is rack mounted and cabling has been improved in 2022.

Quairading Community Resource Centre

As the Community Resource Centre is a multi-tenanted building, it is very difficult to segregate the equipment for all tenants.

As the data cabling is messy and no cable management is used, shorter CAT6a cables should be used to help make the install cleaner and easier to fault find.

Documentation needs to be updated with Visio Maps created for better remote support options.

Quairading Depot

No further changes are required for this.

Quairading Medical Clinic

While most of the networking equipment has been centralised in the small network cabinet there is not enough room for servers and UPS to be relocated.

Without significant cost and recabling there is no practical solution for installing a larger cabinet that could house the server.

10.4 Budget Estimate

Quairading Administration Office

This has been implemented with the new server.

Quairading Community Resource Centre

See the following table for an indication of on-going costings:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
Supply CAT6a Cables		\$500	
Project Labour		\$2,500	

Quairading Depot

This has been completed in Dec22/Jan23

Quairading Medical Clinic

This has been completed in Nov-Dec 2022

11 Local Area Network

11.1 Industry Best Practice

Core network switching should provide the following:

- 11.1.1 Layer 3 routing functionality
- 11.1.2 Management interface
- 11.1.3 Power over Ethernet
- 11.1.4 At least 1000Mbps (1 gigabit) connectivity to all computers
- 11.1.5 At least 10000Mbps (10 gigabit) connectivity to all servers

Additionally, core network switching should always be configured in a redundant stack.

Local area networks should utilise VLAN encapsulation for logical segregation of network traffic.

Internal Wi-Fi access points can be configured on different frequency ranges. Each range is divided into channels. Fine tuning can increase performance gains. Wireless network access can be configured using SSIDs, VLANs and user authentication to increase security.

Public/visitor Wi-Fi networks should also be securely segregated from corporate networks via VLAN encapsulation.

11.2 Previous State

Quairading Administration Office

There is a HPE ProCurve 2530-24G PoE switch rack mounted inside the 28RU cabinet located in the shared multi use storage / archive room. This switch is almost at capacity.

There is also a Netgear FS116 switch just hanging inside the 28RU cabinet located in the shared multi use storage / archive room. 8 of the 16 ports are free. This switch does not support PoE, remote management or gigabit.

Internal Wi-Fi is delivered through a TP-Link TD-W9970 router with two authentication methods offered. This Wi-Fi network is the corporate network and not segregated for visitors.

Quairading Community Resource Centre

There is a HPE ProCurve 2530-24G PoE switch rack mounted inside the wall-mounted cabinet in the Community Resource Centre storeroom. 4 of the 24 ports are free.

Internal Wi-Fi is delivered through the Community Resource Centre and the Shire uses this network to print to the multi-function printers. No VLAN exists on the HPE ProCurve 2530-24G PoE switch.

Quairading Depot

There is a TP-Link 1500G-10MPS switch located in the office of the Manager, Works & Services. 4 of the 8 ports are free.

Internal Wi-Fi is delivered through a Ubiquiti AP AC-Pro. This Wi-Fi network is the corporate network and not segregated for visitors.

Quairading Medical Clinic

There is a Netgear GS116 switch located underneath the reception desk. 3 of the 16 ports are free.

Internal Wi-Fi is delivered through a TP-Link TD-W9970 router. This Wi-Fi network is the corporate network and not segregated for visitors.

11.3 Current State Recommendations

All Commercial Shire Buildings

To address current and future security requirements, standardised on networking equipment needs to be purchased.

All switching equipment should be from the same vendor to make it easy for the IT service provider to manage remotely. A new network subnet design (IP Addressing) should be implemented that will lead to secure networks (VLANs) being created.

To meet security requirements, a project should involve implementing 802.1X port-based Network Access Control (PNAC) for all switches. This will greatly improve network security and meet OAG GCC requirements.

Internal Wi-Fi equipment should be from the same vendor to make it easy for the IT service provider to manage remotely.

Switching and WiFI has been upgraded to Layer 3 Network Switches from Ubiquiti and also deployed are Ubiquiti Wireless Access Points.

To meet security requirements, a project will involve implementing Extensible Authentication Protocol (EAP) for the internal Wi-Fi. This will greatly improve network security and meet OAG GCC requirements. This is the only section with is still outstanding for the Quairading Administration Office.

11.4 Budget Estimate

Quairading Administration Office

See the following table for an indication of on-going costings:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
EAP Security		\$1,500	
Configurations		\$1,500	

^{*}Pricing excludes GST and is a budget estimate only.

12 Desktops / Laptops

12.1 Industry Best Practice

Standard IT practices and return on investment analysis from Industry bodies such as Gartner Group dictate a three-year lifecycle for standard business desktops. These industry standards are reflected by the tier one companies such as HP, Lenovo and DELL who generally ship such machines with a standard three-year onsite warranty.

A replacement business desktop should be obtained from a tier one vendor such as Dell, HP or Lenovo who have a three-year hardware life cycle. This ensures a small number of Standard Operating Environment's (SOE) can be maintained across the three-year desktop lifecycle.

A shift away from small form factor desktop machines to "mini desktop" frees up office desk space for all staff. These machines are also more energy efficient and have silent operation.

A true business laptop will ensure standard accessories including docking stations, and extended batteries are available.

12.2 Current State

Quairading Administration Office, Community Resource Centre & Depot

The Shire of Quairading currently utilise a mix of retail and business computers which include HP, Asus, Lenovo, Toshiba and white boxes (no name brand). The fleet numbers approximately 20 computers.

Windows 10 and Office 2016 has been deployed with Microsoft 365 Business Essentials.

 $\label{lem:windows} \mbox{Windows updates for computers and servers is managed by Wallis Computer Solutions}$

Third-party patching (Java, Adobe, Flash etc.) has been implemented by Wallis Computer Solutions.

Quairading Medical Clinic

The Medical Clinic currently utilise a mix of business computers, which include Dell and HP. The fleet numbers approximately 5 computers.

Windows 10 and Office 2016 has been deployed with Microsoft 365 Business Essentials.

Windows updates for computers and servers is managed by Wallis Computer Solutions.

Third-party patching (Java, Adobe, Flash etc.) has been implemented by Wallis Computer Solutions.

12.3 Future State Recommendations

Quairading Administration Office, Community Resource Centre & Depot

The Shire will be standardising the purchasing of computers. In an ideal world one manufacturer is chosen which can reduce the overheads involved with managing a fleet of computers from a driver/support point of view. Bulk purchasing of computers can lead to discounted pricing. The purchasing of computers can be staggered across multiple years so that the fleet is refreshed regularly without requiring a big capex investment. The Shire will compare the leasing model with outright purchasing during the next computer purchase.

Staff will be given a mini desktop if they never leave the office or require a fixed desktop setup.

Customer facing front office staff are an example of this. To increase mobility and productivity, key staff should be supplied a laptop with accessories such as a docking station and two LCD screens. The laptop is taken home to be securely used remotely and placed back into the docking station when in the office. Most importantly, every user should only have one computer.

The Shire will research implementing an SOE which would include Windows 11 Professional with Office 365. A migration to Office 365 has been completed in 2022. Office 365 will provide additional capabilities such as Microsoft Teams and SharePoint Online.

Please refer to Appendix A for a complete list of desktop/laptop hardware replacements and relevant information.

Quairading Medical Clinic

The Shire will investigate standardising the purchasing of computers. In an ideal world one manufacturer is chosen which can reduce the overheads involved with managing a fleet of computers from a driver/support point of view. The purchasing of computers can be staggered across multiple years so that the fleet is refreshed regularly without requiring a big capex investment.

A mini desktop should be supplied to key staff that never leave the office or require a fixed desktop setup. Customer facing front office staff and back office staff are an example of this. To increase mobility and productivity, the Doctor should be supplied a laptop with accessories such as a docking station and two LCD screens. The laptop is taken home to be securely used remotely and placed back into the docking station when in the office.

The Shire will investigate implementing an SOE which would include Windows 10 Professional with Office 365.

Budget Estimate

Description	Current Replacement Costs
Desktop Mini with Accessories and Screens	\$2,000
Business Laptop with Accessories and Screens	\$2,750
Business Tablet with Accessories and Screens	\$3,500

Quairading Administration Office, Community Resource Centre & Depot

See the following table for an indication of on-going costings. These costings are excluding related project labour:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
Desktop Mini	\$4,000	\$2,000	\$2,000
Business Laptop	\$5,500	\$8,250	\$8,250
Business Tablet	\$7,000	\$7,000	\$7,000
Office 365	\$15,018	\$15,985	\$16,865

^{*}Pricing excludes GST and is a budget estimate only.

Quairading Medical Clinic

See the following table for an indication of on-going costings. These costings are excluding related project labour:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
Desktop Mini	\$2,000		
Business Laptop		\$2,750	
Office 365	\$1,350	\$3,250	\$3,495

^{*}Pricing excludes GST and is a budget estimate only.

13 Servers

13.1 Industry Best Practice

Physical server hardware should be specified which supports a virtual server environment, to provide the best possible return on investment on server hardware via increased utilisation. If uptime is essential the N+1 architecture delivers a minimum of two physical servers using a software defined storage solution.

The greater IT Industry has observed a large shift to virtual server environments, which started nearly a decade ago in the enterprise market space. This trend has migrated rapidly down to the small to medium business in recent times as vendors target their pricing and products towards this more price sensitive end of the market.

Current offerings of server hardware provide significant excess performance capability which can be employed to support multiple simultaneous servers on the one server. This approach makes the best use of expensive server hardware, allows effective management of shared server storage and can be leveraged to reduce downtime.

Physical server hardware should employ as many redundancy options as possible, such as:

- 13.1.1 Redundant power supplies
- 13.1.2 Redundant cooling
- 13.1.3 Redundant 10GB network connectivity
- 13.1.4 Redundant hard drive configurations (RAID5 + hot spare disks)

Virtual servers should be built to a Windows Server 2019 standard as a minimum.

13.2 Previous State

Quairading Administration Office

At around the time of August 2017 the server infrastructure received a refresh. The warranty expired in October 2020, at which time the server infrastructure was three years old.

The Shire of Quairading has one HPE ML350 G9 physical rack-mountable server hosting a Microsoft Hyper-V virtual environment. The physical server has:

- 13.2.1 Dual Xeon E5-2620v4 processors
- 13.2.2 64GB RAM

- 13.2.3 4 x 600GB 10K SAS hard drives in a RAID10
- 13.2.4 Redundant power supplies
- 13.2.5 Remote port for monitoring

3 virtual servers are running within the Microsoft Hyper-V virtual environment:

Hostname	Description
QSC-FILE	Windows Server 2016 Standard
Q3C-FILE	Universe, Exchange 2016, File Server, DC, DNS, DHCP
OCC DATABACE	Windows Service 2016 Standard
QSC-DATABASE	SynergySoft, Universe (Terminal Services)
OCC ALTUC	Windows Server 2016 Standard
QSC-ALTUS	Altus Web Services

This server was replaced in Q3 2022 by Wallis Computer Solutions.

Quairading Medical Clinic

The Quairading Medical Clinic current has 1x HP ProLiant ML350 Gen9 which we believe was purchased around 2018-2019 but records are vague. SN: SGH751TV0N

- 13.2.6 Dual Xeon E5-2620v4 processor
- 13.2.7 32GB ECC DDR RAM
- 13.2.8 2 x 600GB SAS hard drives (RAID1)
- 13.2.9 Redundant power supplies

2 virtual server is running within the Microsoft Hyper-V virtual environment:

Hostname	Description
QMP-FILE	Windows Server 2016 Standard
QIVIP-FILE	File Server, DC, DNS, DHCP
ONAD TC	Windows Server 2016 Standard
QMP-TS	Remote Desktop Services

13.3 Current State Recommendations

Quairading Administration Office

A Server Migration/Replacement with Dell PowerEdge R500 Server and Migration to O365 has occurred in 2022.

Quairading Medical Clinic

Quairading Medical Clinic previously shared Exchange email services with the Shire but this has been since migrated to their own Office365 Tenant.

Server replacement will be required in 2024-25 unless a suitable cloud solution can be found.

13.4 Budget Estimate

Quairading Administration Office

See the following table for an indication of on-going costings:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
Server Replacements	\$45,000		
Exchange Online Migration	\$5,000		

^{*}Pricing excludes GST and is a budget estimate only.

Quairading Medical Clinic

See the following table for an indication of on-going costings:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
Server Replacements			\$25,000
Exchange Online Migration	\$2,000		

^{*}Pricing excludes GST and is a budget estimate only.

14 Storage

14.1 Industry Best Practice

Two common forms of storage exist being SAN hardware or local disk server storage.

SAN hardware should always be capable of easy expansion for future data requirements, by allowing additional hard drives and hard drive shelves to be installed. This flexibility will ensure a major upgrade to server infrastructure will not be required in the standard server/SAN life cycle. The SAN is one of the most vital components of the IT infrastructure and therefore should employ as many redundancy options as possible, such as:

- 14.1.1 Redundant storage processors
- 14.1.2 Redundant power supplies
- 14.1.3 Redundant cooling
- 14.1.4 Redundant 10GB network connectivity
- 14.1.5 Redundant hard drive configurations (RAID5 + hot spare disks)

Local disk server storage should always be capable of easy expansion for future data requirements, by allowing additional hard drives to be installed. Local disk server storage should employ redundancy options such as:

- 14.1.6 Redundant hard drive configurations (RAID5 + hot spare disks)
- 14.1.7 Software defined storage solution (two or more physical servers)

14.2 Current State

Quairading Administration Office

The Shire of Quairading Dell R550 meets all requirements although it is server vs specific SAN.

Quairading Medical Clinic

The Shire of Quairading HPE ML350 G9 physical server allows for easy expansion for future data requirements, by allowing the installation of additional hard drives. Physical storage can then be dynamically allocated amongst the various virtual servers to maximise the use of the storage. This flexibility will ensure a major upgrade to server infrastructure is not required in the current server life cycle.

14.3 Future State Recommendations

Quairading Administration Office

The Shire of Quairading Dell R550 meets all requirements with warranty due for expiry in 2029.

Quairading Medical Clinic

The HPE ML350 G9 physical server warranty has expired however is still adequate for the task. Due to the significant cost replacement is planned for 2024-25. It is not ideal

14.4 Budget Estimate

Quairading Administration Office

The Shire of Quairading Dell R550 meets all requirements and no additional costs for the foreseeable future.

Quairading Medical Clinic

Costs for storage for Quairading Medical Clinic are covered under server replacement in 13.4

15 IP Telephony

15.1 Industry Best Practice

IP Telephony is the technology that makes it possible to have telephone conversations over the Internet or a dedicated IP network (instead of dedicated voice transmission lines).

A dedicated IP network should be utilised in order to guarantee quality, as voice calls over the Internet take a "best effort" approach, which can result in poor or degraded quality.

Consideration should be given for a VOIP PABX, which allows for control and configuration of the telephony system by internal staff or contracted support staff.

Client computers should be connected to the local area network via the associated VOIP phone handset, therefore all VOIP phone handsets should allow gigabit connectivity to the network. This approach reduces switching and cabling costs.

15.2 Previous State

Quairading Administration Office

The Shire of Quairading currently utilise two Telstra ISDN2 digital services together with a Mitel 3300 CX II controller. The Mitel is a physical system located in the server cabinet and is not currently under a service contract. The current Mitel has approximately 10 handsets distributed across the Admin Office, Depot and CRC. Currently all calls are routing through the two Telstra ISDN2 services located in the Admin Office. No Internet based SIP provider is used for Internet based phone calls.

Quairading Medical Clinic

The Medical Clinic currently utilises services via the NEC SL1100 PBX. An answering machine and fax machine are present. No Internet based SIP provider is used for Internet based phone calls. 5 phones are active and are able to transfer calls between them.

15.3 Current State Recommendations

Quairading Administration Office & Medical Clinic

A 3CX VoIP Phone System has been deployed for both Administration Office and Medical Clinic. Services have been migrated to the new carrier with the ability for remote access, call routing between locations, voicemail and remote provisioning of devices.

This is all setup, configured, managed by Wallis Computer Solutions.

This is a fixed price 60 month agreement including handsets, calls and support.

15.4 Budget Estimates

Quairading Administration Office & Medical Clinic

See the following table for an indication of on-going costings:

Description	2022-2023	2023-2024	2024-2025
	Costs	Costs	Costs
3CX Phone System	\$8,712	\$12,210	\$12,210

NOTE: 2022-23 was a part year. All prices are fixed.

16 Printing

16.1 Industry Best Practice

Printing is one of the most critical functions of an IT system and consequently can be one of the most frustrating when not setup correctly. One or two large duty cycle multifunction copiers should be deployed on each floor or central location within the main office. Printer drivers should be deployed utilising universal drivers where possible, via Microsoft group policy.

Where required, additional printers can be deployed, however these should always be laser printers, sourced from a Tier 1 vendor and capable of connecting to the local area network.

The printing technology should also be capable of providing a "secure print" feature, which prevents documents from being physically printed, until a staff member logs into the printer and "releases" the print job. This allows for secure and confidential printing in a centralised printing environment.

16.2 Current State

Quairading Administration Office

Centralised printing has been implemented using a mixture of printers with the Canon iR-ADV 7765 being the central multi-function printer. Secure Print has not been implemented.

One smaller HP LaserJet printers are also in operation.

A Kyocera M4132idn has been deployed in 2023 to the Depot.

Quairading Medical Clinic

A HP M225dn has been setup at the Medical Clinic as the central printer.

Doctors have access to their own printers.

Future State Recommendations

Quairading Administration Office

The Canon C7765 has its final payment due in May 2024.

It is expected that it will be replaced in 2024-25 Financial Year, most likely on a lease for something with a similar cost.

The depot printer installed in 2023 should be fine for \sim 5 Years.

Quairading Medical Clinic

All printers at the Quairading Medical Clinic are dated and needing to be replaced. Doctors need to have dual-tray network printers for management, control and ease of support.

It is recommended that

16.3 Budget Estimates

Quairading Administration Office

See the following table for an indication of on-going costings:

Description	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs	
MFP Purchase	\$3,729	\$3,729	\$3,729	

^{*}Pricing excludes GST and is a budget estimate only.

Quairading Medical Clinic

See the following table for an indication of on-going costings:

Description	2022-2023	2023-2024	2024-2025	
	Costs	Costs	Costs	
MFP Purchase		\$950	\$950	

^{*}Pricing excludes GST and is a budget estimate only.

APPENDI	K A: WORKST	ATIONS / TABI	ETS / LAPTOPS				
Agent Name	Agent Type	Agent Manufacturer	Agent Mainboard	Windows Version	Agent User	Agent Serial Number	Purchased
SOQ- LP4WX64	Laptop	LENOVO	81AX	Windows 10 Pro	SOQ\jen.green	R90QE1QS	17/18
SOQ- WS2WX64	WorkStation	НР	HP EliteDesk 800 G3 SFF	Windows 10 Pro	SOQ\jason.mashford	AUD7320BNG	17/18
SOQ- WS3WX64	WorkStation	НР	HP EliteDesk 800 G3 SFF	Windows 10 Pro	SOQ\debra.matthews	AUD8070FY9	17/18
SOQ- LP5WX64	Laptop	LENOVO	81YE	Windows 10 Pro	SOQ\wrf	PF26FWVM	18/19
SOQ- LP6WXI	Laptop	LENOVO	81YE	Windows 10 Pro	SOQ\sarah.caporn	PF271AF6	18/19
SOQ- LP9WX64	Laptop	LENOVO	81AX	Windows 10 Pro	SOQ\sarah.caporn	R90QZ9YN	18/19
SOQ- LP10WXI	Laptop	Acer	TravelMate P215- 52	Windows 10 Pro	SOQ\jason.lilleyman	03800343	19/20
SOQ- LP11WX64	Laptop	LENOVO	82C5	Windows 10 Pro	SOQ\cynthia.yarran	PF2N03MJ	19/20
SOQ- LP12WX64	Laptop	LENOVO	82C5	Windows 10 Pro	SOQ\chambers	PF2MXDVL	19/20
SOQ- LP13WX64	Laptop	LENOVO	82C5	Windows 10 Pro	SOQ\tricia.brown	PF2MXDTZ	19/20
SOQ- LP14WX64	Laptop	LENOVO	82C5	Windows 10 Pro	SOQ\Chambers	PF2MZ2J3	19/20
SOQ- LP15WXI	Laptop	LENOVO	82C5	Windows 10 Pro	SOQ\jason.mashford	PF2MZFRN	19/20
SOQ- LP16WX64	Laptop	LENOVO	82C5	Windows 10 Pro	SOQ\wrf	PF2MZN0Y	19/20
SOQ- LP1WX64	Laptop	ASUS	X541UAK	Windows 10 Pro	AzureAD\Quairading- Managerof	H4N0CX15D55817D	19/20
SOQ- LP7WX64	Laptop	ASUS	ZenBook UX362FA_UX362FA	Windows 10 Pro	SOQ\Nicole.Gibbs	KCN0CV01200349B	19/20

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Agent	Agent Type	Agent	Agent Mainboard	Windows	Agent User	Agent Serial Number	Purchased
Name		Manufacturer		Version			
SOQ- LP8WX64	Laptop	ASUS	ZenBook UX362FA_UX362FA	Windows 10 Pro	SOQ\cynthia.lowe	KCN0CV012020499	19/20
SOQ- LP17WX64	Laptop	ASUS	ZenBook UX363EA_UX363EA	Windows 10 Pro	SOQ\dean.mastin	LBN0CX13U131479	21/22
SOQ- LP18WXI	Laptop	LENOVO	82KB	Windows 11 Pro	SOQ\josh.thompson	PF39V8JX	21/22
SOQ- LP19WXI	Laptop	Acer	Extensa 215-54	Windows 11 Pro	SOQ\morganne.brunsdon	NXEGJSA0022110BE0C3400	21/22
SOQ- LP22WXI	Laptop	Dell	Inspiron 7506 2n1	Windows 11 Pro	CrHayes	5KMVMG3	21/22
SOQ- LP24WXI	Laptop	Dell	Inspiron 7506 2n1	Windows 11 Pro	SOQ-LP24WXI\crhippisley	9KMVMG3	21/22
SOQ- LP25WXI	Laptop	Dell	Inspiron 7506 2n1	Windows 11 Pro	SOQ\soqadmin	4KMVMG3	21/22
SOQ- LP26WXI	Laptop	Dell	Inspiron 7506 2n1	Windows 11 Pro	SOQ-LP26WXI\crstacey	3KMVMG3	21/22
SOQ- LP28WXI	Laptop	Dell	Inspiron 7506 2n1	Windows 11 Pro	SOQ-LP28WXI\crcowcill	4TXRMG3	21/22
SOQ- LP29WXI	Laptop	Dell	Inspiron 7506 2n1	Windows 11 Pro	CrCHeang	6KMVMG3	21/22
SOQ- LP30WXI	Laptop	Dell	Inspiron 7506 2n1	Windows 11 Pro	SOQ-LP30WXI\crsmith	7KMVMG3	21/22
SOQ- LP31WXI	Laptop	Dell	Inspiron 7506 2n1	Windows 11 Pro	SOQ- LP31WXI\crhaythornthwaite	6LZRMG3	21/22
SOQ- LP27WX64	Laptop	Dynabook Inc.	TECRA A50-K	Windows 11 Pro	SOQ\natalie.ness	92136246H	22/23
SOQ- LP33WX	Laptop	Dynabook Inc.	TECRA A50-K	Windows 11 Pro	SOQ\chloe.nella	33079476Н	22/23
SOQ- LP34WX	Laptop	Dynabook Inc.	TECRA A50-K	Windows 11 Pro	SOQ\marion.haeusler	33079738H	22/23
SOQ- WS32WX	WorkStation	EDsys Computers	EDAIOI5245	Windows 11 Pro	SOQ-WS32WX\Library	B349723	22/23

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Agent	Agent Type	Agent	Agent Mainboard	Windows	Agent User	Agent Serial Number	Purchased
Name		Manufacturer		Version			
SOQ-	Laptop	LENOVO	81AX	Windows	SOQ\jen.green	R90QE1QS	17/18
LP4WX64				10 Pro			
MCQ-	WorkStation	Hewlett-	HP ProDesk 600 G4	Windows	quairadingmed\reception	8CC836154M	20/21
WS6WX64		Packard	DM	10 Pro			
MCQ-	WorkStation	Hewlett-	HP ProDesk 600 G3	Windows	quairadingmed\gp	8CG8266YPD	20/21
WS5WX64		Packard	DM	10 Pro			
MCQ-	WorkStation	EDsys	EDWCI5W10P	Windows	quairadingmed\nurse	B346330	22/23
WS9WX64		Computers		10 Pro			
MCQ-	WorkStation	EDsys	EDWCI5W10P	Windows	quairadingmed\pracmanager	B346328	22/23
WS7WX64		Computers		10 Pro			
MCQ-	WorkStation	EDsys	EDWCI5W10P	Windows	quairadingmed\nurse	B346329	22/23
WS8WX64		Computers		10 Pro			

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APPENDIX B: PRINTERS

Quairading Administration Office.

Printer Name	Make	Model	Serial No	Location	IP Address	Date Purchased
N/A	Canon	iR-ADV C7765	5C25653 I R	Administration Building	172.20.61.40	2017-18
N/A	Kyocera	Ecosys M4132idn	CN79M6507C	Depot	172.20.61.42	2022-23

Quairading Medical Clinic.

Printer Name	Make	Model	Serial No	Location	IP Address	Date Purchased
N/A	Canon	ImageCLASS MF4420n	HCX03633	Medical Practice	192.168.111.40	-
N/A	НР	M225dn	X9D2023092	Medical Practice	192.168.111.41	-
N/A	Epson	ET-M3180	KD22200394930	Medical Practice	USB	

APPENDIX C: MICROSOFT LICENSES

Quairading Administration Office.

Part No	Product Description	Qty Ordered	Coverage Period
	Office Standard 2016	8	N/A
	Server 2022 Standard 16 Core	2	N/A
	Server 2022 User CALs	32	N/A
	Server 2022 Remote Desktop Services – User CAL	29	N/A
	SQL Server 2019 Standard	1	NA
	SQL Server 2019 User CALs	29	NA
	WCS O365 Administrative Bundle	1	Annual
	Microsoft 365 Business Basics + EOA	7	Annual
	Microsoft 365 Business Premium	30	Annual
	Microsoft 365 Defender for Server	5	Annual

Quairading Medical Clinic

Part No	Product Description	Qty Ordered	Coverage Period
	WCS O365 Administrative Bundle	1	Annual
	Microsoft 365 Business Basics		Annual

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APPENDIX D: ADDITIONAL LICENSES

Cost	2022/23	2023/24	2024/25	2025/26	2026/27
Annual licence fee (existing)	\$22,924	\$23,726*	\$24,557*	\$25,416*	\$26,306*
50% uplift	\$11,462	\$11,863*	\$12,278*	\$12,708*	\$13,153*
Altus Payroll licence fee	\$8,400	\$8,694*	\$8,998*	\$9,313*	\$9,639*
Altus Payroll implementation	\$49,883				
Module Implementation Costs (Smoothed)		\$32,233	\$32,233	\$32,233	\$32,233
Total investment	\$92,669	\$76,517	\$78,066	\$79,671	\$81,331

^{*} Includes CPI estimate increase at 3.5% per annum

APPENDIX E: SUMMARY OF ESTIMATES

Quairading Administration Office/CRC/Depot.

Category	Description	Priority Number	Dependency Category	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
5.1	Backup & Disaster Recovery	1	5.1, 5.6, 5.7, 5.8	\$10,010	\$10,010	\$10,010
5.2	Domain	4		\$0	\$0	\$0
5.3	Anti-Virus	11		\$0	\$0	\$0
5.4	Corporate Applications	7		\$98,469	\$85,516	\$88,066
5.5	IT Support Arrangement	8		\$34,647	\$34,647	\$34,647
5.6	IT Disaster Recovery Plan	2	5.1	\$2,970	\$2,495	\$2,495
5.7	Internet Gateway	3	5.8	\$2,280	\$2,280	\$2,280
5.8	ISP Links	5	5.7	\$2,928	\$2,928	\$2,928
5.9	Uninterrupted Power Supply	13			\$395	\$1,250
5.10	Computer Room	16			\$3,000	
5.11	Local Area Network	12			\$1,500	
5.12	Desktop / Laptops	6		\$31,518	\$33,235	\$34,115
5.13	Servers	9	5.14	\$50,000		
5.14	Storage*	10	5.13			
5.15	IP Telephony	14		\$8,712	\$12,210	\$12,210
5.16	Printing	15		\$3,729	\$3,729	\$3,729
	COUNCIL CONNECT WEBSITE HOSTING					
	MINOR EQUIPMENT					
	TOTAL					

The Priority Number suggests the importance of the change. 1 represents a high priority i.e. now and 16 represents a low priority.

The Dependency Category shows a link between the categories. A link means other categories are required to complete the task.

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^{*} The costs associated with 5.14 Storage are incurred within the 5.13 Server item due to Server and Storage being the same hardware.

Quairading Medical Clinic.

Category	Description	Priority Number	Dependency Category	2022-2023 Costs	2023-2024 Costs	2024-2025 Costs
5.1	Backup & Disaster Recovery	3	5.1, 5.6, 5.7, 5.8	\$7,530	\$7,530	\$7,530
5.2	Domain	7		\$0	\$0	\$0
5.3	Anti-Virus	10		\$0	\$0	\$0
5.4	Corporate Applications	14		\$1,800	\$3,600	\$2,300
5.5	IT Support Arrangement	9		\$10,464	\$10,464	\$10,464
5.6	IT Disaster Recovery Plan	16	5.1		\$4,950	\$1,950
5.7	Internet Gateway	5	5.8	\$1,740	\$1,740	\$1,740
5.8	ISP Links	6	5.7	\$1,980	\$1,980	\$1,980
5.9	Uninterrupted Power Supply	12				\$4,140
5.10	Computer Room	4				
5.11	Local Area Network	11				
5.12	Desktop / Laptops	8		\$3,350	\$6,000	\$3,495
5.13	Servers	1	5.14	\$2,000		\$25,000
5.14	Storage*	2	5.13			
5.15	IP Telephony	13	COMBINED			
5.16	Printing	15			\$950	\$950
	TOTAL					

The Priority Number suggests the importance of the change. 1 represents a high priority i.e. now and 16 represents a low priority.

The Dependency Category shows a link between the categories. A link means other categories are required to complete the task.

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^{*} The costs associated with 5.14 Storage are incurred within the 5.13 Server item due to Server and Storage being the same hardware.

GLOSSARY OF TERMS

3DES

Triple DES is a mode of the DES encryption algorithm that encrypts data three times. Three 64-bit keys are used, instead of one, for an overall key length of 192 bits (the first encryption is encrypted with second key, and the resulting cipher text is again encrypted with a third key).

4G

4G is the fourth generation of wireless mobile telecommunications technology, succeeding 3G. Potential and current applications include amended mobile web access, IP telephony, gaming services, high-definition mobile TV, video conferencing, and 3D television

Active Directory

Active Directory (AD) is a directory service that Microsoft developed for Windows domain networks. It is included in most Windows Server operating systems as a set of processes and services. Initially, Active Directory was only in charge of centralized domain management. Starting with Windows Server 2008, however, Active Directory became an umbrella title for a broad range of directory-based identity-related services.

ADSL

(Asymmetric Digital Subscriber Line) is a technology for transmitting digital information at a high bandwidth on existing phone lines to homes and businesses. ADSL is an asynchronous service that delivers a faster download speed but slower upload speed.

AES

Advanced Encryption Standard (AES) is an encryption algorithm for securing sensitive but unclassified material by U.S. Government agencies and, as a likely consequence, may eventually become the de facto encryption standard for commercial transactions in the private sector.

BDSL

(Broadband or Business Digital Subscriber Line) is a technology for transmitting digital information at a high bandwidth on existing phone lines to homes and businesses. Unlike ADSL, BDSL is a synchronous service that delivers the same download and upload speeds.

CAL

A Client Access License (CAL) is a license granting access to certain Microsoft server software. CALs are used in conjunction with Microsoft Server software licenses to allow Users and Devices to access and utilise the services of that server software.

Cat5

ANSI/EIA (American National Standards Institute/Electronic Industries Association) Standard 568 is one of several standards that specify "categories" (the singular is commonly referred to as "CAT") of twisted pair cabling systems (wires, junctions, and connectors) in terms of the data rates that they can sustain. Cat5 supports data rates of 100 Mbps or 1000 Mbps (4 pair).

Cat6

ANSI/EIA (American National Standards Institute/Electronic Industries Association) Standard 568 is one of several standards that specify "categories" (the singular is commonly referred to as "CAT") of twisted pair cabling systems (wires, junctions, and connectors) in terms of the data rates that they can sustain. Cat6 supports data rates of 1000 Mbps (1Gbps) or 10000 Mbps (10Gbps).

Cloud Computing

A type of Internet-based computing that provides shared computer processing resources and data to computers and other devices on demand. It is a model for enabling ubiquitous, on-demand access to a shared pool of configurable computing resources which can be rapidly provisioned and released with minimal management effort.

CMS

A content management system (CMS) is a computer application that supports the creation and modification of digital content using a simple interface to abstract away low-level details unless required, usually supporting multiple users working in a collaborative environment.

CPU

A central processing unit (CPU) is the electronic circuitry within a computer that carries out the instructions of a computer program by performing the basic arithmetic, logical, control and input/output (I/O) operations specified by the instructions.

CRM

Customer relationship management (CRM) is a term that refers to practices, strategies and technologies that companies use to manage and analyze customer interactions and data throughout the customer lifecycle, with the goal of improving business relationships with customers.

Deep Packet Inspection

Deep packet inspection (DPI) is a technology which allows a firewall device to classify passing traffic based on rules that not only include information about layer 3 and layer 4 contents of the packet, but also include information that describes the contents of the packet's payload – including the application data (for example, an FTP session, or a HTTP Web browser session, or even a middleware database connection).

DHCP

Dynamic Host Configuration Protocol (DHCP) is a communications protocol that lets network administrators manage centrally and automate the assignment of Internet Protocol (IP) addresses in an organisation's network.

DNS

The domain name system (DNS) is the way that Internet domain names are located and translated into Internet Protocol addresses.

Domain

A domain name is an identification string that defines a realm of administrative autonomy, authority, or control on the Internet. Domain names are formed by the rules and procedures of the Domain Name System (DNS). Domain names are used in various networking contexts and application-specific naming and addressing purposes.

Disaster Recovery

Disaster recovery (DR) involves a set of policies and procedures to enable the recovery or continuation of vital technology infrastructure and systems following a natural or human-induced disaster. Disaster recovery focuses on the IT or technology systems supporting critical business functions.

EDRMS

Electronic document and records management system (EDRMS) is a type of content management system and refers to the combined technologies of document management and records management systems as an integrated system.

EMC

EMC is a leading provider of IT storage hardware solutions to promote data backup and recovery and accelerate the journey to cloud computing.

ESXi

ESX Server is VMware's flagship enterprise server virtualization platform. It comes in two versions – ESX Server and ESXi Server where the latter has no service console and is the thinnest version available. ESX is an enterprise-level product developed by VMware Inc. that is used for server virtualization.

Ethernet

Ethernet is the most widely installed local area network LAN technology. An Ethernet LAN used to use coaxial cable but these days uses special grades of twisted pair wires.

Fibre

An optical fibre is a flexible, transparent fibre made by drawing glass (silica) or plastic to a diameter slightly thicker than that of a human hair. Optical fibres are used most often as a means to transmit light between the two ends of the fibre and find wide usage in fibre-optic communications, where they permit transmission over longer distances and at higher bandwidths (data rates) than wire cables.

Firewall

A firewall is a set of related programs, located at a network gateway that protects the resources of a private network from users from other networks. The term also implies the security policy that is used with the programs.

FSMO

FSMO is a specialized domain controller (DC) set of tasks, used where standard data transfer and update methods are inadequate. Active Directory (AD) normally relies on multiple peer DCs, each with a copy of the AD database, being synchronized by multi-master replication.

FTP

File Transfer Protocol (FTP) is a standard Internet protocol. It is arguably the simplest way to exchange files between computers on the Internet. It is also commonly used to download programs and other files to your computer from other servers.

GAS

Gateway anti-spyware (GAS) is a signature-based security solution that provides dynamic spyware protection at the perimeter of your network. The service blocks the installation of malicious spyware at the gateway and disrupts background communications from existing spyware programs that transmit confidential data.

GAV

Gateway anti-virus (GAV) is a signature-based security solution that provides protection at the perimeter of your network. They are your first line of defense, scanning inbound and outbound traffic to identify and block malicious threats before they can enter your network.

GIS

A geographic information system (GIS) is a computer system for capturing, storing, checking, and displaying data related to positions on Earth's surface. GIS can show many different kinds of data on one map. This enables people to more easily see, analyze, and understand patterns and relationships.

Group Policy

Group Policy is a feature of the Microsoft Windows NT family of operating systems that controls the working environment of user accounts and computer accounts. Group Policy provides the centralized management and configuration of operating systems, applications, and users' settings in an Active Directory environment.

GWIP

Government Wideband Internet Protocol (GWIP) is a uniquely flexible, high-speed data networking solution that offers a simple cost-effective means of interconnecting offices throughout Australia.

HDD

A hard disk drive (HDD), hard disk, hard drive or fixed disk is a data storage device used for storing and retrieving digital information using one or more rigid rapidly rotating disks (platters) coated with magnetic material.

Hybrid cloud

A composition of two or more clouds (private, community or public) that remain distinct entities but are bound together, offering the benefits of multiple deployment models. Hybrid cloud can also mean the ability to connect collocation, managed and/or dedicated services with cloud resources.

ICT

Information and communications technology (ICT) is an extended term for information technology (IT) which stresses the role of unified communication and the integration of telecommunications (telephone lines and wireless signals), computers as well as necessary enterprise software, middleware, storage, and audio-visual systems, which enable users to access, store, transmit, and manipulate information.

IP Address

An IP address is a 32-bit number that identifies each sender or receiver of information that is sent in packets across the network or Internet. The IP address has two parts: the identifier of a particular network on the Internet and an identifier of the particular device within that network. Due to the enormous growth of the Internet and the predicted depletion of available addresses, a new addressing system (IPv6), using 128 bits for the address, was developed in 1995.

IPS

Intrusion Prevention Service (IPS) is a pre-emptive approach to network security used to identify potential threats and respond to them swiftly. However, because an exploit may be carried out very quickly after the attacker gains access, intrusion prevention systems also have the ability to take immediate action, based on a set of rules established by the network administrator.

IPsec

A suite of protocols defining the security services developed by the Internet Engineering Task Force (IETF). IPsec is said to be especially useful for implementing virtual private networks and for remote user access through dial-up connection to private networks.

ISP

An ISP (Internet service provider) is a company that provides individuals and other companies' access to the Internet and other related services such as Web site building and virtual hosting. An ISP has the equipment and the telecommunication line access required to have a point-of-presence on the Internet for the geographic area served.

HA Pair

Some SonicWALL Firewall devices can be configured as a High-availability pair (HA Pair) which allows the primary and backup firewall devices to continuously synchronise so that the backup unit can seamlessly assume all network responsibilities should the primary unit fail.

HTTP

The Hypertext Transfer Protocol (HTTP) is the set of rules for exchanging files (text, graphic images, sound, video, and other multimedia files) on the World Wide Web. By default, HTTP operates on port 80.

LAN

A local area network (LAN) is a group of computers and associated devices that share a common communications line and typically share the resources of a single processor or server within a small geographic area (for example, within an office building).

Load Balancing

Load balancing allows the enabling of an interface as a secondary WAN port. The primary and secondary WAN ports are used in a more dynamic active/active setup, where the outbound traffic is divided to flow out between the primary WAN port and the secondary WAN port.

LRM

Limited Retirement Mode (LRM) is an announcement by Dell SonicWALL to indicate that it will no longer develop or release firmware updates or new features for these products. Software and firmware support for products in LRM is limited to critical bugs and security vulnerabilities.

LTO

Linear Tape-Open (LTO) is an open-format tape storage technology developed by Hewlett-Packard (HP), International Business Machines (IBM), and Certance. The term "open-format" means that users have access to multiple sources of storage media products that will be compatible. The high-capacity implementation of LTO technology is known as the LTO Ultrium format, or simply LTO Ultrium.

Malware

Malware (for "malicious software") is any program or file that is harmful to a computer user. Thus, malware includes computer viruses, worms, Trojans, and also spyware, programming that gathers information about a computer user without permission.

Mbps

Mbps stands for millions of bits per second or megabits per second and is a measure of bandwidth (the total information flow over a given time) on a telecommunications medium. Depending on the medium and the transmission method, bandwidth is also sometimes measured in the Kbps (thousands of bits or kilobits per second) range or the Gbps (billions of bits or gigabits per second) range.

мто

The maximum tolerable outage is the amount of time the critical business functions may be without the support of IT systems and applications before business operations are severely impacted. The MTO encompasses all activities from point of impact to point of recovery.

NAS

Network-attached storage (NAS) is a file-level computer data storage server connected to a computer network providing data access to a heterogeneous group of clients. NAS is specialised for serving files either by its hardware, software, or configuration. It is often manufactured as a computer appliance – a purposebuilt specialised computer.

NAT

Network Address Translation (NAT) is the translation of an Internet Protocol address IP Address used within one network to a different IP address known within another network. One network is designated the inside network and the other is the outside.

NBN

The National Broadband Network (NBN) is an Australian national wholesale-only, open-access data network. It is based on the premise that access to fixed line, wireless and satellite broadband connections are sold to retail service providers (RSPs), who then sell internet access and other services to consumers.

NSA

Dell SonicWALL Network Security Appliance (NSA) Series firewall's offer high-performance security against an array of attacks. The NSA Series combines Dell's patented Reassembly-Free Deep Packet Inspection (RFDPI) single-pass threat prevention engine with a powerful, scalable multi-core architecture.

NTFS

NT File System (sometimes New Technology File System) is the file system that the Windows NT operating system uses for storing and retrieving files on a hard disk. NTFS is the Windows NT equivalent of the Windows 95 file allocation table (FAT) and the OS/2 High Performance File System (HPFS).

On-premises

Software is installed and runs on computers on the premises (in the building) rather than at a remote facility such as a server farm or cloud. On-premises software is sometimes referred to as "shrinkwrap" software, and off-premises software is commonly called "software as a service".

PoE

Power over Ethernet (PoE) is the process of transmitting power to the target device at the end of an Ethernet cable by carrying power in the unused 4/5 and 7/8 wires. It enables access points and other remote devices to be installed where there is no power outlet.

Port

A port referred to in TCP/IP and UDP networks, is an endpoint to a logical connection. The port number identifies what type of port it is. For example, port 80 is used for HTTP traffic. Ports on a system can be left open for an incoming connection or closed to restrict unwanted access.

RAID

RAID (originally redundant array of inexpensive disks, now commonly array of independent disks) is a data storage virtualization technology that combines multiple physical disk drive components into a single logical unit for the purposes of data redundancy, performance improvement, or both.

RAM

Random-access memory (RAM) is a form of computer data storage. A random-access memory device allows data items to be read or written in almost the same amount of time irrespective of the physical location of data inside the memory

Ransomware

A computer malware that installs covertly on a victim's computer, executes a cryptovirology attack that adversely affects it, and demands a ransom payment to restore it. Simple ransomware may lock the system in a way which is not difficult for a knowledgeable person to reverse, and display a message requesting payment to unlock it.

RDP

Remote Desktop Protocol (RDP) is a proprietary protocol developed by Microsoft, which provides a user with a graphical interface to connect to another computer over a network connection.

Router

On the Internet, a router is a device or, in some cases, software in a computer, that determines the next network point to which a packet should be forwarded toward its destination. The router is connected to at least two networks and decides which way to send each information packet based on its current understanding of the state of the networks it is connected to.

RPO

The point in time to which systems and data must be recovered after an outage (e.g., end of the previous day's processing). RPOs are often used as the basis for the development of backup strategies.

RTO

The period of time within which systems, applications or functions must be recovered after a disaster declaration (e.g. one business day). RTOs are often used to determine whether or not to implement the recovery strategies/plan.

SAN

A storage area network (SAN) is a network which provides access to consolidated, block level data storage. SANs are primarily used to enhance storage devices so that the devices appear to the operating system as locally attached devices. A SAN typically has its own network of storage devices that are generally not accessible through the local area network (LAN) by other devices.

SAS

Serial Attached SCSI (SAS) is a point-to-point serial protocol that moves data to and from computer storage devices such as hard drives and tape drives. SAS replaces the older Parallel SCSI (Small Computer System Interface, usually pronounced "scuzzy") bus technology that first appeared in the mid-1980s.

SATA

Serial ATA (SATA, abbreviated from Serial AT Attachment) is a computer bus interface that connects host bus adapters to mass storage devices such as hard disk drives, optical drives, and solid-state drives. Serial ATA succeeded the older Parallel ATA (PATA) standard, offering several advantages over the older interface: reduced cable size and cost (seven conductors instead of 40 or 80), native hot swapping, faster data transfer through higher signalling rates, and more efficient transfer through an (optional) I/O queuing protocol.

SFF

A small form factor (SFF) is a computer form factor designed to minimize the volume of a desktop computer. In some cases, this term can be used to describe physical hard disks that are smaller than the standard 3.5" hard drives.

SIP

The Session Initiation Protocol (SIP) is a communications protocol for signaling and controlling multimedia communication sessions. The most common applications of SIP are in Internet telephony for voice and video calls, as well as instant messaging, over Internet Protocol (IP) networks.

SLA

A service-level agreement (SLA) is a part of a standardised service contract where a service is formally defined. Particular aspects of the service – scope, quality, responsibilities – are agreed between the service provider and the service user. A common feature of an SLA is a contracted delivery time (of the service or performance).

SMTP

Simple Mail Transfer Protocol is a protocol for sending e-mail messages between servers. Most e-mail systems that send mail over the Internet use SMTP to send messages from one server to another; the messages can then be retrieved with an e-mail client using either POP or IMAP. SMTP is usually implemented over Transmission Control Protocol port 25.

Snapshot

In <u>computer systems</u>, a snapshot is the <u>state</u> of a system at a particular point in time. The term was coined as an analogy to that in <u>photography</u>. It can refer to an <u>actual copy</u> of the state of a system or to a capability provided by certain systems.

SNMP

Simple Network Management Protocol (SNMP) is an "Internet-standard protocol for managing devices on IP networks. Devices that typically support SNMP include routers, switches and servers. It is used mostly in network management systems to monitor network-attached devices for conditions that warrant administrative attention.

SOE

Standard Operating Environment is a specification for a using a standard architecture and applications within an organisation. There is no industry-wide SOE standardisation, however organisations would usually deploy standard disks, operating systems, computer hardware (with the same configurations), and standard applications and software.

Spyware

Spyware is any technology that aids in gathering information about a person or organisation without their knowledge. On the Internet (where it is sometimes called a spybot or tracking software), spyware is

programming that is put in someone's computer to secretly gather information about the user and relay it to advertisers or other interested parties.

SQL

Structured Query Language (SQL) is a special-purpose programming language designed for managing data held in a relational database management system (RDBMS), or for stream processing in a relational data stream management system (RDSMS).

SSD

Like a memory stick, there are no moving parts to an Solid State Disk (SSD.) Rather, information is stored in microchips. Conversely, a hard disk drive uses a mechanical arm with a read/write head to move around and read information from the right location on a storage platter. This difference is what makes SSD so much faster.

SSO

Single sign-on (SSO) is a property of access control of multiple related, but independent software systems. With this property a user logs in with a single ID and password to gain access to a connected system or systems without using different usernames or passwords, or in some configurations seamlessly sign on at each system.

Stateful Inspection

Stateful packet inspection (SPI) is a firewall architecture that works at the network layer. Unlike static packet filtering, which examines a packet based on the information in its header, stateful inspection tracks each connection traversing all interfaces of the firewall and makes sure they are valid. A stateful inspection firewall also monitors the state of the connection and compiles the information in a state table.

Switch

In telecommunications, a switch is a network device that selects a path or circuit for sending a unit of data to its next destination. A switch may also include the function of the router, a device or program that can determine the route and specifically what adjacent network point the data should be sent to.

TIPT

Telstra Internet Protocol Telephony (TIPT) is a complete unified communications solution that's simple, flexible and scalable, and highly reliable. It allows you to converge voice, video and data on one network while providing a consistent user experience across devices and locations.

Trojan

A Trojan is a program in which malicious or harmful code is contained inside apparently harmless programming or data in such a way that it can get control and do its chosen form of damage, such as ruining the file allocation table on your hard disk.

UAT

In software development, user acceptance testing (UAT) - also called beta testing, application testing, and end user testing - is a phase of software development in which the software is tested in the "real world" by the intended audience.

UPS

An uninterruptable power supply (UPS) is a power supply that includes a battery to maintain power in the event of a power outage. Typically, a UPS keeps a computer running for several minutes after a power outage, gracefully shuts down the computer and powers it back on when the power is restored.

UTM

Unified threat management (UTM) is a solution in the network security industry, and since 2004 it has become established as a primary network gateway defense solution for organizations. In theory, UTM is the evolution of the traditional firewall into an all-inclusive security product able to perform multiple security functions within one single system: network firewalling, network intrusion prevention (IPS), gateway antivirus (AV), gateway anti-spam, VPN, content filtering, load balancing, data loss prevention, and on-appliance reporting.

VCM

VCM refers to a VMware vCentre Management server. A VMware vCenter Management server allows for the management of multiple ESX servers and virtual machines (VMs) from different ESX servers through a single console application.

Virtual Machine

A virtual machine (VM) is a software implementation of a machine (i.e. a computer) that executes programs like a physical machine. Virtual machines are separated into two major categories, based on their use and degree of correspondence to any real machine. Multiple OS environments can co-exist on the same computer, in strong isolation from each other.

VolP

VoIP (voice over IP - that is, voice delivered using the Internet Protocol) is a term used in IP telephony for a set of facilities for managing the delivery of voice information using the Internet Protocol (IP). In general, this

means sending voice information in digital form in discrete packets rather than in the traditional circuit-committed protocols of the public switched telephone network (PSTN).

VPN

A VPN (virtual private network) is a way to use a public telecommunication infrastructure, such as the Internet, to provide remote offices or individual users with secure access to their organisation's network.

VSS

Volume Shadow Copy (VSS) is a technology included in Microsoft Windows that allows taking manual or automatic backup copies or snapshots of computer files or volumes, even when they are in use.

WAN

A wide area network (WAN) is a geographically dispersed telecommunications network. The term distinguishes a broader telecommunication structure from a local area network.

WAN Failover

WAN failover allows the enabling of an interface as a secondary or backup WAN port. The secondary WAN port can be used in a simple active/passive setup, where traffic is only routed through the secondary WAN port if the primary WAN port is down and/or unavailable.

Wi-Fi

A technology that allows electronic devices to connect to a wireless LAN (WLAN) network, mainly using the 2.4 gigahertz (12 cm) UHF and 5 gigahertz (6 cm) SHF ISM radio bands. A WLAN is usually password protected, but may be open, which allows any device within its range to access the resources of the WLAN network.

WSUS

Windows Server Update Services is a free add-on for managing patches and updates to the Microsoft Windows XP, Windows Server and Microsoft Office systems. Aimed mainly at small and medium-sized businesses WSUS is intermediate between the simpler Windows Update for individual computer users and the more robust Systems Management Server (SMS) for large enterprises.

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH & BUILDING

ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES

14.1 Update on Works & Services Programme

Responsible Officer Natalie Ness, Acting Chief Executive Officer

Reporting Officer Sarah Caporn, Executive Manager, Works & Services

Attachments 1. Updated on Works and Services Programme, October 2023 🗓 🖺

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

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

IN BRIEF

- Maintenance grading has now been concluded for this year.
- Grounds and gardens have been focused on fire mitigation with mowing all of our town blocks and Dangin townsite.

MATTER FOR CONSIDERATION

A comprehensive update of current Works & Services projects is provided below and summarised in Attachment 1.

PROJECT UPDATES

Construction:

Regional Road Group - Quairading - Corrigin Road:

The proposed SLK for our 2023/24 construction have been finalised as 18.83 to 20.83. Councillors will see this marked on the road should they travel out this way. In landmarks, the area is just south of the Rabbit Proof Fence gazebo and travels south for 2km. There is one set of drainage pipes, a side road in Horsely Road and a curve to contend with.

Clearing of the road has now commenced with staff working with our excavator and the mulching head. This is a new set of skills for our current suite of operators. Staff have also taken samples of the existing gravel down to 600mm for testing, so the Shire and contractors know exactly how much cement to include when stabilising.

Requests for Tender are currently out in the market for cement stabilisation and, once the cost of this is known, the Shire can proceed to prepare quotes for sealing both this section and our 2022/23 works as reported to previous meetings.



Maintenance Works: The Shire didn't quite reach the goal of every unsealed road graded with 80% of all unsealed roads completed as per the below image. The graders stopped when it just got too dry for the material to cut well and crust over for it to hold well enough for freight traffic at harvest. Even then Works staff are anticipating needing to fill a few 'blow outs' in the coming months. Out of 654km of unsealed roads, just 134km remain to receive a winter maintenance grade and these roads will be patched as needed and prioritised next season.

Outstanding and priority maintenance requests to complete prior to harvest include shoulders on the western end of Cubbine Road and Treloar Roads, a few large potholes on Blechynden and Shenton Roads and the patch is finally dried out to fill gravel into the Old Beverley Road West.



Groves Access Road: The all-weather access road is now complete with compacted gravel. We need to install a culvert pipe to improve access once in the Reserve, but this will be scheduled after our priority construction period. Shire staff have been working to clear the eastern boundary fence line with the fencing contractor now on site to install the fencing and gates.





Grounds & Gardens:

Mowing of Reserves & Shire-owned blocks: The Grounds and Gardens staff have been all hands on deck mowing everything in preparation for this coming fire season. Staff are on track to have the townsite, including the airstrip, completed by 31 October.



Parker House Design: A quote has now been received from the landscape designer. She will include a site visit as part of her scope of work. The irrigation designer will be in town on 20th October and has several sites to visit with our new Supervisor.

Day-care Centre, Murphy St: A compliance auditor has recently visited the centre. The children are not currently accessing the wider area outside as the irrigation is not functional and needs major repairs. The tunnel is also no longer suitable for current requirements so will be removed by Shire staff when mowing is completed. The EMWS is currently costing new turf and irrigation to enhance the outdoor space for the children. REEED will pay to install some additional fencing needed to separate play equipment only suitable for children over 3 years of age from the rest of the sandpit.

Swimming Pool: Quairading has a new manager this year with Khan and his family already calling Quairading home. The EMWS confirms that we will be able to open the pool on 1 November as scheduled. Council will need to consider what to do about the exterior hedging in coming months as the mesh fencing underneath is now dilapidated and no longer providing adequate boundary control for the pool area. This is something the Shire will need to consider replacing within its 2024/25 Budget.

<u>Council Properties</u>: The vacancy inspection has now been completed on 28 Reid Street (CEO Residence) and there is one vacant unit at Arthur Kelly Village (Unit 6). Our new Property Manager is working to procure allocations within the 2023/24 Budget including the Day-care Centre Kitchen, additional flooring at the Doctors Residence and some works at Edwards Way. We have recently contacted our supplier for extending the Master Key system through to the Administration Building and Works Depot as well as a few minor maintenance requests for other properties.

<u>Staff Movements:</u> Our new Supervisor of Grounds and Gardens has now commenced and hit the ground running. Councillors will notice how much has already been achieved in the two short weeks he's been with us. To truly test him, there was even a burial at the South Caroling Cemetery in his first week to contend with. This task went well, and the team achieved much needed maintenance works at the site prior to digging the grave. Positive feedback has been received from grateful local residents who visit the Cemetery regularly.

We have also successfully filled the vacancy in our Construction crew with the successful application coming from a strong background of road construction with a pre-coat and sealing company.

Council's Property Manager role is also filled again with the Customer Service Officer moving across to the Works Depot. This has created a shortage in the Administration Office which is of concern, so the Executive team are working through strategies to address this.

<u>Plant Updates</u>: The Request for Tender on 2 x tip trucks has closed and is currently under evaluation. The EMWS still anticipates presenting it to Council as a Late Agenda Item to the October meeting as things won't be finalised until Monday 23rd October. The response date was extended to 12th October as the Shire's preferred manufacturers of the Tip Bodies were unable to deliver product in suitable timeframes, so responders needed additional time to seek quotes from alternative high quality suppliers.

<u>Training:</u> One of our plant operators has recently qualified for their HC licence (two others are scheduled in coming weeks) and the whole team has recently undertaken Traffic Control training so they can effectively and efficiently implement Traffic Management Plans for Shire job sites as per the current Austroads Temporary Traffic Management Guides and Main Roads WA Code of Practice. Senior First Aid and Fire Warden training will soon be scheduled.

ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no financial transactions outside of existing Budget allocations.

ALIGNMENT WITH STRATEGIC PRIORITIES

- **3.1 Built Environment**: Safe, efficient and well maintained road and footpath infrastructure
- **3.2 Built Environment**: Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- **5.3 Governance & Leadership**: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

The Works team received a high level of customer requests which are immediately assessed by EMWS and responded to within a timely manner.

RISK ASSESSMENT

Financial	Moderate
	The Works budget is a substantial investment into our town and the Shire's assets. It needs to be properly allocated and have transparency for the community members and ratepayers.
Health	N/A
Reputation	High
	The Works team has strong visibility within the community and are committed to making sure the Shire is a safe and beautiful place to live and work.
Operations	High
	A well-functioning Works team ensures that Council's priority tasks are completed in a timely and value for money method.
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 Quartely senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

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



WORKS PROGRAMME UPDATE – 23/24

PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT	
Works Programme Planning &		Road Hierarchy was adopted at September OCM.	
Road Hierarchy	October -	Forward Capital Works Plan is in progress. 10% complete	
Major Road Construction: Quairading-Corrigin Rd	December 2023	10% complete	
Gravel Resheeting:	Scheduled early	Not yet commenced.	
Old Beverley Road West;	2024.		
Stockpool Road; Badjaling			
North Road			
Footpath Improvements		In progress - Request for new footpath from Arthur Kelly	
		Village to Main Street (approx. 700LM). EMWS to seek	
		quotes and consult with MRWA.	
Town Hall / Shire Admin carpark (LRCI funded)		In progress. Planning underway to match project scope to available funding.	
Balkuling School repairs		Adam May has quoted – need to schedule works.	
Level 1 Bridge Inspections	Summer 2023/24	Inspections have been competed. Work order remains outstanding for Bridge on Dangin North Road but report	
		is now received of what needs to happen. Quote has	
		been received and accepted but works not yet scheduled.	
Townsite Garden – Renewals		Proposed new plantings in Main Street Precinct, Caravan Park Entry and Daycare Centre. Planning underway.	
Sportsground Upgrades		Funding application going in for the hard sportscourt – demolish existing and site preparation.	
		Refurbish cricket pitch in conjunction with Club.	
		More fencing panels needed around Oval.	
Refurbishment of BMX / Bike Track		On hold.	
Caravan Park:	January 2024	Budget approved. Park too busy at the moment to be	
Sewer pump (move to a silent		without water/sewer so will limp through manually until	
alarm), CCTV coverage		mid-summer when quieter. CCTV was dropped due to budget constraints.	
Waste Facility:	Ongoing	Seek quotes for additional tall fencing for landfill cells.	
		No further reports at this time.	
Aged Care Facilities:		Arthur Kelly Village: 2 x Carports, Irrigation	
		improvements, gravel carpark on NW side	

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PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
		Parker House: Total Front Garden refurbishment – may include front fencing (budget dependent) f
Training Matrix		ChemCert for Gardens staff is scheduled for mid- November. Senior First Aid and Fire Warden remain pending.
Workplace Health & Safety		WHS Committee met on 28 September. New agenda template in use. Need to develop new Incident Form as current template focuses on personal injury.

ITEM 15 MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY

ITEM 16 URGENT COUNCILLOR'S BUSINESS

ITEM 17 CONFIDENTIAL ITEMS

ITEM 18 NEXT MEETING DATE

THE NEXT ORDINARY COUNCIL MEETING IS SCHEDULED TO TAKE PLACE ON THURSDAY 30 NOVEMBER 2023 COMMENCING AT 2.00PM IN THE COUNCIL CHAMBERS, 10 JENNABERRING ROAD, QUAIRADING, WA.

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There being no further business, the Chairperson closed the Meeting at _____ pm.