

Ordinary Council Meeting Notice of Meeting | 30th November 2023

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on 30th November 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

Natalie Ness

CHIEF EXECUTIVE OFFICER

Notalu Ness.

Date: 24 November 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	e Meeting at	pm.
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"Before we start our meeting, I would like to acknowledge that we are meeting on Noongar/Ballardong land. We pay respect to the original custodians of the land...past, present and future. I welcome you all here today for this meeting."

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr JN Haythornthwaite Shire President

Cr TJ Stacey Deputy Shire President

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

Council Officers

Ms NJ Ness Chief Executive Officer

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

Ms M Haeusler Executive Officer

Observers/Visitor

Mrs Evie Burns

Apologies

Nil

Leave of Absence Previously Granted

Cr PD Smith

ITEM 3 PUBLIC QUESTIONS

3.1 Question from Mrs Evie Burns

Mrs Burns has elected not to submit her question in advance but will provide a written copy to the Shire President at the beginning of the meeting.

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

No matters for consideration

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave - Cr Haythornthwaite

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

UPDATE IN BRIEF

A written application for Leave of Absence has been received from Cr Haythornthwaite for the Ordinary Meeting of Council scheduled for the 14th December 2023. Council, in accordance with Section 2.25 of the *Local Government Act 1995* may by resolution grant Leave of Absence to an Elected Member

OFFICER RECOMMENDATION

That Council grant Leave of Absence to Cr JN Haythornthwaite in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meeting of Council scheduled for the 14th December 2023.

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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 – 26 October 2023

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on the 26 October 2023 be confirmed as a true and accurate record.

7.2 Confirmation of Minutes: Special Council Meeting – 6 November 2023

OFFICER RECOMMENDATION

That the Minutes of the Special Council Meeting held on the 6 November 2023 be confirmed as a true and accurate record.

BUSINESS ARISING

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

8.1 Reconciliation Action Plan Advisory Committee Meeting – 8 November 2023

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receive the minutes of the Reconciliation Action Plan Advisory Committee for its meeting on 8 November 2023.

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

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ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

9.1 Audit & Risk Committee Meeting – 14 November 2023

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receive the minutes of the Audit & Risk Committee for its meeting on 14 November 2023.

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

9.1.1 2022/2023 Financial Audit - Office of the Auditor General (OAG)

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

RECOMMENDATION ARC 005-23/24

That the Audit & Risk Committee recommend to Council that Council:

- Receives the Audit Register, for progress to be reported quarterly through the audit register

 progress report Attachment (i)
- 2. Notes that the Auditors commenced the Final Audit for 2022-2023 on the 30th October 2023 to the 1st November 2023 onsite.

IN BRIEF

• The Final onsite Audit visit was conducted by AMD on the 30th October through to 1st November 2023 with offsite work still being conducted.

MATTER FOR CONSIDERATION

Further requests following the onsite Audit are being conducted daily through the AMD Online document portal with 76% of items being accepted as at 05/11/2023.

BACKGROUND

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

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

Bob Waddell and Associates were engaged to complete the Shire's Annual Financial Statements for the year ended 30th June 2023 and is in its final review by the Auditors.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Audit) Regulations 1996

Australian Accounting Standards

International Financial Reporting Standards

POLICY IMPLICATIONS

Purchasing Policy

Delegation 1.1.13: Payments from the municipal or trust funds

Records Management Policy

Significant Accounting Policies

Delegations Register

FINANCIAL IMPLICATIONS

Council has a budget allocation of \$32,000 in the 2023/24 budget for the conduct of the external audit function by the Office of the Auditor General (OAG), for the audit of the 2022/23 annual financial statements. It is anticipated that a budget of similar amount is to be adopted each year but will be subject to an annual estimate of audit fees provided by the OAG. Officers' efforts to undertake the improvements and report on progress have not been estimated or reported.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

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

Misconduct (non-financial) by a Shire employee results in financial, legal and/or reputational damage.

RISK ASSESSMENT

	Option 1
Financial	Low
	Cost of the audit is included in the budget. The audit's purpose is not to uncover any financial fraud, however having strong financial processes, as raised in the management report can reduce the risk of this occurring.
Health	Low
Reputation	Low Compliant with legislative requirements. Failure to complete the annual financial audit would lead to increased reputational risk and possible actions by the OAG.
Operations	Council's Management and administration staff assist AMD by providing all information and documents requested. Operational impact is minimal in reporting progress on audit findings, however the operational impact of not closing findings would be significantly higher if conditions escalated.
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 CEO and EMCS will continue to report on progress of audit findings through the Audit Progress Register that is submitted to the Audit and Risk Committee and recommended to Council.

9.1.2 Information Technology (IT) Usage Policy & Procedure

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. Information Technology (IT) Usage Policy & Procedure 🗓 🖺

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

RECOMMENDATION ARC 007-23/24

That the Audit & Risk Committee recommend to Council the adoption of a new policy – Information Technology (IT) Usage Policy & Procedure.

IN BRIEF

To establish guidelines on the appropriate usage of the Shire's Information and Communication Technology systems and devices to ensure the ongoing security and integrity of the Shire's network system.

MATTER FOR CONSIDERATION

Lack of documentation and guidance in respect to IT Usage expectations for employees.

BACKGROUND

During the Interim Audit for the year ended 30 June 2021, 3 Significant Findings in relation to the Shire's Information Technology Environment were noted, item 2 being:

• No specific employee IT Usage policy is in place.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

Privacy Act 1988

POLICY IMPLICATIONS

Employee Code of Conduct

FINANCIAL IMPLICATIONS

If not addressed the findings from the audit could result in data breaches, system outages and financial loss to the Shire.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

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 Shire's IT Providers have controls in place to reduce the risk to the Shire's IT infrastructure and therefore financial risk of cyber-attacks.
Health	Low
Reputation	Low In conjunction with the ICT Strategic Plan this policy decreases the chance of loss of information and mitigates reputations risk.
Operations	Low This policy in conjunctions with the ICT Strategy and IT Provider controls is 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

Protection of the Shire's IT infrastructure requires a multi-faceted approach from Council, Staff and our external IT Providers to maintain network integrity.

INFORMATION TECHNOLOGY (IT) USAGE POLICY & PROCEDURE

PURPOSE

The purpose of this Shire of Quairading Information Technology Acceptable Use Policy and Procedure is to:

- Clearly identify the parameters when using Shire of Quairading's information &
 - communication technologies
- Outline the process for using Shire of Quairading's information & communication technologies
- Protect the interests, intellectual property, and IT assets of the Shire of Quairading.

OBJECTIVE

This Information Technology Acceptable Use Policy applies to Councillors and all Council Employees of the Shire of Quairading (SOQ) who use information and communication technologies for or on behalf SOQ. This document provides direction on the acceptable use of SOQ's information and communication technologies, and personal use of QSC's information and communication technologies.

DEFINED TERMS

CEO - The person appointed to the position of Chief Executive Officer under the Local Government Act 2009, and anyone acting in that position.

Council - Shire of Quairading Council

Executive Manager - A person appointed in an Executive level position

Employee - Includes any person employed by Council and persons providing services to or on behalf of Council, including Elected members

Email – A service that enables people to exchange document or material in an electronic format

 ${f Hack}$ - To gain access into another's computer system or files by illegal or unauthorised means

Information Technology (IT) – An umbrella term covering websites, technology, applications, or tools that enable an exchange of dialogue between organisations, communities and individuals. IT may include but is not limited to:

- Computers desktop and laptops
- Mobile devices phones and tablets
- Internet corporate and public, physical and wireless

• Software - email, content creation

Internet – A global research, information and communication network providing services such as access to information, file transfer and electronic mail Material – Includes data, information, text, graphics, animations, speech, videos, photos, maps and music or other sounds, accessible electronically, including any combination or selection of any of these Standard Operating Environment (SOE) – refers to the specific combination of computer hardware and software configuration on Council computers.

Material - Includes data, information, text, graphics, animations, speech, videos, photos, maps and music or other sounds, accessible electronically, including any combination or selection of any of these

Standard Operating Environment (SOE) - refers to the specific combination of computer hardware and software configuration on Council computers.

POLICY STATEMENT

The Shire of Quairading is conscious of the need to handle Council information in a way that promotes and maintains the public's trust and confidence in the integrity of Council whilst maintaining privacy and confidentiality under the corresponding legislative Act's.

Council holds information about a range of matters relating to Council business and information relating to private individuals and commercial entities. Council acknowledges that to minimise risks to the Council and residents, Council must manage all IT devices in a way to preserve the privacy and confidentiality of information held by Council to the fullest extent possible.

PROCEDURE

Acceptable Use

The Council information technology (IT) infrastructure and services are primarily for Council business use and must be used in accordance with legislative requirements and the guidelines set out in this Policy.

SOE Access

Employees will only be granted access to Council's operating environment once a New User Access Request Form has been completed through our IT Providers.

Personal Usage

Employees may be permitted to use Council IT equipment and infrastructure for private purposes - only where such use is open, accountable, and transparent. Private use must always be appropriate and lawful and not interfere with employee's capacity or ability to perform their respective duties.

Passwords

Passwords are an employee's electronic authorisation used to gain access to Councils IT systems. Employees are responsible for the security and regular changing of their password(s).

Passwords are created by our IT Providers at the time access to the SOQ's (IT) infrastructure is granted. Passwords are required to be regularly changed and adhere to specific guidelines created by our IT Providers.

Employees are required to take reasonable precaution to ensure that their password is not known by any other party, this includes not writing the password down in an easily accessible location. Employees must not disclose their password(s) to anyone however employees may be required to disclose their password to an Executive or IT staff, in this instance the employee may request that their password be changed before disclosing.

Identity

No email or other electronic communication may be sent for or on behalf of Council which conceals or attempts to conceal the identity of the sender. All Council email correspondence is required to include the standard Council email signature, which must include the following:

- Employee Name
- Employee Title/Position
- Employee email address
- Council Emblem & name
- Council primary contact number (no direct extensions to be advertised)
- Council mobile number (if employee has been issued a mobile phone)
- Council Postal address
- Links to Council websites (Corporate & Tourism)

The only exception is where it is intended to keep the identity of the sender anonymous, such as position or purpose related mailboxes (i.e. HR, Jobs, Info, Tenders), which may omit an Employees name.

Email Usage

Council email access is provided to employees on an "as required" basis. Council provided email is strictly to be used for Council business purposes only.

Employees must exercise care and discretion with electronic communication such as tenders, contracts, confidential agendas, minutes, and reports.

Email messages are perceived to be instant in nature and instantly disposed of, however all emails sent and received from Council email are backed up and stored indefinitely, regardless of any accidental or deliberate deletion.

Improper statements can give rise to liability, personally and for Council. Employees must operate on the assumption that messages may be sent to, forwarded to, transmitted or printed by someone other than the intended recipient.

Employees must be aware that email messages, even if expressed to be confidential, may be disclosed in legal proceedings, Freedom of Information requests, or as required by law.

Employees should follow 'best practice' when using Council email, so as not to cause Council disrepute. Best practice examples include:

- Subject line should be clear and concise and not contain the body of the email
- · Contents of the email should be lawful and free of error
- All sent emails must contain the standard Council signature

Security

To increase data security, Council computers are configured to lock access after a period of inactivity. After this time employees will be required to re-enter their passwords to re-gain access. Employees must not attempt to circumvent this security function.

Employees are required to lock their computers when leaving their desk for extended periods of time. Employees found to consistently leave their computer unsecured may be subject to disciplinary actions.

Employees must not attempt to gain access to another employee's user account, whether by knowing or guessing another employee's password or by other methods. Employees found to attempt to hack Council IT systems may be subject to disciplinary action.

Unknown USB storage devices are a high risk to Council data security. Employees must not attach unknown USB devices to any Council IT systems, this includes but is not limited to, USB storage devices containing files or material required to be printed by a member of the public, and personal Employee USB storage devices.

Remote Access

Employees may be authorised to access Councils network remotely. Remote access may be granted on an "as required" basis only when required to work away, under authorisation from the CEO or appropriate department Executive.

Employees authorised for remote access shall have a secure Council laptop to be used for Council business only. Employees should not store data on the laptop provided, and should assume that any data stored will be removed upon return.

The following employee positions may be issued with a Council administered laptop for the duration of their employment:

- CEO, Executives and Elected Members
- Staff with the executive's approval

Laptops issued are to be used for Council business only. Under no circumstances is an employee to install software, modify configuration settings, or provide use of the issued laptop to anyone but Council IT staff. An employee issued with a Council laptop may be held responsible for any unlawful or unauthorised activity conducted on a Council issued laptop.

Exceptions may be made for companies which have entered into an agreement with Council for managed services that require frequent remote access. These companies shall be liable for any damage or data loss caused as a result of their remote access.

Employees found to be accessing Council IT systems remotely from an unauthorised computer or device may be subject to disciplinary action.

Under no circumstances are employees to grant remote access to a Council IT System to any persons via TeamViewer or any other method unless authorised to do so by Council IT staff. Employees found to allow unauthorised remote access to Council's network may be subject to disciplinary actions.

Document Management

Council utilise Altus Content as a document management system. Employees required to use Council computers to perform their duties will be granted a "user workspace" inside Altus Content.

Employees with access to Altus Content are required to store all Council documents and Council business related emails in Altus Content.

Data Storage

Employees will be granted access to Council data resources via mapped network drives on an "as required" basis. Authorisation to access a mapped network drive is to be granted or denied via the IT providers Change to Employee Access Request Form, with approval from the appropriate Executive.

Employees will be granted access to the 'T' drive on a work requirements basis. This drive is to be used for Council business only. Employees must not store unlawful content on Council IT systems. Council IT staff may monitor data stored on Council IT systems and infrastructure, and report findings to the CEO.

Hardware Care

Employees must not interfere with the physical configuration (i.e. placement, cabling, etc.) of Council IT systems including but not limited to, computers, printers, desk phones, power, and data. Any required configuration changes are to be authorised by IT staff/executive staff prior to any changes being made

Employees are responsible for the care of their Council IT equipment, and may be held accountable for any physical damages that may occur. Employees must report any physical damage to Council IT equipment to IT staff immediately.

Employees are required to shut down programmes and turn off their computers at the end of each workday, unless otherwise directed by Council IT staff/Executive staff for the purpose of maintenance.

Mobile Devices

Dependant on positional requirements, employees may be issued with a mobile device (i.e. Mobile phone, tablet) to assist with performing their duties. The type of mobile device issued will depend on the requirements of the employee's position.

The employee roles that may be issued a mobile device are:

- CEO, Executives
- Managers/Supervisors

• Officers that are directed to carry a device as part of their role Employees are responsible for the care of the mobile device issued and may be held accountable for loss or damages caused. The mobile device must be carried by the Employee at all times during hours of employment and must not be forwarded or redirected to a personal mobile device.

Employees are not permitted to use a Council issued mobile device for personal use.

Employees found to use a Council issued mobile device for personal use may be held accountable for any excess charges relating to that personal use. If an Employee incurs excess usage charges on a Council mobile device whilst on leave or otherwise not performing duties related to Council business, that employee may be held accountable for those excess charges.

Upon an Employees termination, all issued IT devices must be returned to Council.

IP Telephones

Dependant on positional requirements, Employees may have a Council desk phone configured in their workspace. These desk phones are to be used for Council business only.

Employees should limit publicising their direct dial extension numbers and should direct contact to Council's primary contact number when possible.

Employees are responsible for the care of their desk phones, and any damages or faults must be reported to IT staff/Executive staff.

BYOD - Bring your own device

Council does not support the use of BYOD laptops.

Personal laptops and mobile devices may only be connected to Council's IT infrastructure under the authorisation of Council IT staff or CEO/Executives.

Internet Use

Council internet is intended to be used primarily for Council business, though employees are permitted to access the internet for personal use where that personal use is lawful and does not impact the employee's ability or capacity to perform their duties.

Council internet usage is monitored by IT providers to determine both the appropriateness of the content being viewed, as well as the impact the usage may have on Council operation due to data and bandwidth usage. Council IT providers may report on employee internet usage to the CEO/Executive if required.

Council have content filtering active on Council's internet service, used primarily to block malicious, inappropriate, or unlawful content. If an employee cannot gain access to a website that is required to perform their duties, due to content filtering, they may contact Council IT staff/Executives to request that the restriction be removed.

Wi-Fi Access

Council operate and maintain two separate wireless networks in varying Council buildings. One free for public usage, the other is a corporate wireless network that connects directly to Councils IT systems and infrastructure for staff.

Employees are free to use the public wireless network in a lawful manner, provided it does not impact their ability or capacity to perform their duties.

Councils corporate wireless network is secured by a wireless key and is to be accessed by Council employees from authorised devices only. Authorisation can be granted to an employee using the online portal, provided the employee has reasonable requirement to use the wireless network and has been issued a Council mobile device.

Visiting guests of Council that require unrestricted wireless internet may be granted access to Councils hidden guest wireless network. If a guest requires wireless internet access, a Council employee may request the access details from Council's IT provider.

Software Configuration

Under Councils SOE, all Council IT equipment should have the same software packages installed. Exceptions may be made to the Council SOE where specific software is required for specific positions, these exceptions will be made at Executive staff discretion after assessing the requirements.

Employees must not attempt to modify or install software on any Council IT system. If software not currently part of the SOE is required, Employees may contact Council Executive staff to request that the software be installed, Council Executive staff will review the request and approve or deny the request if appropriate and compatible with Councils IT systems.

Employees must not attempt to alter the configuration of any Council IT systems. If configuration changes are required, employees may request the change by contacting Council Executive staff.

Malicious Software Protection

Council IT systems are protected from malicious software protection through the implementation of a number of layers of protection:

- Incoming & outgoing email filtering and inspection
- Internet content filtering & firewall
- Local antivirus/malware software

While Council's protection methods are effective in preventing most malicious software infections, employees must be cautious when opening emails and files from unknown or suspicious sources. Employees are encouraged to contact IT/Executive staff when they suspect a possible threat of infection.

Printing

Employees are encouraged to assess requirements before printing large or high-volume documents. Where possible, employees should print in greyscale to the high-volume photocopiers located in each Council building.

Employees should refrain from using smaller desktop printers unless necessary. Employees are responsible for replacing and ordering consumables for printers using the contact details located on each printer, Council IT staff may assist when required.

Visitors and members of the public that request to print material must be directed to email the file to a Council employee for printing. This ensures the file is inspected and scanned for malicious code by Council's email server.

Visitors and members of the public that request to print material but do not have the ability to email the file to a Council employee, must be directed to print from the publicly accessible computers available for use at the Quairading CRC. Under no circumstances should a Council employee attach an unknown USB storage device to Council IT Systems for the purpose of printing.

IT Support

When an issue with Council IT systems or infrastructure is identified, an employee is to advise IT staff and submit a support ticket to the IT Providers or the Software Providers dependant on the operating system issue. If an Employee is unable to submit a support ticket due to the nature of the issue, they may contact IT staff directly.

CONFIDENTIALITY

Employees should perform their duties under the assumption that all data stored on Council IT systems is accessible by IT Employees and the CEO upon request and may be reported on if required.

Employees must be aware that data and email messages, even if expressed to be confidential, may be disclosed in legal proceedings, Freedom of Information requests, or as required by law.

COPYRIGHT

The copyright over artistic, literary, dramatic or musical work authored by SOQ employees whilst carrying out work duties is owned by the SOQ as per the Copyright Act 1968 (s35) unless by prior arrangement.

Under no circumstances is a Council employee to replicate unauthorised copies of Council data, information, or Intellectual Property for purposes other than Council business. Employees found to be doing so may be subject to disciplinary action.

Employees are required to adhere to the requirements of copyright legislation. Intellectual property rights apply to most material on the internet, including text, graphics, and sound. Employees must not assume they can reproduce, print, transmit, or download material to which they have access. Usage of any material should comply with copyright legislation, as any material reproduce outside permitted uses or without the permission of the owner may result in litigation action against Council.

UNLAWFUL ACTIVITY

Employees must not conduct or be party to any unlawful activity while using or through the use of Council IT systems. Any unlawful activity found to occur will be reported directly to the CEO and appropriate law enforcement agencies.

COMMUNICATION

- Councillors and all Council employees will have access to this policy.
- Councillors and all Council employees will be provided with opportunities to be involved in the review of this policy.

- Council employees will be provided with information from this policy at the time of employment and orientation.
- Changes/amendments made to this Policy document will be communicated to all Councillors and Council employees.

ENFORCEMENT

Non-compliance with this policy could place Council in breach of both the Local Government Act 2009 and/or the Information Privacy Act 2009. It is important to note that non-compliance with this policy/procedure by an individual could lead to personal liability and/or criminal prosecution.

The failure of any Council employee to comply with this policy in its entirety may lead to:

- Refresher or further training,
- Performance management, or
- Modification or termination of employment.

STATUTORY ENVIRONMENT

Local Government Act 2009

Copyright Act 1968

Right to Information Act 2009

Information Privacy Act 2009

Crime & Corruption Act 2001

Invasion of Privacy Act 1971

CEO DISCRETION

Where applicable, the CEO can apply their discretion as to the enforcement of the requirements outlined in this policy and any requests for variations to this policy.

REVIEW OF POLICY

This policy remains in force until amended or repealed by resolution of Council. This document will be reviewed biannually or as required.

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

9.1.3 Request to Increase Credit Card Limits

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

RECOMMENDATION ARC 008-23/24

That the Audit & Risk Committee recommend to Council that; Council approve the increase in Credit Card Limits as per the below;

- 1. Chief Executive Officer Limit \$5,000
- 2. Executive Manager Works & Services Limit \$5,000
- 3. Executive Manager Corporate Services Limit \$2,000
- 4. Community Emergency Services Manager Limit \$5,000

IN BRIEF

Council credit cards are issued to all Executive Staff and the Chief Executive Officer to allow purchases to be made on behalf of the Council that cannot ordinarily or easily be purchased via invoice/EFT or are urgent in nature.

MATTER FOR CONSIDERATION

The use of corporate credit cards is not specifically mentioned in the Local Government Act 1995. However, the impacts of the use and control of corporate credit cards are related to the following sections of the Local Government Act 1995:

- 1. Section 2.7(2)(a) and (b) requires the Council to oversee the allocation of the local government's finances and resources and determine the local government's policies; and
- 2. Section 6.5(a) requires the CEO to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government.

Local Government (Financial Management) Regulations 1996 Section 11(1)(a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money, or other benefits may be obtained.

BACKGROUND

Council has predominately issued the Chief Executive Officer with a limit of \$5,000 and \$1,000 for Executive Staff, however increasingly the limit for Executive Staff is proving to be inadequate.

The CESM credit card has reached its limit 4 times in the past 6 months leaving the Manager having to use personal funds in order to carry out purchases pertinent to the role. With the fire season approaching and the potential for increased emergency expenditure an increase in the credit card limit to \$5,000 will allow funds to be available when needed for emergency welfare and incident related costs.

The EMWS has also noticed delays in being able to purchase items due to the internal processes of Creditor Management. An increase in the limit to \$5,000 would significantly reduce the delays and allow increased efficiency for those items required to be purchased outside of the normal invoicing structure.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS

Corporate Credit Card Policy

Payments from the municipal or trust funds

Purchasing Policy

FINANCIAL IMPLICATIONS

There are no financial implications that have been identified as a result of this report. Expenditure on credit cards still requires to coincide with the approved budget and the Shire's purchasing policy.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

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
	Executive Management are still required to only purchase according to their allocated budget.
Health	Low
Reputation	Low
	Staff are all required to adhere to the Credit Card Policy and are aware of the consequences of misuse in representation of Council
Operations	Low
	Can significantly reduce delays in processing for urgent items
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

Staff are still required to keep all tax invoices pertinent to the purchases made and therefore complies with our Records Management Policy.

All staff are required to sign the Corporate Credit Card Agreement – Annexure B acknowledging and accepting the conditions of the Shire of Quairading Corporate Credit Card Policy.

All credit card transactions are reported to Council for transparency with the Audit & Risk Chairperson personally reviewing those transactions for accuracy and legitimacy.

9.1.4 Audit register - progress report

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. (i) Audit Register (confidential)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer:

Responsible Officer:

OFFICER RECOMMENDATION

RECOMMENDATION ARC 006-23/24

That Audit & Risk Committee recommends to Council that Council;

- 1. notes the progress recorded against each item within the audit register in confidential attachment (i); and
- 2. approves the one (1) finding marked as Closed (100%) in the audit register, to be registered complete, removed from the register and no longer reported to the Committee.

IN BRIEF

- This report provides an update on the progress of actions included in the audit register.
- The audit register includes all open audit findings that have previously been accepted by the Audit and Risk Committee.
- Reporting through the audit register commenced in November 2021 and includes items from the 2020/21 interim audit, and all subsequent audits.

MATTER FOR CONSIDERATION

Receipt of the audit register progress report to November 2023.

BACKGROUND

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

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

The 2023/24 (draft) annual financial report was sent to the auditor on the 30th September 2023.

Any findings from the final management letter will form part of this report.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has a budget allocation of \$32,000 in the 2023/2024 Budget for the conduct of the external audit function by the Office of the Auditor General, for the audit of the 2022/23 annual financial statements. It is anticipated that a budget of a similar amount is to be adopted each year but will be the subject of an annual estimate of audit fees provided by the OAG. Officers' efforts to undertake the improvements and report on progress has not been estimated or reported.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low
	Cost of the annual audit is included in the budget. By regularly reviewing progress against audit findings, the risks associated to misconduct and error are significantly reduced.
Health	Low
Reputation	Low
	Compliant with legislative requirements. Failure to complete the findings from audit reports would lead to increased reputational risk.
Operations	Low
	Operational impact is minimal in reporting progress on audit findings.
	Operational impact of not closing findings would escalate.
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 audit register **confidential attachment (i)** counts actions and totals by "Finding #". Each finding may have more than one "recommendation" and associated "agreed management action". Only when all recommendations and agreed management actions within a finding are deemed complete will the finding as a whole be totalled at 100% complete and recommended to be closed.

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

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

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

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

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

Status of	ARC - Meeting Date							
Actions	9/2022	12/2022	3/2023	6/2023	9/2023	11/2023	TOTAL	
New actions added by ARC	0	6	0	0	0	0	0	
Not commenced ≤10%	0	0	0	0	0	0		
Progressed >11% to 99%	0	4	3	3	4	4		
Completed =100%	2	2	1	1	0	1		
Total (0% to 100%)	2	6	4	4	6	6		
Closed by ARC	2	2	1	0	0	1	6	
Total cumulative closed by ARC	7	9	8	8	8	9		
Open Actions	0	4	7	7	7	6		

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

No new actions have been added to the register following the 06/12/2022 endorsement by Council. There is one (1) finding marked as complete (100%) in the audit register to be registered as closed, the remaining six (6) are progressing.

All closed items will not form part of the audit register report for future meetings. The closed items are available for external auditors and committee/council to review.

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

9.1.5 Report on excess annual leave and long service leave entitlements

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

RECOMMENDATION ARC 010-23/24

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

IN BRIEF

- Since 2017, Council has requested that excess annual leave and long service leave be reported to the Audit and Risk Committee.
- Not taking a reasonable amount of annual leave or long service leave may pose a threat to the health and safety of employees and represent a significant financial liability for the Shire, therefore there are steps in place to ensure that leave balances are monitored and are at appropriate levels.
- Employee entitlement movements during the year are due to many reasons, such as, leave taken during the period, increased accrued leave balances, increases in remuneration rates and changes in the underlying staff with leave balances transferred to and from the Shire.

MATTER FOR CONSIDERATION

Receipt of the report on excess annual leave and long service leave entitlements and leave liabilities.

BACKGROUND

Since 2017, Council has requested that excess annual leave and long service leave be reported to the Audit and Risk Committee.

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

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

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

STATUTORY ENVIRONMENT

Fair Work Act 2009

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Work Health & Safety Act 2020

POLICY IMPLICATIONS

Leave Management Policy

FINANCIAL IMPLICATIONS

The Employee Entitlements (Annual and Long Service Leave) reserve fund cash balance as of 30th June 2023 is \$171,302.47.

The annual budget treats current leave as accruals.

The current liability for both types of leave (if all claimed on 28 February 2023) is calculated at \$124,660.54.

There is currently surplus in the reserve account in comparison to the liability accrued of \$46,641.93. This has been reviewed through the finalisation of the 22/23 annual financial report, with a recommendation to keep the funds in surplus in this reserve for future leave liabilities as some employees' long service leave entitlements will start to accrue as they meet the legislative threshold.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

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

Work health and safety legislation increases liability of Councillors and Executive (personal wealth and assets) in the management of Bushfire and Volunteer Fire and Rescue Services Brigades.

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

RISK ASSESSMENT

	Option 1
Financial	Low
	Financial exposure and therefore risk escalation occurs if leave accruals are not monitored and managed. Adequate reserve balances reduce the risk of financial exposure.
Health	Low
Reputation	Low
Operations	Low
	Impact to operations where employees with excess leave are requested to take leave. This can be mitigated by agreement of mutually acceptable timeframes for taking leave that are not during heavy workload times.
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

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

As of November 2023, there has been moderate change overall to both the annual leave and long service leave liabilities, this is due to employee movement and length of service since the January 2023 Report.

Two employees with annual leave balances have separated during this time, being paid out their accrued entitlements upon termination. There have been eight new employees onboarded who have started to accrue leave entitlements.

There have been some changes in entitlement accruals due to pay increases from internal movement (changes in positions). This impact is minimal.

Annual Leave: Two employees who had annual leave accruals have separated, removing their annual leave entitlement on termination. A moderate amount was paid out in annual leave, reducing the leave liability moderately.

We have recruited eight (8) new employees who have all accrued minimal hours.

There are currently two employees with excess annual leave. One of the employees regularly has high excess leave, although the employee has recently taken leave to reduce the liability. Both employees' Executive Manager has been advised and will encourage the staff members to reduce their balance to an acceptable level.

There has been a decrease of 22% (dollar value) in the annual leave liability since January 2023.

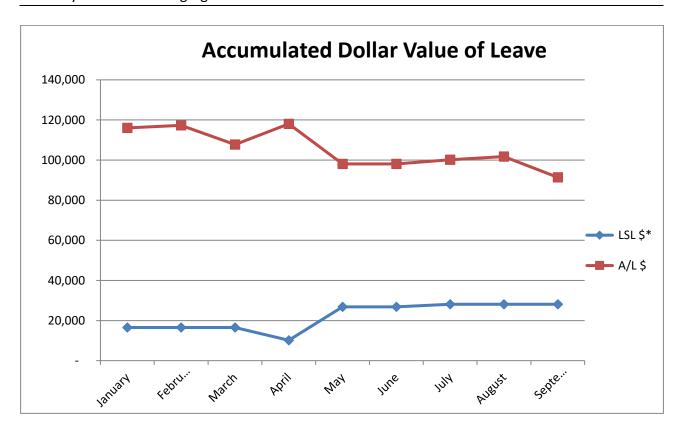
Long Service Leave:

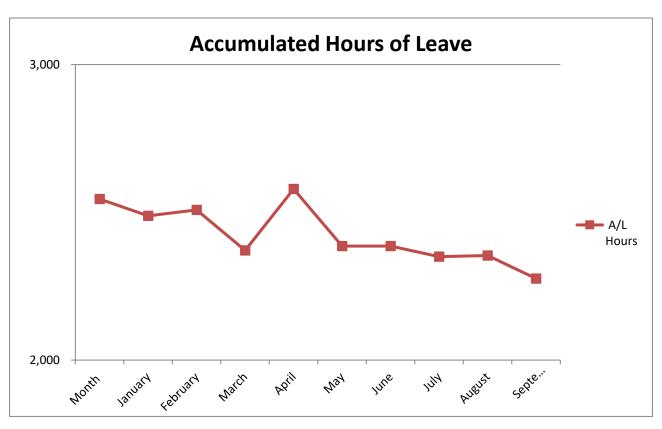
Two employees long service leave accrual amount (hours entitled) has increased. Long Service Leave is now due for these two employees. Executive Managers are working with the employees to determine suitable times for the leave to be taken.

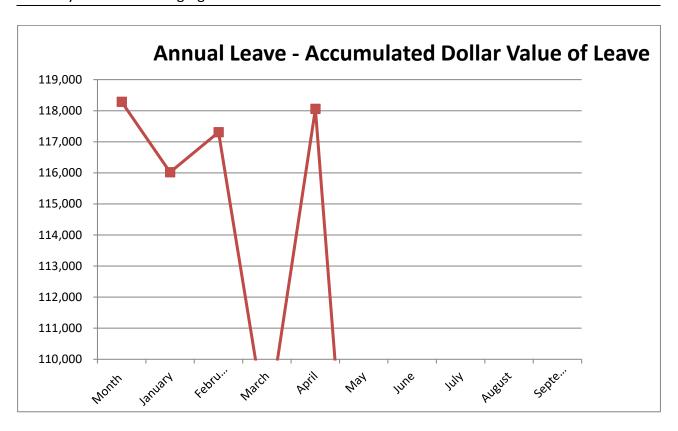
There has been an increase of 69% (dollar value) in the long service leave liability since January 2023.

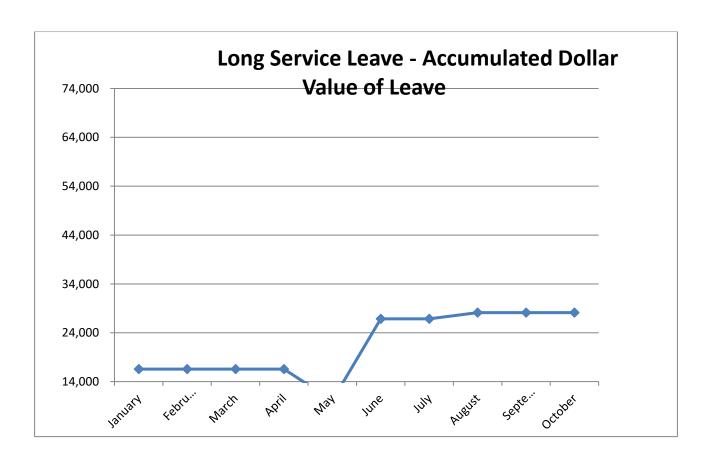
The following table and graphs show the fluctuations in the accrued hours and dollar values of both annual leave and long service leave over the period of January 2023 to 28 October 2023.

	LSL Hours	LSL\$	A/L Hours	A/L\$
January 23	380	16,568	2,545	118,286
February 23	380	16,568	2,488	116,018
March 23	380	16,568	2,508	117,305
April 23	380	16,568	2,371	107,734
May 23	399	10,158	2,579	118,058
June 23	790	26,861	2,386	98,119
July 23	790	26,861	2,386	98,119
August 23	790	28,117	2350	100,185
September 23	790	28,117	2354	101,747
October 23	790	28,117	2276	91,401
November 23				









9.2 Bushfire Advisory Committee Meeting – 24 October 2023

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receive the minutes of the Bushfire Advisory Committee for its meeting on 24 October 2023.

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

Item 9.2 Page 42

9.2.1 Appointment of Chief Bush Fire Control Officer

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

RECOMMENDATION BFAC 3-23/24

That the Bush Fire Advisory Committee Meeting recommend to Council that Mr Nigel Gelmi be appointed as Chief Bush Fire Control Officer until September 2024.

Nominations were called for the position for Chief Bush Fire Control Officer

Mr B Wilson nominated Mr N Gelmi

Mr L Johnston seconded this nomination

Mr N Gelmi accepted the nomination

There being no further nominations, Mr N Gelmi was elected unopposed.

Item 9.2.1 Page 43

9.2.2 Appointment of Fire Control Officers

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

RECOMMENDATION BFAC 4-23/24

That the Bush Fire Advisory Committee Meeting recommend to Council that the following persons subject to their acceptance, be elected as Fire Control Officers for the Shire of Quairading for the next 12 months:

Mr N Gelmi, Mr T Mills, Mr L Johnson, Mr G Hughes, Mr M Davies, Mr T Hadlow, Mr B Wilson, and Mr B Davies.

Current FCO's: -

South Caroling BFB – Mr T. Mills, Mr L Johnston

Wamenusking – Mr G Hughes, Mr N Gelmi

Balkuling / Doodenanning - Mr M Davies

North Quairading – Mr B Wilson, Mr T Hadlow

Central – Mr B Davies

All Fire Control Officers were moved in block as per the recommendation.

Item 9.2.2 Page 44

9.2.3 Appointment of Fire Weather Monitors

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

RECOMMENDATION BFAC 5-23/24

That the Bush Fire Advisory Committee Meeting recommend to Council that the following persons be appointed as Fire Weather Advisors for the forthcoming year:

Town Ms Sarah Caporn
North West Area Mr Mitchell Davies
South West Area Mr Todd Mills
South East Area Mr Greg Hughes
North East Area Mr Ben Wilson
Advisor Mr Nigel Gelmi

The Role of the Fire Weather Monitors is to keep an eye on current weather conditions at the request of the Chief Bush Fire Control Officer, or Deputy in the Chiefs absence in order to decide whether a harvest vehicle movement and hot works ban will be implemented at any given time on a day that is required should the weather conditions warrant it.

Item 9.2.3 Page 45

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING

10.1 Cuneata Rise Vacant Block Strategy

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Natalie Ness, Chief Executive Officer

Attachments 1. Cuneata Rise Advertising Prospectus - Resident Letter ## 1.

2. Cuneata Rise Special Conditions 🗓 🖺

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

- 1. Endorse the Advertising Prospectus for Cuneata Rise.
- 2. Endorse the Special Conditions for Sale for Cuneata Rise.
- 3. Endorse the proposal to sell the Lots to the Quairading Community for \$10,000.00 dollars Per Lot with a three-year construction period caveat on the build from 1 December 2023 to 31 March 2024
- 4. Endorse the proposal to advertise 5 Lots for sale to the broader regional and metropolitan markets of Western Australia in a \$5.00 Reserve Per Lot from 1 April 2024 to 6 September 2024 with the Land Auction to be held 7 September 2024.

IN BRIEF

Council has had 12 residential blocks for sale in Cuneata Rise comprising of Lots on Edwards Way and Reid Street for over 20 years. There has been Council discussion on innovative ways to generate interest in the blocks.

The Lots have been on sale from between \$30,000 to \$45,000 for over 10 years. There has been no interest in the Lots from buyers. Local real estate agents have advised with certainty that the Lots will not sell for the current price because construction is cost-prohibitive in Quairading.

Council officers have developed a new advertising prospectus and strategy for the Cuneata Rise Residential Lots.

For a limited time, from 1 December 2023 to 31 March 2024, the Residential Blocks on Cuneata Rise will be available for the Quairading community to purchase at a price of \$10,000 per Lot with a three-year construction caveat, together with compliance with Special Conditions.

Dovetailing off the enormous success of the "search for a doctor" media campaign, Officers propose a similar media campaign to the broader metropolitan and regional Western Australian market from 1 April 2024 to 6 September 2024, generating interest by selling the Lots for a \$5 Reserve Land Auction with a three year construction caveat and special building conditions. The Land Auction will be held in Quairading on 7 September 2024.

MATTER FOR CONSIDERATION

That Council considers:

- 1. Endorse the Advertising Prospectus for Cuneata Rise.
- 2. Endorse the Special Conditions for Sale for Cuneata Rise.
- 3. Endorse the proposal to sell the Lots to the Quairading Community for \$10,000.00 dollars Per Lot with a three-year construction period caveat on the build from 1 December 2023 to 31 March 2024
- 4. Endorse the proposal to advertise 5 Lots for sale to the broader regional and metropolitan markets of Western Australia in a \$5.00 Reserve Per Lot from 1 April 2024 to 6 September 2024 with the Land Auction to be held 7 September 2024.

BACKGROUND

Council has 12 residential blocks for sale on Edwards Way/Reid Street for over 20 years, with minimal to no interest from the community or otherwise in purchasing a block. The Lot locations are:

LOT	STREET NO.	AREA	PREVIOUS SALE PRICE (EXCL. GST)
325	1 Edwards Way	1082	\$45,120
304	2 Edwards Way	1065	\$30,000
324	3 Edwards Way	1070	\$45,120
303	4 Edwards Way	1061	\$30,000
323	5 Edwards Way	1069	\$45,120
302	6 Edwards Way	1091	\$30,000
301	8 Edwards Way	1088	\$30,000
321	9 Edwards Way	1069	\$45,120
328	11 Edwards Way	1048	\$47,040
305	15 Reid Street	1084	\$46,080
326	19 Reid Street	1202	\$45,120
327	21 Reid Street	1127	\$43,200

It is a priority for Council Officers to find new and innovative ways to generate interest in the blocks in a bid to finally sell them. The first step was to remove the local law restrictions that applied to the Lots in terms of the type of build that could be constructed. Adherence to the pre-existing local law resulted in the cost of construction exceeding the total value of the property after construction was complete. This made purchase of one of the blocks unappealing to potential buyers. The local law has now been replaced by the provisions in Local Planning Scheme No. 03.

A search on <u>www.realestate.com</u> shows that Quairading houses in town sell from anywhere between \$195,000 - \$350,000 for a 3x1 or 3x2.

Recent research into building a house on one of the Lots indicates that building a decent 3x2 or 4x2, even using modular housing, would cost \$400,000 - \$450,000. Adding the cost of the land onto this price makes selling the Lots even more difficult.

There are vacant Lots in surrounding towns which are of a similar value so Council needs to find a way to be competitive with these towns.

Council Officers have now developed a new advertising prospectus for the Stage 1 Pre-Sell Campaign (Attachment [1]). Officers are proposing selling the 12 Lots in Cuneata Rise in Stage 1 – Presell Campaign for \$10,000 Per Lot from 1 December 2023 to 31 March 2024. If the Lots do not sell in Stage 1 by 31 March 2024, Stage 2 - \$5 Reserve Land Auction will be implemented from 1 April to 6 September 2024. Each Lot has a caveat that the build must be complete within three years and buyers must comply to the Special Conditions (Attachment [2]). The \$5 Reserve Land Auction will be held in Quairading on 7 September 2024.

This is not a new idea or new model, both Mingenew and Bruce Rock have already implemented the same model to great success. If the land can be sold and houses built, new people will come to town. This will help boost the economy for local businesses, increase rates income, improve health services, populate the school and childcare centre, increase new potential volunteers (to avoid volunteer burnout) and increase the number of employable people.

The advertising prospectus for the Stage 1 Pre-Sell Campaign will be promoted using a letter box drop to local community residents, Shire of Quairading social media channels, Shire of Quairading website, Passion Sheet, Banksia Bulletin and branded flyers and posters displayed around town, commencing 1 December 2024.

Stage 2 - \$5 Reserve Land Auction Campaign for a selected 5 Lots (dependant on what Lots are left unpurchased after Stage 1) will commence on 1 April to 6 September 2024 and will be promoted via a new advertising prospectus, social media analytics (where the advertisement will target specific people based on the kind of words they are searching on social media or Google) through Mr Michael Southwell. Mr Southwell was responsible for the success of the doctor recruitment campaign.

The \$5 Reserve Land Auction will be held in the Quairading Community Resource Centre (CRC) Carpark backing onto Kwirrading Koort on 7 September 2023 @ 12:00pm. The Land Auction will be part of a Community Day event in collaboration with the CRC, including market stalls, entertainment, community sausage sizzle, together with a Cuneata Rise Information Marquee.

Council has committed to bringing new residents and businesses to town, and so selling these blocks should be a high priority. New builds create more housing which brings more people.

If nothing is done, these blocks will continue to remain unsold and on the market.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Lots have been on sale for years without interest. The financial implications are only positive.

Shire Officers need to further investigate the costs associated with the Land Auction if the Lots do not sell in Stage 1 of the campaign and a budget allocated for the FY24/25 financial year.

ALIGNMENT WITH STRATEGIC PRIORITIES

- **3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- **5.1 Governance & Leadership**: Shire communication is consistent, engaging and responsive

CONSULTATION

Shire Bruce Rock and Shire of Mingenew.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

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

Skills/qualifications shortage across the Shire.

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

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

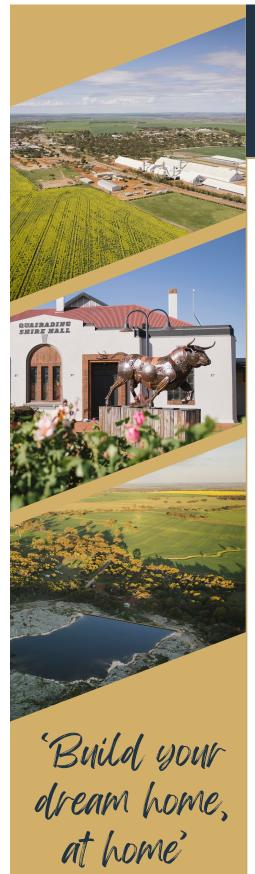
RISK ASSESSMENT

	Risk Rating
Financial	Low
	The Lots have been on sale for years without interest. The financial implications are only positive for the reasons detailed above.
	Shire Officers need to further investigate the costs associated with the Land Auction if the Lots do not sell in Stage 1 of the campaign and a budget allocated for the FY24/25 financial year.
Health	N/A
Reputation	High
	The residential blocks have been sitting vacant for many years which does not look good for Council. It is important for the community to see growth in the area.
	Building houses has the potential to bring new people to town through staff. It also means Council will be able to sell off any old houses that are costing a lot of money to maintain.
Operations	Low
	Shire Officers can implement the works schedule required for both Stage 1 and Stage 2 of the campaign within normal working hours and workflow.
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	
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Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review	

COMMENT

Nil





Dear Resident,

I am thrilled to announce to our valued community members that, for a limited time, residential blocks at Cuneata Rise on Edwards Way, Quairading will be available for the purchase price of \$10,000.

Cuneata Rise has been developed with power and water connections and is ready to build on immediately. This area of our town is known for its elevated position and views of the surrounding countryside.

The blocks, recently valued at \$45,000, will be available to purchase at \$10,000 from now until 31st of March, 2024. If there are remaining unsold blocks after this time, we will begin a state-wide advertising campaign and hold an auction where five selected blocks will start at \$5 with no reserve.

There are some special conditions associated with purchasing a block, including that building must occur within 3 years. A full list of conditions is available on our website quairading.wa.gov.au.

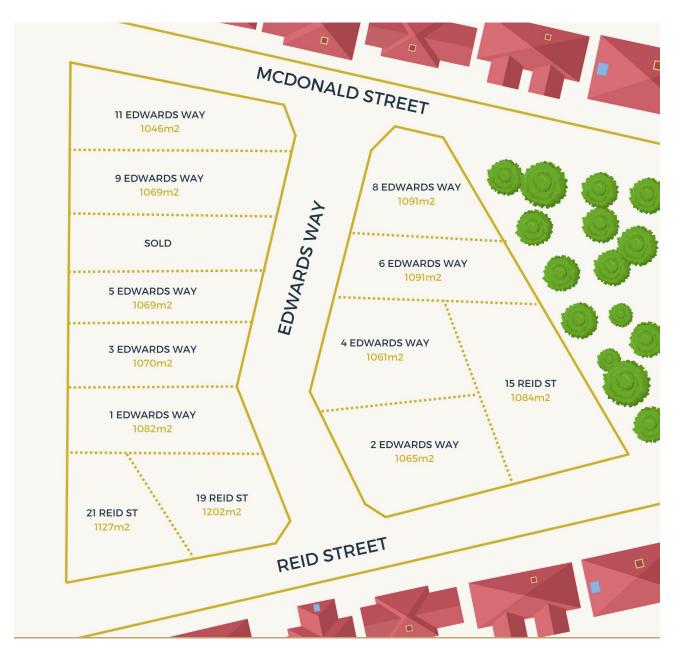
Consider building your dream home, at home, in our wonderful community.

Please get in touch if you would like to take advantage of this limited offer, or if you have any further enquiries.

To Haythornthwaite

Shire President | 0448 237 088 crhaythornthwaite@quairading.wa.gov.au





1 EDWARDS WAY 1082M2

2 EDWARDS WAY 1065M2

3 EDWARDS WAY 1070M2

4 EDWARDS WAY 1061M2

5 EDWARDS WAY 1069M2

6 EDWARDS WAY 1091M2

8 EDWARDS WAY 1091M2

9 EDWARDS WAY 1069M2

11 EDWARDS WAY 1046M2

15 REID ST 1084M2

19 REID ST 1202M2

21 REID ST 1127M2

✓ FLEXIBLE BUILDING CODE

✓ 3 YEARS TO BUILD

✓ PREMIUM ELEVATED POSITION

✓ POWER/WATER CONNECTED



Special Conditions

I Definitions

1.1 In these Special Conditions unless the contrary intention appears:

"Buyer's Covenants" means all or any of the covenants and agreements contained or implied by the Contract (including these Special Conditions) to be observed and performed by the Buyer.

"Development" means the construction of a residential building and any associated structures and improvements on the Property, including landscaping.

"Practical Completion" means the completion of the construction of the Development on the Property in conformity with design guidelines as approved by the Seller and any other relevant government department or authority. Such practical completion to be evidenced by the handing over by the Buyer to the Seller of such of the following as the Seller may require:

- (a) A certificate from the Buyer's architect or builder certifying that the Development has been constructed or completed on the Property according to plans and specifications as approved by the Seller and any other relevant government department or authority; and/or
- (b) A copy of written permission from the Seller for the occupation of the whole of the Development.

2 Development of the Property

2.1 The Buyer shall have in place a housing construction or housing supply contract signed and with a commencement date specified in writing within 3 years of the Settlement (or such later period as may be approved in writing by the Seller at the Seller's absolute discretion).

- 2.2 The Buyer shall ensure that the Development shall be completed:
- (a) with all proper care, skill and diligence;
- (b) in accordance with good industry practice;
- (c) in compliance with all applicable laws and regulations and the requirements of all relevant local or public authorities;
- (d) in a proper and workmanlike manner; and
- (e) using materials which are in good condition of high quality and suitable for the purpose of which they are intended.
- 2.3 The Buyer shall ensure that the residential dwelling constructed on the Property has a minimum of 3 bedrooms and 2 bathrooms.
- 2.4 The Buyer shall ensure any external wall constructed of any structure whether attached or not attached to the residential development, unless such structure uses only colorbond or masonry materials professionally finished, matches and complements the residential development in respect to materials used, design and external appearance including colour and quality of construction, or unless it is concealed from public view.
- 2.5 The Buyer shall not construct, erect or install or permit to be constructed, erected or installed any fencing, dividing a Lot from an adjoining Lot whether on the boundary of the Lot or otherwise ("Dividing Fence"), that is:
- (a) constructed of asbestos or fibro cement; or
- (b) greater than 900mm in height from natural ground level of the Lot to the top of any Dividing Fence at any point forward of the front building line; or
- (c) greater than 1800mm in height from natural ground level of the Lot to the top of any Dividing Fence at any point other than described in clause 2.4(b).
- 2.6 The Buyer shall not permit or authorise habitation of any residential dwelling without first ensuring the erection of a Dividing Fence dividing the Lot from each adjoining Lot that satisfies the following:
- (a) is a sufficient fence as defined in the Dividing Fences Act 1961; and

- 2(b) any Dividing Fence constructed forward of the front building line is not to be greater than 900mm in height from natural ground level of the Lot to the top of any Dividing Fence at any point forward of the front building line; and
- (c) any Dividing Fence at any point other than described in clause 2.5(b) is not to be greater than 1800mm in height from natural ground level of the Lot to the top of any Dividing Fence.
- 2.7 The Buyer shall not permit or authorise the habitation of any residential dwelling for a period of greater than six (6) calendar months without:
- (a) all garden areas that are in public view being maintained, clean, and free from construction rubble and bricks; and
- (b) all driveways being appropriately constructed and graveled, sealed or paved.

3 Dealing with the Property

- 3.1 Until the Buyer has completed construction of the Development on the Property, the Buyer shall not sell, assign, transfer or otherwise dispose of or lease, sublease, mortgage, charge, encumber or part with possession of the Property or any part thereof or any estate or interest in the Property ("a Dealing") without first obtaining the consent in writing of the Seller and if such consent is given, then only subject to such conditions as may be imposed by the Seller, provided that the Seller shall not unreasonably withhold its consent to a mortgage or other encumbrance, if:
- (a) the person or company to whom the mortgage, charge or encumbrance is to be effected ("the Mortgagee") executes a deed of covenant to which the Buyer is a party in a form reasonably required by the Seller's lawyers;
- (b) the mortgage or other encumbrance is to secure a loan for the purpose of assisting with the purchase of the Property or undertaking construction of the Development on the Property; and
- (c) all monies then due and payable by the Buyer to the Seller under the Contract have been paid and there shall be no existing unremedied breaches of the Buyer's Covenants.
- 3.2 The Seller may make it a condition of granting its consent to a Dealing that the proposed buyer, assignee or transferee of the Property first executes a deed of covenant in a form approved by the Seller's lawyers pursuant to which that person acknowledges and agrees to be bound by all the Buyer's Covenants.

3.3 If the Buyer shall be a corporation (other than a company listed on the Australian Stock Exchange) any change in the beneficial ownership of the shareholding in the corporation or any related corporation by which control of the corporation is altered (whether by the transfer of shares or the issue or allotment of further shares) and if the Buyer is a trustee of any trust, any change in the beneficial interests of the trust so as to change the control of such trust shall be deemed to be a Dealing of the Property and shall be notified to the Seller in writing within (30) days of such event.

4 Charge

- 4.1 In order to secure the obligations on the part of the Buyer hereunder arising subsequent to Settlement the Buyer hereby charges its interest in the Property in favour of the Seller and agrees that the Seller may lodge an absolute caveat pursuant to such charge over the title of the Property.
- 4.2 Subject to compliance with clauses 3.1 and 3.2, the Seller shall promptly withdraw any absolute caveat lodged over the title to the Property pursuant to clause 4.1 to enable a Dealing in respect of the Property to be registered in favour of any third party provided that the Seller shall be entitled to contemporaneously lodge a new absolute caveat over such dealing pursuant to clause 4.1.

5 Option

- 5.1 If at any time after settlement the Buyer:
- (a) fails to complete the Development in accordance with Special Condition 2.1; or
- (b) otherwise fails to observe or perform any of the Buyer's Covenants, (any of which is called "a Development Default")

then the Seller shall in the case of a Development Default or having become aware of a Development Default as the case may be, have the option to be exercised upon giving the Buyer written notice thereof to repurchase the Property for an unencumbered estate in fee simple for the Repurchase Price.

5.2 The Repurchase Price shall be calculated as follows:

The Purchase Price of the Property under the Contract

Less The Seller's lawyers or settlement agent's costs and disbursements incurred upon the repurchase of the Property by the Seller (including all stamp duty payable in respect of the repurchase); and

Less All costs incurred in respect of the sale of the Property pursuant to the Contract including all real estate agents' fees and other sales costs.

- 5.3 Settlement of the repurchase shall be on the day being 30 days from the date of exercise of the option to repurchase ("the Repurchase Date of Settlement").
- 5.4 The Buyer acknowledges and agrees that the Seller may lodge an absolute caveat over the title to the Property in respect of the option granted to the Seller pursuant to this Special Condition and the Buyer shall not take any action to remove such caveat. The option hereby granted shall continue notwithstanding any transfer or other dealing with the Property.
- 5.5 Upon the exercise of the option to repurchase:
- (a) the Seller shall prepare and the Buyer shall execute forthwith a registrable transfer of the Property to the Seller;
- (b) the Repurchase Price shall be paid to the Buyer and the transfer registered and possession given and taken on the Repurchase Date of Settlement;
- (c) Outgoings shall be adjusted as at the Repurchase Date of Settlement;
- (d) the Buyer shall sell the Property to the Seller free of all liens and charges, mortgages, caveats or other encumbrances whatsoever over the Property and shall cause the withdrawal or removal of any such encumbrance. The Seller may pay the Repurchase Price or any part thereof to any encumbrance holder as may be necessary to allow the withdrawal or removal of any such encumbrance.
- 5.6 Notwithstanding anything herein mentioned the right of the Seller to repurchase the Property in accordance with this condition is without prejudice to all other rights or remedies available to the Seller and shall not be prejudiced by or in any way limited by any delay on the part of the Seller in exercising the option to repurchase and notwithstanding that the Seller may have been aware of any breach of the Buyer's Covenants.
- 5.7 In the event that the Seller exercises the option to repurchase the Property, then the Buyer appoints the Seller as the Buyer's attorney with the power anytime after notice is given under clause 5.1 to do all acts and things which the Buyer is obliged to do under this document or which in the Seller's opinion is necessary or expedient in connection with the exercise of the option and repurchase of the Property.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Monthly Financial Statements - October 2023

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. Statement of Financial Activity October 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 31 October 2023.

IN BRIEF

- Monthly financial statements for the period ending 31 October 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 October 2023.
- Admin Allocations have been run for the months of July 2023 to October 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 war, 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 Perth CPI rose 1.2% this quarter and over the twelve months to the September 2023 quarter, the CPI rose 5.4%.

	Jun Qtr 2023 to Sep Qtr 2023	Sep Qtr 2022 to Sep Qtr 2023
	% change	% change
All groups CPI	1.2	5.4

To curb the high inflation the Reserve Bank of Australia (RBA) have, in the last financial year, announced consecutive increases in the cash rate. The current cash rate is 4.35 % to 31 October 2023.

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

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.

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 31 October 2023 is \$1,823.67 made up of 4 invoices.

The current aged debtors balance as of 30 September 2023 is \$168,566.98 with the majority of this balance being a Main Roads Invoice.

Previously the wages and salaries were not completely allocated due to issues with the new payroll system. This has now been rectified and the value of wages disbursed are now fully accounted for. Unfortunately it has been recognised that there are still a few allocation issues, mainly in relation to superannuation, and we are working with our system providers to have this completely rectified by the December OCM.



SHIRE OF QUAIRADING

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 October 2023

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

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Monthly Summary	Information
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Key Terms and Descriptions - Statutory Reporting Programs

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Key Terms and Descriptions - Nature Descriptions

Adjusted Net Current Assets

Statement of Financial Activity by Nature

Statement of Financial Position

Note 1

Note 14

Note 15

Cash and Financial Assets Note 2 Note 3 Receivables Other Current Assets Note 4 Note 5 **Payables** Note 6 Rating Revenue Note 7 **Disposal of Assets Capital Acquisitions** Note 8 Note 9 Borrowings Note 10 Reserves Note 11 Other Current Liabilities **Grants and Contributions** Note 12 **Capital Grants and Contributions** Note 13

Bonds & Deposits and Trust Fund

Explanation of Material Variances

Note 16 Budget Amendments

Note 17 Caravan Park

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SHIRE OF QUAIRADING MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 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	60%	437,716	341,110	264,075	(77,035)
Capital Grants, Subsidies and Contributions	11%	2,273,037	232,462	255,079	22,617
	19%	2,710,753	573,572	519,154	(54,418)
Rates Levied	100%	2,642,443	2,642,443	2,641,941	(502)

Financial Position		Prior Year 31 October 2022	Current Year 31 October 2023
Adjusted Net Current Assets	109%	\$ 3,251,549	\$ 3,529,688
Cash and Equivalent - Unrestricted	84%	\$ 3,125,702	\$ 2,612,869
Cash and Equivalent - Restricted	113%	\$ 3,613,388	\$ 4,093,439
Receivables - Rates	98%	\$ 709,596	\$ 696,791
Receivables - Other	279%	\$ 162,510	\$ 453,025
Payables	98%	\$ 441,648	\$ 433,179

[%] 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.

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SHIRE OF QUAIRADING MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2023

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 October 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.

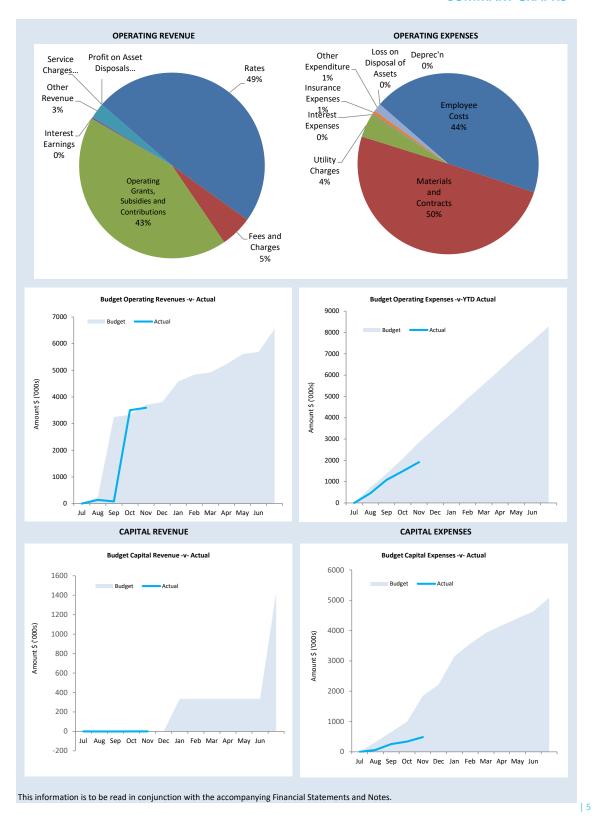
ROUNDING OFF FIGURES

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 31 OCTOBER 2023

SUMMARY GRAPHS



SHIRE OF QUAIRADING **KEY TERMS AND DESCRIPTIONS**

FOR THE PERIOD ENDED 31 OCTOBER 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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SHIRE OF QUAIRADING STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2023

BY PROGRAM

	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	(-) (-), (-)	Var. ▲▼	Significan Var. S
OPERATING ACTIVITIES		\$	\$	\$	\$	\$	%		
Revenue from operating activities									
Governance		500	500	164	0	(164)	(100%)	•	
General Purpose Funding - Rates	6	2,642,443	2,642,443	2,642,443	2,641,941	(502)	(0%)	•	
General Purpose Funding - Other Law. Order and Public Safety		225,455 311,062	225,455 311,062	140,615 133,979	13,169 64,097	(127,446) (69,882)	(91%) (52%)	*	s s
Health		25,500	25,500	25,164	117	(25,047)	(100%)	Ť	S
Education and Welfare		65,380	65,380	21,748	21,511	(237)	(1%)	•	_
Housing		146,657	146,657	48,812	60,254	11,442	23%	_	S
Community Amenities		208,201	208,201	70,680	168,288	97,608		<u> </u>	S
Recreation and Culture Transport		27,255 234,207	27,255 234,207	3,740 191,957	9,356 184,773	5,616 (7.184)	150%	*	
Economic Services		351,384	351,384	183,740	170,506	(13,234)	(7%)	÷	
Other Property and Services		33,576	33,576	12,344	5,926	(6,418)	(52%)	•	
Expenditure from operating activities		4,271,619	4,271,619	3,475,386	3,339,938				
Governance		(733,282)	(733,282)	(309,575)	(264,701)	44,874	14%	•	S
General Purpose Funding		(123,625)	(123,625)	(37,177)	(42,223)	(5,046)		•	
Law, Order and Public Safety Health		(665,259) (488,216)	(665,259) (488,216)	(221,993) (162,624)	(150,473) (85,664)	71,520 76,960	32% 47%	A	s s
Education and Welfare		(290,574)	(290,574)	(97,564)	(74,383)	23,181	24%	- 7	S
Housing		(200,279)	(200,279)	(69,506)	(40,490)	29,016	42%	•	s
Community Amenities		(633,700)	(633,700)	(211,320)	(177,531)	33,789	16%	•	S
Recreation and Culture		(1,177,485)	(1,177,485)	(370,842)	(225,839)	145,003		•	S
Transport		(2,876,369)	(2,876,369)	(962,434)	(487,342)	475,092		A	S
Economic Services Other Property and Services		(1,054,670) (45,874)	(1,054,670) (45,874)	(336,264) (71,683)	(265,636) (100,570)	70,628 (28,887)	21%	*	S S
Sale: 1. Sperty and Services	-	(8,289,331)	(8,289,331)	(2,850,982)	(1,914,853)	(20,06/)	(40%)	•	3
Operating activities excluded from budget Add back Depreciation		3,152,353	3,152,353	1,050,336	0	(1.050.225)	(1000()	•	
Adjust (Profit)/Loss on Asset Disposal	7	32,777	32,777	10,920	0	(1,050,336) (10,920)		*	s s
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		0	0	0	0	0			
through profit and loss		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities	-	3,188,687 (829,025)	3,188,687 (829,025)	1,061,256 1,685,660	1,425,085				
		(,,	(020,020,	_,,	_,,				
INVESTING ACTIVITIES Inflows from investing activities									
Capital Grants, Subsidies and Contributions	13	2,273,037	2,273,037	232,462	255,079	22,617	10%		
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	232,462	255,079	0			
Outflows from investing activities		2,000,007	2,000,007	252,402	233,073				
Land Held for Resale	8	0	0	0	0	0			
Land and Buildings	8	(645,045)	(645,045)	(265,248)	(4,039)	261,209		•	S
Plant and Equipment	8	(1,030,405)	(1,030,405)	(543,034)	(4,382) (11,845)	538,652		A	S S
Furniture and Equipment	8	(35,000) (1,839,526)	(35,000) (1,839,526)	(35,000)	(84,769)	23,155		•	s
							82%		
Infrastructure Assets - Roads Infrastructure Assets - Drainage	8	0	0	0	(04,703)	379,706 0		-	
Infrastructure Assets - Roads Infrastructure Assets - Drainage Infrastructure Assets - Footpaths	8		0			379,706 0 0			
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other	8	0 0 (1,217,948)	0 (1,217,948)	0 0 (504,670)	0 0 (339,903)	0 0 164,767	33%	_	s
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Bridges	8	0	0	0	0	0	33%		s
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self	8	0 0 (1,217,948) 0	0 (1,217,948) 0	0 0 (504,670)	0 0 (339,903) 0	0 0 164,767 0	33%		s
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Bridges	8	0 0 (1,217,948) 0 0 (4,767,924)	0 (1,217,948) 0 0 (4,767,924)	0 0 (504,670)	0 0 (339,903)	0 0 164,767	33%		S
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self	8	0 0 (1,217,948) 0	0 (1,217,948) 0	0 0 (504,670) 0	0 0 (339,903) 0	0 0 164,767 0	33%		S
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting loans Amount attributable to investing activities FINANCING ACTIVITIES	8	0 0 (1,217,948) 0 0 (4,767,924)	0 (1,217,948) 0 0 (4,767,924)	0 0 (504,670) 0 0 (1,812,427)	0 0 (339,903) 0 0 (444,938)	0 0 164,767 0	33%		S
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting Ioans Amount attributable to investing activities FINANCING ACTIVITIES Inflows from financing activities	8 8 8	0 0 (1,217,948) 0 0 (4,767,924) (2,159,887)	0 (1,217,948) 0 0 (4,767,924) (2,159,887)	(504,670) 0 (504,670) 0 (1,812,427) (1,579,965)	0 (339,903) 0 0 (444,938) (189,859)	0 0 164,767 0	33%		S
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting loans Amount attributable to investing activities FINANCING ACTIVITIES Inflows from financing activities Proceeds from new borrowings	8 8 8	0 0 (1,217,948) 0 0 (4,767,924) (2,159,887)	0 (1,217,948) 0 0 (4,767,924) (2,159,887)	0 (504,670) 0 0 (1,812,427) (1,579,965)	0 (339,903) 0 0 (444,938) (189,859)	0 0 164,767 0 0	33%		S
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting loans Amount attributable to investing activities FINANCING ACTIVITIES Inflows from financing activities Proceeds from new borrowings Transfer from Reserves	8 8 8	0 0 (1,217,948) 0 (4,767,924) (2,159,887)	0 (1,217,948) 0 0 (4,767,924) (2,159,887) 0 1,088,825	(504,670) 0 (504,670) 0 (1,812,427) (1,579,965)	0 (339,903) 0 (444,938) (189,859)	0 0 164,767 0 0	33%		S
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting loans Amount attributable to investing activities FINANCING ACTIVITIES Inflows from financing activities Proceeds from new borrowings	8 8 8	0 0 (1,217,948) 0 0 (4,767,924) (2,159,887)	0 (1,217,948) 0 0 (4,767,924) (2,159,887)	0 (504,670) 0 0 (1,812,427) (1,579,965)	0 (339,903) 0 0 (444,938) (189,859)	0 0 164,767 0 0	33%		S
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting loans Amount attributable to investing activities FINANCING ACTIVITIES Inflows from financing activities Proceeds from new borrowings Transfer from Reserves Transfer from Reserves Transfer from Restricted Cash - Other Outflows from financing activities	9 10	0 (1,217,948) 0 (4,767,924) (2,159,887) 0 1,088,825 0 1,088,825	(1,217,948) 0 (4,767,924) (2,159,887) 0 1,088,825 0 1,088,825	0 0 (504,670) 0 0 (1,812,427) (1,579,965)	0 (339,903) 0 (444,938) (189,859)	0 0 164,767 0 0	33%		
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Hother Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting loans Amount attributable to investing activities FINANCING ACTIVITIES Inflows from financing activities Proceeds from new borrowings Transfer from Reserves Transfer from Restricted Cash - Other Outflows from financing activities Repayment of borrowings	9 10 -	0 (1,217,948) 0 (4,767,924) (2,159,887) 0 1,088,825 0 1,088,825 (64,364)	0 (1,217,948) 0 0 (4,767,924) (2,159,887) 0 1,088,825 0 1,088,825 (64,364)	0 (504,670) 0 (1,812,427) (1,579,965) 0 0 0 0	0 (339,903) 0 0 (444,938) (189,859) 0 0 0	0 0 164,767 0 0	33%		S
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Other Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting loans Amount attributable to investing activities FINANCING ACTIVITIES Inflows from financing activities Proceeds from new borrowings Transfer from Reserves Transfer from Restricted Cash - Other Outflows from financing activities Repayment of borrowings Payments for principal portion of lease liabilities	9 10	0 (1,217,948) 0 (4,767,924) (2,159,887) 0 1,088,825 0 1,088,825	(1,217,948) 0 (4,767,924) (2,159,887) 0 1,088,825 0 1,088,825	0 0 (504,670) 0 0 (1,812,427) (1,579,965)	0 (339,903) 0 (444,938) (189,859)	0 0 164,767 0 0	(53%) 29%		
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Hother Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting loans Amount attributable to investing activities FINANCING ACTIVITIES Inflows from financing activities Proceeds from new borrowings Transfer from Reserves Transfer from Restricted Cash - Other Outflows from financing activities Repayment of borrowings	9 10 -	0 (1,217,948) 0 (4,767,924) (2,159,887) 0 1,088,825 0 1,088,825 (64,364) (31,797) 0 (220,000)	0 (1,217,948) 0 0 (4,767,924) (2,159,887) 0 1,088,825 (64,364) (31,797) 0 (220,000)	0 (504,670) 0 (1,812,427) (1,579,965) 0 0 0 (21,444) (12,276) 0	0 (339,903) 0 (444,938) (189,859) 0 0 0 (32,832) (8,761) 0	0 0 164,767 0 0 0 0 0 0 (11,388) 3,515	(53%) (29%		
Infrastructure Assets - Drainage infirastructure Assets - Footpaths infrastructure Assets - Horizon Footpaths infrastructure Assets - Other infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting loans Amount attributable to investing activities FINANCING ACTIVITIES inflows from financing activities Proceeds from new borrowings Transfer from Reserves Transfer from Reserves Transfer from financing activities Repayment of borrowings Payments for principal portion of lease liabilities Transfer to Restricted Cash - Other Transfer to Restricted Cash - Other	9 10 9 9	0 (1,217,948) 0 (4,767,924) (2,159,887) 0 1,088,825 0 1,088,825 (64,364) (31,797) 0 (220,000) (316,161)	0 (1,217,948) 0 0 (4,767,924) (2,159,887) 0 1,088,825 0 1,088,825 (64,364) (31,797) 0 (220,000) (316,161)	0 (504,670) 0 (1,812,427) (1,579,965) 0 0 0 (21,444) (12,276) 0 0 (33,720)	0 (339,903) 0 (444,938) (189,859) 0 0 0 0 (32,832) (8,761) 0 (41,593)	0 0 164,767 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	(53%) (29%		
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Other Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting loans Amount attributable to investing activities FINANCING ACTIVITIES Inflows from financing activities Proceeds from new borrowings Transfer from Reserves Transfer from Reserves Transfer from Restricted Cash - Other Outflows from financing activities Repayment of borrowings Payments for principal portion of lease liabilities Transfer to Restricted Cash - Other Transfer to Reserves Amount attributable to financing activities	9 10 9 9	0 (1,217,948) 0 (4,767,924) (2,159,887) 0 1,088,825 0 1,088,825 (64,364) (31,797) 0 (220,000)	0 (1,217,948) 0 0 (4,767,924) (2,159,887) 0 1,088,825 (64,364) (31,797) 0 (220,000)	0 (504,670) 0 (1,812,427) (1,579,965) 0 0 0 (21,444) (12,276) 0	0 (339,903) 0 (444,938) (189,859) 0 0 0 (32,832) (8,761) 0	0 0 164,767 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	(53%) (29%		
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting Ioans Amount attributable to investing activities FINANCING ACTIVITIES Inflows from financing activities Proceeds from new borrowings Transfer from Reserves Transfer from Reserves Transfer from financing activities Repayment of borrowings Payments for principal portion of lease liabilities Transfer to Restricted Cash - Other Transfer to Restricted Cash - Other Transfer to Restricted Cash - Other Transfer to Reserves Amount attributable to financing activities MOVEMENT IN SURPLUS OR DEFICIT	9 10 9 9 10	0 (1,217,948) 0 (4,767,924) (2,159,887) 0 1,088,825 (64,364) (31,797) 0 (220,000) (316,161) 772,664	0 (1,217,948) 0 0 (4,767,924) (2,159,887) 0 1,088,825 (64,364) (31,797) 0 (220,000) (315,161) 772,664	0 0 (504,670) 0 (1,812,427) (1,579,965) 0 0 0 (21,444) (12,276) 0 0 (33,720)	0 (339,903) 0 (444,938) (189,859) 0 0 (32,832) (8,761) 0 0 (41,593)	0 0 164,76 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	(53%) (29%		
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting Ioans Amount attributable to investing activities FINANCING ACTIVITIES Inflows from financing activities Proceeds from new borrowings Transfer from Restricted Cash - Other Outflows from financing activities Repayment of borrowings Payments for principal portion of lease liabilities Transfer to Restricted Cash - Other Transfer to Restricted Cash - Other Transfer to Restricted Cash - Other Amount attributable to financing activities MOVEMENT IN SURPLUS OR DEFICIT Surplus or deficit at the start of the financial year	9 10 9	0 (1,217,948) 0 (4,767,924) (2,159,887) 0 1,088,825 0 1,088,825 (64,364) (31,797) 0 (220,000) (316,161) 772,664	0 (1,217,948) 0 0 (4,767,924) (2,159,887) 0 1,088,825 (64,364) (31,797) 0 (220,000) (316,161) 772,664	0 0 (504,670) 0 (1,812,427) (1,579,965) 0 0 0 (21,444) (12,276) 0 (33,720) (33,720)	0 (339,903) 0 (444,938) (189,859) 0 0 0 (32,832) (8,761) 0 (41,593) (41,593)	0 164,767 0 0 0 0 (11,388) 3,515	(53%) (29%		
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting Ioans Amount attributable to investing activities FINANCING ACTIVITIES Inflows from financing activities Proceeds from new borrowings Transfer from Reserves Transfer from Reserves Transfer from financing activities Repayment of borrowings Payments for principal portion of lease liabilities Transfer to Restricted Cash - Other Transfer to Restricted Cash - Other Transfer to Restricted Cash - Other Transfer to Reserves Amount attributable to financing activities MOVEMENT IN SURPLUS OR DEFICIT	9 10 9 9 10	0 (1,217,948) 0 (4,767,924) (2,159,887) 0 1,088,825 0 1,088,825 (64,364) (31,797) 0 (220,000) (316,161) 772,664	0 (1,217,948) 0 0 0 (4,767,924) (2,159,887) 0 1,088,825 (64,364) (31,797) 0 (220,000) (316,161) 772,664	0 0 (504,670) 0 (1,812,427) (1,579,965) 0 0 0 (21,444) (12,276) 0 (33,720) (33,720) 2,336,055 1,685,660	0 (339,903) 0 (444,938) (189,859) 0 0 (32,832) (8,761) 0 0 (41,593)	0 0 164,76 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	(53%) (29% 0% (15%)		
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting loans Amount attributable to investing activities FINANCING ACTIVITIES Inflows from financing activities Proceeds from new borrowings Transfer from Reserves Transfer from Reserves Transfer from Restricted Cash - Other Outflows from financing activities Repayment of borrowings Payments for principal portion of lease liabilities Transfer to Restricted Cash - Other Transfer to Res	9 10 9 9 10	0 (1,217,948) 0 (4,767,924) (2,159,887) 0 1,088,825 0 1,088,825 (64,364) (31,797) 0 (220,000) (316,161) 772,664	(1,217,948) 0 0 (4,767,924) (2,159,887) 0 1,088,825 (64,364) (31,797) 0 (220,000) (316,161) 772,664 2,336,055 (829,025) (2,159,887) 772,664	0 0 (504,670) 0 (1,812,427) (1,579,965) 0 0 0 (21,444) (12,276) 0 (33,720) (33,720) 2,336,055 1,685,660 (1,579,965)	0 (339,903) 0 (444,938) (189,859) 0 0 0 (32,832) (8,761) 0 (41,593) (41,593) (41,593)	0 0 164.76 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	(53%) 29% 0% (15%) (88%)		
Infrastructure Assets - Drainage Infrastructure Assets - Footpaths Infrastructure Assets - Footpaths Infrastructure Assets - Other Infrastructure Assets - Bridges Payments for financial assets at amortised cost - self supporting Ioans Amount attributable to investing activities FINANCING ACTIVITIES Inflows from financing activities Proceeds from new borrowings Transfer from Reserves Transfer from Reserves Transfer from financing activities Repayment of borrowings Payment for principal portion of lease liabilities Transfer to Restricted Cash - Other Transfer to R	9 10 9 9 10	0 (1,217,948) 0 (4,767,924) (2,159,887) 0 1,088,825 (64,364) (31,797) 0 (220,000) (316,161) 772,664	0 (1,217,948) 0 0 (4,767,924) (2,159,887) 0 1,088,825 (64,364) (31,797) (316,161) 772,664 2,336,055 (829,025) (2,159,887)	0 0 0 (504,670) 0 (1,812,427) (1,579,965) 0 0 0 (21,444) (12,276) 0 0 (33,720) 2,336,055 1,685,660 (1,579,965)	0 0 (339,903) 0 (444,938) (189,859) 0 0 0 (32,832) (8,761) 0 0 (41,593) 2,336,055 1,425,085 (189,859)	0 0 164.76 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	(53%) (53%) 29% (15%) (88%) 23%		

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.

| 7

SHIRE OF QUAIRADING KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 OCTOBER 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.

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SHIRE OF QUAIRADING STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2023

BY NATUR

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Signific Var S
		\$	\$	\$	\$	\$	%		
PPERATING ACTIVITIES									
evenue from operating activities	6	2,642,443	2,642,443	2,642,443	2,641,941	(502)	(0%)	•	
Grants, Subsidies and	U	2,042,443	2,042,443	2,042,443	2,041,541	(302)	(076)	•	
Contributions	12	437,716	437,716	341,110	264,075	(77,035)	(23%)	•	s
ees and Charges		616,835	616,835	200,755	301,416	100,661	50%	A	S
ervice Charges		0	0	0	0	0			
nterest Revenue		118,855	118,855	39,588	(14,422)	(54,010)	(136%)	•	S
Other Revenue	_	413,189	413,189	237,302	146,927	(90,375)	(38%)	•	S
rofit on Disposal of Assets	7	42,582	42,582	14,188 0	0	(14,188)	(100%)	•	S
ain FV Valuation of Assets		4,271,619	4,271,619	3,475,386	3,339,938	0			
xpenditure from operating activities		4,271,019	4,271,619	3,473,360	3,339,936				
mployee Costs		(2,269,697)	(2,269,697)	(741,724)	(837.628)	(95.904)	(13%)	•	s
Naterials and Contracts		(2,175,621)	(2,175,621)	(807,140)	(952,099)	(144,959)	(18%)	•	S
Itility Charges		(268,450)	(268,450)	(89,208)	(80,257)	8,951	10%	A	
epreciation		(3,152,353)	(3,152,353)	(1,050,336)	0	1,050,336	100%	A	S
inance Costs		(13,248)	(13,248)	(4,404)	(3,080)	1,324	30%	A	
nsurance Expenses		(199,849)	(199,849)	(99,888)	(14,405)	85,483	86%	A	S
Other Expenditure	7	(134,755)	(134,755)	(33,174)	(27,385)	5,789	17%	<u> </u>	
oss on Disposal of Assets oss FV Valuation of Assets	/	(75,359) 0	(75,359) 0	(25,108)	0	25,108 0	100%	A	S
OSS FV Valuation of Assets		(8,289,331)	(8,289,331)	(2,850,982)	(1,914,853)	Ü			
Operating activities excluded from budget		(0,203,331)	(0,203,331)	(2,030,302)	(1,514,653)				
add back Depreciation		3,152,353	3,152,353	1,050,336	0	(1,050,336)	(100%)	•	s
djust (Profit)/Loss on Asset Disposal	7	32,777	32,777	10,920	0	(10,920)	(100%)	· •	S
Novement in Leave Reserve (Added Back)		3,557	3,557	0	0	0			
Novement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Novement in Employee Benefit Provisions		0	0	0	0	0			
ounding Adjustments		0	0	0	0	0			
Novement Due to Changes in Accounting Standards		0	0	0	0	0			
air value adjustments to financial assets at fair value					_				
hrough profit and loss oss on Asset Revaluation		0	0	0	0	0			
djustment in Fixed Assets		0	0	0	0	0			
ajustinent iii i iica rusets		3,188,687	3,188,687	1,061,256	0	Ü			
Amount attributable to operating activities		(829,025)	(829,026)	1,685,660	1,425,085				
NVESTING ACTIVITIES Ifflows from investing activities apital Grants, Subsidies and Contributions roceeds from Disposal of Assets roceeds from financial assets at amortised cost - self	13 7	2,273,037 335,000	2,273,037 335,000	232,462 0	255,079 0	22,617 0	10%	A	
upporting loans	9	0	0	0	0	0			
A. Aff f		2,608,037	2,608,037	232,462	255,079				
Outflows from investing activities and Held for Resale	8	0	0	0	0	0			
and and Buildings	8	(645,045)	(645,045)	(265,248)	(4,039)	261,209	98%		5
lant and Equipment	8	(1,030,405)	(1,030,405)	(543,034)	(4,382)	538,652	99%		S
urniture and Equipment	8	(35,000)	(35,000)	(35,000)	(11,845)	23,155	66%	A	S
nfrastructure Assets - Roads	8	(1,839,526)	(1,839,526)	(464,475)	(84,769)	379,706	82%	A	S
nfrastructure Assets - Drainage	8	0	0	0	0	0			
nfrastructure Assets - Footpaths	8	0	0	0	0	0			
nfrastructure Assets - Other	8	(1,217,948)	(1,217,948)	(504,670)	(339,903)	164,767	33%	A	S
nfrastructure Assets - Bridges	8	0	0	0	0	0			
ayments for financial assets at amortised cost - self					_				
upporting loans		(4,767,924)	(4,767,924)	(1,812,427)	(444,938)	0			
Amount attributable to investing activities		(2,159,887)	(2,159,887)	(1,579,965)	(189,859)				
attributable to nivesting activities		(=,133,001)	(2,233,001)	(2,3,3,303)	(103,633)				
INANCING ACTIVITIES									
nflows from financing activities									
roceeds from new borrowings		0	0	Ö	0	0			
ransfer from Reserves	10	1,088,825	1,088,825	0	0	0			
ransfer from Restricted Cash - Other		0	0	0	0	0			
hutflaus from financing activiti		1,088,825	1,088,825	0	0				
Outflows from financing activities	0	[64.26A]	(6A 26A)	(24 444)	(22.023)	(44.300)	(FDC)	_	_
lepayment of borrowings layments for principal portion of lease liabilities	9 9	(64,364) (31,797)	(64,364) (31,797)	(21,444) (12,276)	(32,832) (8,761)	(11,388) 3,515	(53%) 29%	¥	S
ransfer to Restricted Cash - Other	_	(31,797)	(31,757)	(12,270)	(8,701)	3,313	2370	-	
ransfer to Reserves	10	(220,000)	(220,000)	0	0	0			
		(316,161)	(316,161)	(33,720)	(41,593)				
Amount attributable to financing activities		772,664	772,664	(33,720)	(41,593)				
MOVEMENT IN SURPLUS OR DEFICIT									
urplus or deficit at the start of the financial year	1	2,246,437	2,336,055	2,336,055	2,336,055	0	0%		
mount attributable to operating activities	-	(829,025)	(829,026)	1,685,660	1,425,085	·	0,0		
mount attributable to investing activities		(2,159,887)	(2,159,887)	(1,579,965)	(189,859)				
mount attributable to financing activities		772,664	772,664	(33,720)	(41,593)				
urplus or deficit at the end of the financial year	1	30,189	119,807	2,408,030	3,529,688				
	tual data	as ner the adopted	materiality throcks	ald					
Indicates a variance between Year to Date (YTD) Budget and YTD Ac		ber rue agobreg	according timesho						

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Item 11.1 - Attachment 1

SHIRE OF QUAIRADING STATEMENT OF FINANCIAL POSITION FOR THE PERIOD ENDED 31 OCTOBER 2023

_	30 June 2022	30-Sep-23
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	6,755,895	6,706,308
Trade and other receivables	618,078	1,149,816
Other financial assets	0	400,000
Inventories Contract assets	416,668	462,909 837,395
Other assets	837,395 29,766	4,463
TOTAL CURRENT ASSETS	8,657,802	9,160,891
TOTAL GORRENT AGGLTG	0,007,002	3,100,031
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	23,740,543
Infrastructure	100,177,609	100,602,280
Right-of-use assets	23,588	23,588
TOTAL NON-CURRENT ASSETS	124,383,889	124,828,827
TOTAL ASSETS	133,041,692	133,989,718
CURRENT LIABILITIES		
Trade and other payables	1,318,548	529,999
Other liabilities	511,526	609,530
Lease liabilities	20,898	12,137
Employee related provisions	163,697	163,697
TOTAL CURRENT LIABILITIES	2,080,774	1,348,637
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	1,650,935
NET ASSETS	130,587,466	132,338,783
EQUITY		
Retained surplus	42,898,658	44,578,821
Reserve accounts	4,093,439	4,093,439
Revaluation surplus	83,642,307	83,642,307
TOTAL EQUITY	130,634,404	132,314,568
		•

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

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SHIRE OF QUAIRADING NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2023

OPERATING ACTIVITIES NOTE 1 ADJUSTED NET CURRENT ASSETS

djusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/10/2022	Year to Date Actual 31/10/2023
		\$	\$	\$
urrent Assets				
ash Unrestricted	2	2,662,456	3,125,702	2,612,869
sh Restricted - Reserves	2	4,093,439	3,613,388	4,093,439
ash Restricted - Bonds & Deposits	2	0	0	0
eceivables - Rates	0	247,385	709,596	696,791
eceivables - Other	3	370,693	162,510	453,025
ther Financial Assets	3	0	902	0
ther Assets Other Than Inventories	4	867,161	187,957	841,859
ventories	4 _	10,828	6,845	57,069
		8,251,962	7,806,899	8,755,051
ess: Current Liabilities				
ayables	5	(1,222,052)	(441,648)	(433,179)
ontract Liabilities	11	(511,526)	(348,888)	(609,530)
onds & Deposits	14	(96,496)	(100,031)	(96,821)
oan Liability	9	(66,106)	(58,902)	(33,274)
ease Liability	9	(20,898)	(16,931)	(12,137)
rovisions	11	(163,697)	(217,996)	(163,697)
		(2,080,774)	(1,184,397)	(1,348,637)
ess: Cash Reserves dd Back: Component of Leave Liability not	10	(4,093,439)	(3,613,388)	(4,093,439)
Required to be funded		171,302	167,504	171,302
dd Back: Loan Liability		66,106	58,902	33,274
dd Back: Lease Liability		20,898	16,931	12,137
ess: Loan Receivable - clubs/institutions		0	(902)	0
et Current Funding Position		2,336,055	3,251,549	3,529,688
GNIFICANT ACCOUNTING POLICIES ease see Note 1(a) for information on significant counting polices relating to Net Current Assets.	The am of the p	period represents	sted net current as the actual surplus	
	Statem		resented on the Ra	ate Setting
Adjusted Net Current As	Statem	ent.	resented on the Ra	
4,500	Statem Ssets (Y	ent.		ar YTD
4,500	Statem Ssets (Y	rtD)	This Yea	ar YTD Deficit)
4,000 (\$0,3,500	Statem Ssets (Y	rtD)	This Yea	ar YTD Deficit)
4,500 4,000 803,500 3,000	Statem Ssets (Y	/TD) 2023-24	This Yea	ar YTD Deficit)
4,500 4,000 83,500 3,000	Statem Ssets (Y	/TD) 2023-24	This Yea	ar YTD Deficit)
4,500 4,000 803,500 3,000	Statem Ssets (Y	/TD) 	This Yea Surplus(I \$3.53	ar YTD Deficit) 3 M
4,000 (\$0,3,500	Statem Ssets (Y	/TD) 	This Yea Surplus(I \$3.53	ar YTD Deficit) 3 M ar YTD
4,500 4,000 83,500 3,000 4	Statem Ssets (Y	/TD) 	This Yea Surplus(I \$3.53	ar YTD Deficit) 3 M ar YTD
4,500 4,000 603,500 53,000 4,000 1,500 1,000	Statem Ssets (Y	/TD) 	This Yea Surplus(I \$3.53 Last Yea Surplus(I	ar YTD Deficit) 3 M ar YTD Deficit)
4,500 4,000 603,500 53,000 4,000	Statem Ssets (Y	/TD) 	This Yea Surplus(I \$3.53	ar YTD Deficit) 3 M ar YTD Deficit)
4,500 4,000 603,500 53,000 4,000 1,500 1,000	ssets (Y	/TD) 1-2023-24 1-2022-23 2021-22	This Yea Surplus(I \$3.53 Last Yea Surplus(I	ar YTD Deficit) 3 M ar YTD Deficit)

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

OPERATING ACTIVITIES NOTE 2 CASH AND FINANCIAL ASSETS

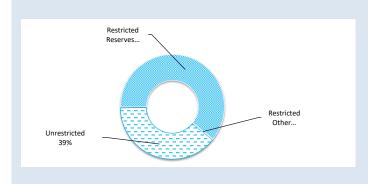
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	0			0	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	1,943,589			1,943,589	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	2,612,869	4,093,439	0	6,706,308			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Restricted			
\$6.71 M	\$4.09 M			

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Item 11.1 - Attachment 1

OPERATING ACTIVITIES

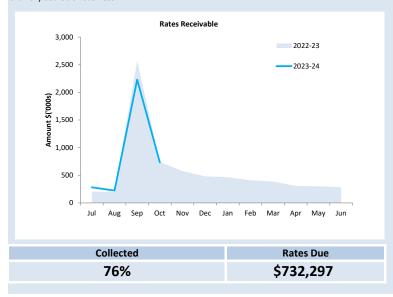
NOTE 3

RECEIVABLES

Receivables - Rates & Rubbish	30 June 2023	31 Oct 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)	(2,314,487)
Equals Current Outstanding	282,891	732,297
	282,891	732,297
% Collected	89.96%	75.96%

KEY INFORMATION

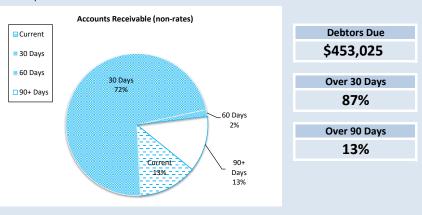
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	22,579	121,971	2,541	21,477	168,567
Percentage	13%	72%	2%	13%	
Balance per Trial Balance	е				
Sundry Debtors					167,642
Receivables - Other					285,383
Total Receivables Gener	al Outstanding				453,025
Amounts shown above i	nclude GST (whe	re applicable)			

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 31 Oct 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	46,241	0	57,069
Accrued income and prepayments				
Accrued income and prepayments	29,766	0	(25,302)	4,463
Contract assets				
Contract assets	837,395	0	0	837,395
Total Other Current assets				1,304,767
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:

- $\hbox{- the asset is held within a business model whose objective is to collect the contractual cash flows, and}\\$
- 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.

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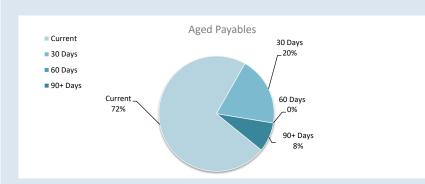
Item 11.1 - Attachment 1

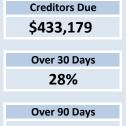
OPERATING ACTIVITIES NOTE 5 Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	1,320	354	0	150	1,824
Percentage	72.4%	19.4%	0%	8.2%	
Balance per Trial Balance					
Sundry creditors - General					18,139
Other creditors					(15,281)
Accruals/Income in Advance					780
ATO liabilities					401,102
Other accruals/payables					28,439
Total Payables General Outstanding					433,179
Amounts shown above include GST (where applicable)					

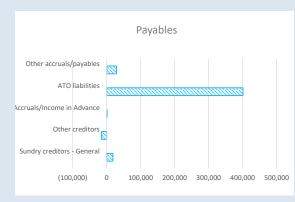
KEY INFORMATION

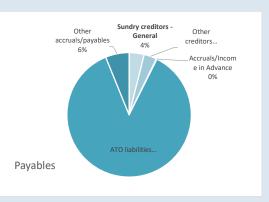
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are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











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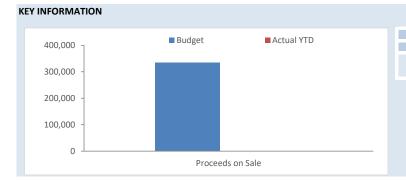
OPERATING ACTIVITIES NOTE 6 RATE REVENUE

			•		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	· ·		•					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 A	ctual	
Asset Description	иет воок	Proceeas	Protit	(LOSS)	иет воок	Proceeds	Protit	(LOSS)
	\$	\$	\$	\$	Ş	\$	\$	\$
Plant and Equipment								
Ammann Ars130 Single Drum Roller	96,536	45,000		(51,536)	0	0		
2018 Izuzu D-Max 4X4 Sx Crew Cab	17,160	13,500		(3,660)				
Holden Colorado 4X4 Crew Cab	16,764	13,500		(3,264)	0	0		
2012 Ud Nissan Truck	67,720	110,000	42,280		0	0		
Mitsubishi Triton Glx Cc Man	14,906	13,000		(1,906)				
Isuzu Dmax 4X4 Ute	29,698	30,000	302	, , ,	0	0		
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	
	Plant and Equipment Ammann Ars130 Single Drum Roller 2018 Izuzu D-Max 4X4 Sx Crew Cab Holden Colorado 4X4 Crew Cab 2012 Ud Nissan Truck Mitsubishi Triton Glx Cc Man Isuzu Dmax 4X4 Ute	Plant and Equipment Ammann Ars130 Single Drum Roller 2018 Izuzu D-Max 4X4 Sx Crew Cab Holden Colorado 4X4 Crew Cab 16,764 2012 Ud Nissan Truck 67,720 Mitsubishi Triton Glx Cc Man Isuzu Dmax 4X4 Ute 29,698 2013 Ud Nissan Cw26 380 Truck 124,993	Net Book Proceeds S S	\$ \$ \$ \$ Plant and Equipment Ammann Ars130 Single Drum Roller 2018 Izuzu D-Max 4X4 Sx Crew Cab Holden Colorado 4X4 Crew Cab 2012 Ud Nissan Truck Mitsubishi Triton Glx Cc Man Isuzu Dmax 4X4 Ute 2013 Ud Nissan Cw26 380 Truck \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Asset Description Net Book Proceeds Profit (Loss)	Asset Description Net Book Proceeds Profit (Loss) Net Book	Asset Description Net Book Proceeds Profit (Loss) Net Book Proceeds	Asset Description Net Book Proceeds Profit (Loss) Net Book Proceeds Profit



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

INVESTING ACTIVITIES NOTE 8 CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Annual	YTD			
	Budget	Budget	Annual Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	645,045	265,248	645,045	4,039	(261,209)
Plant and Equipment	1,030,405	543,034	1,030,405	4,382	(538,652)
Furniture and Equipment	35,000	35,000	35,000	11,845	(23,155)
Infrastructure Assets - Roads	1,839,526	464,475	1,839,526	84,769	(379,706)
Infrastructure Assets - Footpaths	0	0	0	0	0
Infrastructure Assets - Other	1,217,948	504,670	1,217,948	339,903	(164,767)
Capital Expenditure Totals	4,767,924	1,812,427	4,767,924	444,938	(1,367,489)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,273,037	232,462	2,273,037	255,079	22,617
Borrowings	0	0	0	0	C
Other (Disposals & C/Fwd)	335,000	0	335,000	0	(
Council contribution - Cash Backed Reserve	es				
Various Reserves	1,088,825	0	1,088,825	0	C
Council contribution - operations	_,,,,,_,				(1,390,106)
Capital Funding Total	1,812,427	4,767,924	444,938	(1,367,489)	
SIGNIFICANT ACCOUNTING POLICIES			KEY INFORMA	ATION	
All assets are initially recognised at cost. Co	ost is determined	as the fair			
value of the assets given as consideration p	lus costs incident	al to the			Annual Budget
acquisition. For assets acquired at no cost			6,000 -	1	
cost is determined as fair value at the date					YTD Actual
non-current assets constructed by the loca	•		<u>s</u> 5,000 -		_
cost of all materials used in the construction	•		4,000 -		
project and an appropriate proportion of v			\$ 4,000 -		
Certain asset classes may be revalued on a			The		
carrying values are not materially different	•		3,000 -		
			2,000 -		
carried at fair value are to be revalued with	•	•	2,000		
ensure the carrying amount does not differ	•	that	1,000 -		
determined using fair value at reporting da	ite.		,		
		0 -			
A anviaitia na	Dudget	VTD /	Actual	0/ Cnant	
Acquisitions	Annual		_		% Spent
	\$4.7	7 M	\$.4	4 M	9%
Capital Grant	Annual	Budget	YTD A	% Received	
	\$2.2	7 M	\$.20	6 M	11%

INVESTING ACTIVITIES NOTE 8 CAPITAL ACQUISITIONS



of mpletion	L	evel of completion indicator, please see table at the top of this note for furt	her detail.	Balance		Adopted	Ame	ended		
	,	Assets	Account Number	Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
						\$	\$	\$	\$	\$
		Buildings								
		Health								
0.00	dl _	Arthur Kelly Village - Common Area - Building (Capital)	4070712	514	BC7702	(10,000)	(10,000)	0	0	0
		Total - Health				(10,000)	(10,000)	0	0	0
		Education & Welfare								
0.00		Arthur Kelly Village - Common Area - Building (Capital)	4080614	514	BC8600	(51,750)	(51,750)	(17,236)	0	17,236
0.00	-	Daycare Centre - Building (Capital)	4080312	514	BC8301	(11,000)	(11,000)	(7,330)	0	7,330
0.00	ш_	Frail Aged Lodge (Parker House) - Building (Capital)	4080612	514	BC8610	(33,400)	(33,400)	(11,120)	0	11,120
		Total - Education & Welfare Housing				(96,150)	(96,150)	(35,686)	U	35,686
0.00 [afl	1 (Lot 325) Edwards Way - Building (Capital)	4090114	514	BC9114	(350,000)	(350,000)	(116,620)	0	116,620
0.00 [Doctor's Residence - Building (Capital)	4090212	512	BC9211	(10,000)	(10,000)	(3,332)	0	3,332
0.00		7 Edwards Way - Police House - Building (Capital)	4090214	514	BC9208	(8,000)	(8,000)	(2,664)	0	2,664
	_	Total - Housing				(368,000)	(368,000)	(122,616)	0	122,616
		Community Amenities								
0.00	all _	Recycling Centre - Building (Capital)	4100112	512	BC10102	(10,650)	(10,650)	(3,548)	0	3,548
		Total - Community Amenities				(10,650)	(10,650)	(3,548)	0	3,548
		Recreation And Culture								
0.00		Swimming Pool Plant Room - Building (Capital)	4110212	512	BC11205	(50,000)	(50,000)	(33,330)	0	33,330
0.12	-	Museum Upgrade	4110612	512	BC11601	(15,000)	(15,000)	(4,996)	(1,818)	3,178
0.00	اللة	Balkuling School	4110712	512	BC11703	(25,000)	(25,000)	(8,328)	0	8,328
		Total - Recreation And Culture				(90,000)	(90,000)	(46,654)	(1,818)	44,836
0.00	.all	Economic Services	4420242	542	DC42244	(20.245)	(20.245)	(6.744)	0	6.744
0.00	ш_	Caravan Park Toilets & Ablutions - Building (Capital) Total - Economic Services	4130212	512	BC13244	(20,245) (20,245)	(20,245)	(6,744)	0	6,744
		Other Property & Services				(20,245)	(20,245)	(6,744)	U	6,744
0.04 ₪	afl	Administration Building - Building (Capital)	4140212	512	BC14201	(50,000)	(50,000)	(50,000)	(2,221)	47,779
0.04		Total - Other Property & Services	1110212	512	5011201	(50,000)	(50,000)	(50,000)	(2,221)	47,779
0.01	-	Total - Buildings				(645,045)	(645,045)	(265,248)	(4,039)	261,209
						(,,	(,,	,, .,	,,,,,,	,
		Plant & Equipment								
		Transport								
0.00	dil	Works Supervisors Vehicle	4120330	530	PE12301	(70,000)	(70,000)	(70,000)	0	70,000
0.00	dil	UD Auto Truck	4120330	530	PE12303	(292,702)	(292,702)	(292,702)	0	292,702
0.18	-	Sportsground Mower	4120330	530	PE12308	(20,000)	(20,000)	(20,000)	(3,636)	16,364
0.00	-	Haydraulic Tip Trailer	4120330	530	PE12310	(10,000)	(10,000)	(10,000)	0	10,000
0.00	-	Smooth Drum Vibe Roller 14.3T	4120330	530	PE12311	(190,000)	(190,000)	0	0	0
0.00	-	Mazda BT50 Ute	4120330	530	PE12312	(70,000)	(70,000)	(70,000)	0	70,000
0.00	-	Mazda BT50 Ute	4120330	530	PE12313	(70,000)	(70,000)	(70,000)	0	70,000
0.00	-	Bobcat Attachment - Trencher	4120330	530	PE12314	(8,000)	(8,000)	(8,000)	0	8,000
0.00	-	Bobcat Attachment - Angle Road Broom	4120330	530	PE12315	(7,000)	(7,000)	(2,332)	0	2,332
0.00	ш_	6 Wheel Tip Truck Total - Transport	4120330	530	PE12317	(292,702) (1,030,405)	(292,702) (1,030,405)	(543,034)	(3,636)	539,398
0.00	affi	Total - Plant & Equipment				(1,030,405)	(1,030,405)	(543,034)	(3,636)	539,398
0.00 [Total - Flatt & Equipment				(1,030,403)	(1,030,403)	(343,034)	(3,030)	333,336
		Furniture & Equipment								
		Other Health								
0.24	dil	Strengthening Medicare Grant Funded Expenditure	4070720	520	OH7701	(25,000)	(25,000)	(25,000)	(5,990)	19,010
_		Total - Other Health				(25,000)	(25,000)	(25,000)	(5,990)	19,010
	d	Other Property & Services								
0.59		Administration Office Furniture Upgrade	4140220	520	FE14201	(10,000)	(10,000)	(10,000)	(5,855)	4,145
		Total - Other Property & Services				(10,000)	(10,000)	(10,000)	(5,855)	4,145
0.34	rill .	Total - Furniture & Equipment				(35,000)	(35,000)	(35,000)	(11,845)	23,155
		Infrastructure - Roads								
0.00	all .	Transport	4430115	F 40	D2D227	(400 + 50)	(400 +55)	(2.00.)		
0.00 [Old Beverley West Road (R2R)	4120146 4120146	540	R2R007	(108,163)	(108,163)	(7,201)	(7.665)	7,201
1.00		Balkuling North Road (R2R)		540 540	R2R017	(128 253)	(128 253)	0 (8 540)	(7,665)	(7,665)
0.00 fi		Stockpool Road (R2R) Badjaling North Road (R2R)	4120146	540	R2R106	(128,253)	(128,253)	(8,540)	(1.056)	8,540
0.01		RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.92 - 9.3	4120145 4120149	540 540	R2R014 RRG166	(139,734) (37,959)	(139,734) (37,959)	(9,305) (12,644)	(1,956)	7,349 12,644
0.35	-	RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 3.92 - 9.3	4120149	540	RRG166A	(62,780)	(62,780)	(20,916)	(21,733)	(817)
0.07	-	RRG - Quairading - Corrigin Road (Capital) 23/24 SLK 20.47 - 23.02		540	RRG166B	(690,086)	(62,780)	(229,924)	(46,240)	183,684
0.00	-	Dangin - Mears Road - WSFN Expenditure	4120143	540	WSF010	(359,398)	(359,398)	(119,748)	(40,240)	119,748
3.00	-880			- 10		(5,550)	()	(=25), 10)		
										19

INVESTING ACTIVITIES NOTE 8 CAPITAL ACQUISITIONS



ion 📶 L	evel of completion indicator, please see table at the top of this note for furt	ther detail.			Adopted	Ame	nded		
		Account	Balance Sheet	Job	Annual	Annual			Var
Δ.	Assets	Number	Category	Number	Budget	Budget	YTD Budget	Total YTD	(Unde
					\$	\$	\$	\$	
0.00	Dangin - Mears Road - WSFN Development Expenditure	4120162	540	WSF010D	(132,600)	(132,600)	(44,180)	0	
0.00	Drainage Construction General (Budgeting Only)	4120165	540	DC000	(85,675)	(85,675)	(5,705)	0	
0.00	Minchin Road - Drainage Capital	4120166	540	DC063	(31,626)	(31,626)	(2,104)	0	
0.00	Punch Road - Drainage Capital	4120166	540	DC143	(31,626)	(31,626)	(2,104)	0	
0.00	Squiers Road - Drainage Capital	4120166	540	DC176	(31,626)	(31,626)	(2,104)	0	
	Total - Transport				(1,839,526)	(1,839,526)	(464,475)	(77,594)	
0.04 📶	Total - Infrastructure - Roads				(1,839,526)	(1,839,526)	(464,475)	(77,594)	
	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)	(9,532)	0	
0.63	Electric Car Charging Station (Capital)	4100790	590	OC10704	(16,145)	(16,145)	(10,758)	(10,168)	
	Total - Community Amenities				(44,758)	(44,758)	(20,290)	(10,168)	
	Recreation And Culture								
0.06	Construction Hall Carpark LRCI Funded Expenditure	4110190	590	OC11101	(359,693)	(359,693)	(119,844)	(22,908)	
0.00	Greater Sports Ground (GSG) - Netball/Basketball Courts (Capital)	4110390	590	OC11335	(393,347)	(393,347)	(131,056)	0	
0.96 📶	Community Park - LRCI Funded Expenditure	4110390	590	LRC11322	(320,273)	(320,273)	(213,488)	(306,827)	
0.00	New Park Kwirrading Koort	4110390	590	PC11323	(30,000)	(30,000)	(9,996)	0	
0.00	OTH CUL - Infrastructure Other (Capital)	4110790	590		(30,000)	(30,000)	(9,996)	0	
	Total - Recreation And Culture				(1,133,313)	(1,133,313)	(484,380)	(329,735)	
	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	
0.28 📶	Total - Infrastructure - Other				(1,217,948)	(1,217,948)	(504,670)	(339,903)	
0.09 📶 G	Grand Total				(4,767,924)	(4,767,924)	(1,812,427)	(437,017)	1
	Summary by Balance Sheet Category								
	and 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)	(110,278)	(4,039)	
	Buildings - Non Specialised		514		(464,150)	(464,150)	(154,970)	0	
	Furniture & Equipment		520		(35,000)	(35,000)	(35,000)	(11,845)	
F			530		(1,030,405)	(1,030,405)	(543,034)	(3,636)	
F	Plant & Equipment								
F P	nfrastructure - Roads		540		(1,839,526)	(1,839,526)	(464,475)	(77,594)	
F P II			540 560 590		(1,839,526) 0 (1,217,948)	(1,839,526) 0 (1,217,948)	(464,475) 0 (504,670)	(77,594) 0 (339,903)	

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

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Item 11.1 - Attachment 1

FINANCING ACTIVITIES

NOTE 9

LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

(4)			New Loans			Principal Repayments	i		Principal Outstanding			st & Guarante Repayments	e Fee
			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 Pri	•	Lease	Financing Pri Outstanding	•		Financing Int	
	1		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	8,761	17,555	17,555	8,793	(0)	-0	52	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	0	3,729	3,729	3,335		(394)	0		93
	20,889	0	0	0	8,761	31,797	31,797	12,128	(10,907)	(10,907)	52	165	165
Total	20,889	0	0	0	8,761	31,797	31,797	12,128	(10,907)	(10,907)	52	165	165
Current financing borrowings	20,898							12,137					
Non-current financing borrowings	0							0					
	20,898							12,137					

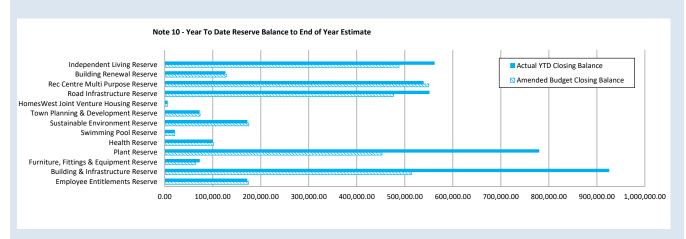
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OPERATING ACTIVITIES
NOTE 10
CASH BACKED RESEVES

Cash Backed Reserve

Casii Backeu 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 31 Oct 2023
		\$	\$	\$	\$
Other Liabilities					
- Contract Liabilities	12	37,618	0	(35,983)	1,635
 Capital Grant/Contribution Liabilities 	13	473,908	107,987	0	581,896
Total Other liabilities	'	511,526	107,987	(35,983)	583,530
Less non-current unspent grants, contributions and		0	0	0	0
reimbursements					
Total current unspent grants, contributions and rein	nbursements	511,526	107,987	(35,983)	583,530
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)					747,227

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 30 November 2023

SHIRE OF QUAIRADING NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2023

NOTE 12
GRANTS, SUBSIDIES AND CONTRIBUTIONS

-		Grant, Subsidi	es and Contribu	tions Liability		Grants, Subsidies and Contributions Re			Revenue
-		Increase	Liability	•	Current	Adopted	Amended	Amended	YTD
Provider	Liability	in	Reduction	Liability	Liability	Budget	Annual	YTD	Actual
	1 Jul 2023	Liability	(As revenue)	31 Oct 2023	31 Oct 2023	Revenue	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
General purpose funding			•		•	62.026	62.026	62.026	45.750
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	63,036	63,036	63,036	15,759
Grants Commission - Roads (WALGGC)	0	0	0	0	0	35,204	35,204	35,204	8,801
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	51,810	51,810	17,097	25,905
Mitigation Activity Fund Grant Program	33,292	0	(33,292)	0	0	66,585	66,585	22,184	33,292
Bushfire Volunteers Grant Program Health	0	0	0	0	0	0	0	0	C
Strenghtening Medicare Grant	0	0	0	0	25,000	25,000	25,000	25,000	C
Education and welfare	· ·	J	J		23,000	23,000	23,000	_5,555	Ī
Youth Week Grant	1,257	0	0	1,257	1,257	0	0	0	(
Recreation and culture	_,,	•	•	_,,	_,	•			
Grant - Toddler Learn to Swim	0	0	0	0	0	2,000	2,000	0	(
NADC National Australia Day Grant	1,352	0		182	182	0	0	0	1,170
NAIDOC Week Grant	1,239	0		0	0	1,350	1,350	0	1,239
Volunteering WA Grant	477	0		195	195	0	. 0	0	282
Transport			, ,			0	0	0	(
Direct Grant (MRWA)	0	0	0	0	0	171,105	171,105	171,105	174,575
	37,618	0	(35,983)	1,635	26,635	431,090	431,090	338,622	261,023
Contributions									
Education and welfare									
Quairading Rotary Annual Contribution	0	0	0	0	0	250	250	80	(
Recreation and culture									
Rainmakers Contribution to El Toro (error)	0	0	0	0	0	500	500	0	(
Contribution towards Re-Sheeting of Ram Shed	0	0	0	0	0	0	0	0	1,000
Other property and services									
Admin staff contributions to vehicle running	0	0	0	0	0	5,876	5,876	1,956	2,052
costs									
	0	0	0	0	0	6,626	6,626	2,036	3,052
TOTALS	37,618	0	(35,983)	1,635	26,635	437,716	437,716	340,658	264,075

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Ordinary Council Meeting Agenda 30 November 2023

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

NOTE 13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Ca	apital Grants	, Subsidies and C	ontributions Liab	ility	Capital Gran	ts, Subsidies a	and Contribution	ons Revenue
		Increase	Liability		Current	Adopted	Amended	Amended	YTD
Provider	Liability 1 Jul 2023	in Liability	Reduction (As revenue)	Liability 31 Oct 2023	Liability 31 Oct 2023	Budget Revenue	Annual Budget	YTD Budget	Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
South Caroling Water Tank	0		0 0	0	0	8,439	8,439	0	0
Electric Car Charging Station (Capital)	0		0 0	0	0	6,926	6,926	2,304	0
Recreation and culture									
LRCI Grant Phase 3 - Construction Hall Carpark	0		0 0	0	0	359,693	359,693	0	0
LRCI Grant Phase 4 - Greater Sports Ground - Multi Use Courts	0		0 0	0	0	393,347	393,347	0	0
Lotterywest Grant - Community Park	178,597		0 0	178,597	178,597	0	0	0	255,079
Transport									
R2R Grant - Old Beverley West Road (R2R)	0		0 0	0	0	108,163	108,163	0	0
R2R Grant - Badjaling North Road (R2R)	0		0 0	0	0	120,114	120,114	0	0
R2R Grant - Stockpool Road (R2R)	0		0 0	0	0	128,253	128,253	0	0
R2R Grant - Pantapin South Road (R2R)	0		0 0	0	0	0	0	0	0
R2R Grant - Quairading Corrigin Road (R2R)	0		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	0
RRG Grant - Quairading - Corrigin Road 22/23	0		0 0	0	0	79,891	79,891	0	0
RRG Grant - Quairading - Corrigin Road 23/24	0		0 0	0	0	460,028	460,028	0	0
WSFN Grant - Dangin - Mears Road	183,767		0 0	183,767	183,767	336,558	336,558	168,278	0
WSFN Grant - Dangin - Mears Development Funds	0		0 0	0	0	123,760	123,760	61,880	0
	473,908	107,98	7 0	581,896	581,896	2,199,810	2,199,810	232,462	255,079
Capital Contributions									
Community amenities									
Rural Youth Contribution - Community Park	0		0 0		0	73,227	73,227	0	0
	0		0 0	0	0	73,227	73,227	0	0
Total capital grants, subsidies and contributions	473,908	107,98	7 0	581,896	581,896	2,273,037	2,273,037	232,462	255,079

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:

	Opening			Closing Balance
	Balance	Amount	Amount	Closing balance
Description	01 Jul 2023	Received	Paid	31 Oct 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	6,020.00	(3,231.00)	7,955.00
Unclaimed Monies	1,152.50	0.00	0.00	1,152.50
Department of Transport Licensing	3,014.31	128,684.35	(135,264.75)	(3,566.09)
TransWA	0.00	0.00	0.00	0.00
Other Bonds & Deposits	83,064.17	900.00	0.00	83,964.17
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	2,310.00	0.00	4,538.00
Animal Trap Bonds	0.00	0.00	0.00	0.00
Sub-Total	96,496.01	138,314.35	(138,645.75)	96,164.61
Trust Funds				
Nil _	0.00	0.00	0.00	0.00
Sub-Total	0.00	0.00	0.00	0.00
	96,496.01	138,314.35	(138,645.75)	96,164.61
KEY INFORMATION				
KEY INFORMATION				

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	(127,446)	(91%)	▼	S	Timing	
Law, Order and Public Safety	(69,882)	(52%)	•	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	(25,047)	(100%)	•	S	Timing	,
Housing	11,442	23%	•	s	Timing	
Community Amenities	97,608	138%	A	S		Timing of budget allocation for Domestic Refuse Collection Charges.
Governance	44,874	14%	A	S	Timing	
Law, Order and Public Safety	71,520	32%	A	S	Timing	
Health	76,960	47%	A	S	Timing	Positive variance due to Other Health - Maintenance operation costs tracking lower than budgeted.
Education and Welfare	23,181	24%	A	S	Timing	
Housing	29,016	42%		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	33,789	16%	•	S	Timing	Positive Variance due to various Community Amenities - Maintenance Operational costs tracking lower than budgeted.
Recreation and Culture	145,003	39%	•	S	Timing	Positive variance due to Other Recreation & Sports Maintenance & Operational costs tracking lower than budgeted.
Transport	475,092	49%	A	S	Timing	Positive variance due to Depreciation not yet processed in year.
Economic Services	70,628	21%	•	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	(28,887)	(40%)	•	S	Timing	Negative variance due to Other Property and Services tracking higher than budgeted.
INVESTING ACTIVITIES						
Land and Buildings	261,209	98%		S	Timing	Projects not yet completed, see capital Works Note 8.
Plant and Equipment	538,652		A	S	Timing	Projects not yet completed, see capital Works Note 8.
Furniture and Equipment	23,155	66%		S	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Roads	379,706	82%	^	S	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Footpaths	0		١.		Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Other	164,767	33%	^	S	Timing	Projects not yet completed, see capital Works Note 8.

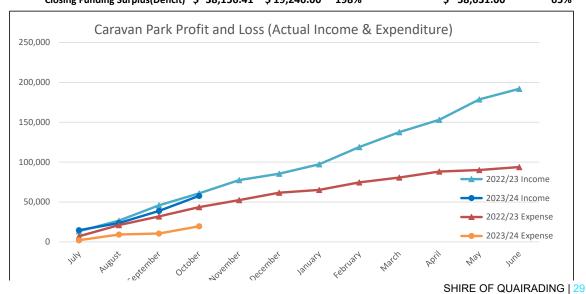
NOTE 16
BUDGET AMENDMENTS

GL Code	Job#	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		2 coo. p.i.e.i			\$	\$	\$	\$
		Budget Adoption	Closir	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
								119,808
					0	(0 119,808	119,808
KEY INFORMAT	ION							

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NOTE 17 CARAVAN PARK

Caravan Park Profit and Loss	YTD Booking s	,	YTD Actual		D Budget mended)	YTD Var %	Ar	nnual Budget (Original)	nnual Budget (Amended)	Annual (Amd) Var %
INCOME										
Caravan Park Charges	86	\$	22,969.85	\$ 1	19,992.00	115%	\$	60,000.00	\$ 60,000.00	38%
Cabin and Unit Charges	70	\$	34,643.85	\$ 4	13,316.00	80%	\$	130,000.00	\$ 130,000.00	27%
Fees, Charges & Reimburseme	nts	\$	86.82	\$	-	0%	\$	-	\$ -	0%
TOTAL INCOME	156	\$	57,700.52	\$ 6	3,308.00	91%	\$	190,000.00	\$ 190,000.00	30%
EXPENDITURE										
Caravan Park										
Salaries & Wages		\$	950.44	\$ 1	15,624.00	6%	\$	46,900.00	\$ 46,900.00	2%
Materials & Contracts		\$	7,777.38	\$	3,872.00	201%	\$	11,640.00	\$ 11,640.00	67%
Utilities & Insurance		\$	2,950.56	\$	4,556.00	65%	\$	13,700.00	\$ 13,700.00	22%
Caravan Park Total		\$	11,678.38	\$ 2	24,052.00	49%	\$	72,240.00	\$ 72,240.00	16%
Cabins (3x 2 bedroom Cabins)										
Salaries & Wages		\$	600.93	\$	8,028.00	7%	\$	24,120.00	\$ 24,120.00	2%
Materials & Contracts		\$	-	\$	840.00	0%	\$	2,532.00	\$ 2,532.00	0%
Utilities & Insurance		\$	3,510.48	\$	3,760.00	93%	\$	10,764.00	\$ 10,764.00	33%
Cabins Total		\$	4,111.41	\$ 1	2,628.00	33%	\$	37,416.00	\$ 37,416.00	11%
Caretaker Reception										
Salaries & Wages		\$	448.44	\$	1,160.00	39%	\$	3,484.00	\$ 3,484.00	13%
Materials & Contracts		\$	31.81	\$	296.00	11%	\$	892.00	\$ 892.00	4%
Utilities & Insurance		\$	2,171.22	\$	2,328.00	93%	\$	6,672.00	\$ 6,672.00	33%
Caretaker Reception Total		\$	2,651.47	\$	3,784.00	70%	\$	11,048.00	\$ 11,048.00	24%
Units (4x 1 bedroom units)										
Salaries & Wages		\$	520.50	\$	2,900.00	18%	\$	8,710.00	\$ 8,710.00	6%
Materials & Contracts		\$	-	\$	280.00	0%	\$	844.00	\$ 844.00	0%
Utilities & Insurance		\$	582.35	\$	418.00	139%	\$	1,111.00	\$ 1,111.00	52%
Units Total		\$	1,102.85	\$	3,598.00	31%	\$	10,665.00	\$ 10,665.00	10%
TOTAL EXPENDITURE		\$	19,544.11	\$4	14,062.00	44%	\$	131,369.00	\$ 131,369.00	15%
Closing Funding Surplu	ıs(Deficit)	\$	38,156.41	\$ 1	9,246.00	198%			\$ 58,631.00	65%



11.2 Accounts for Payment - October 2023

Responsible Officer Tricia Brown, Executive Manager, Corporate Services

Reporting Officer Cynthia Lowe, Senior Finance Officer

Attachments 1. 11.1 (i) List of Accounts 🗓 🖫

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 October 2023 covering municipal vouchers 23984 to 23987 and EFT13224 to EFT13375 totalling \$574,882.57 be received (Attachment i);
- 2. That police licensing payments for the month of October 2023 totalling \$39,497.85 be received (Attachment ii); and
- 3. That fund transfers to the corporate credit card for October 2023 totalling \$4,721.11 be received (Attachment iii); and
- 4. That net payroll payments for the month of October 2023 totalled \$150,203.24; and
- 5. That the lease payments for the month of October 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 October 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 October 2023 is included at Attachment (i).

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		11.1 (i) Li	st Of Accounts - October 2023		
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13224	04/10/2023	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS/CONTRIBUTIONS	244.85	FULLY
EFT13225 - 13226	04/10/2023	PAYCLEAR SERVICES	SUPERANNUATION CONTRIBUTIONS	1636.82	
EFT13227	04/10/2023	DUNCAN MCPHAIL	REFUND OF DEPOSIT FOR CABIN BOOKING #11814427 - CHECK IN 22.09.23	70.00	FULLY
EFT13228	04/10/2023	AVON WASTE	AVON WASTE DOMESTIC & RECYCLE SERVICES FOR AUGUST 2023	11114.78	
EFT13229	04/10/2023	QUAIRADING FARMERS CO-OP	CO-OP PURCHASES FOR AUGUST 2023 AND NAIDOC WEEK CATERING	702.73	FULLY
EFT13230	04/10/2023	IT VISION	ALTUS PAYROLL ONBOARDING MODULE - SOFTWARE LICENCE 2022/23.	1214.40	
EFT13231	04/10/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	WATC LOAN 118 & 119 PRINCIPAL & INTEREST REPAYMENTS	37276.67	
EFT13232	04/10/2023	HERSEY'S SAFETY PTY LTD	SUPPLY OF 400 SURVEY PEGS - RRG - QUAIRADING - CORRIGIN ROAD	676.50	PARTIALLY
EFT13233	04/10/2023	QUAIRADING CLUB INC.	FAREWLL DRINKS FOR EO STAFF MEMBER	208.00	
EFT13234	04/10/2023	COMMUNITY RESOURCE CENTRE - QUAIRADING	BANKSIA BULLETIN, CARAVN PARK FLYERS, RAP MINUTES, COUNCIL PRINTING, CFC CARDS, KWIRRADING KOORT OPENING INVITES, KWIRRADING KOORT SIGNS	560.10	
EFT13235	04/10/2023	SURGICAL HOUSE	GLOVE AEGIS NITRILE P/F STERILE MED 7-7.5 (50PR) & PACK INSTRUMENT SUTURE #5 STERILE DISP. (30BOX) - MEDICAL CENTRE	2024.83	
EFT13236	04/10/2023	PAYCLEAR SERVICES - AWARE	SUPERANNUATION CONTRIBUTIONS	4326.44	
EFT13237	04/10/2023	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	CPR TRAINING FOR 19/08/2023- MEDICAL CENTRE	267.00	
EFT13238	04/10/2023	WATER CORPORATION	ACCOUNT #9024207066 WATER USAGE AND CHARGES 24.07.23 - 19.09.23 - TOAPIN RD, QUAIRADING LOT 21618 RES 17433	7.47	

		11.1 (i) L	ist Of Accounts - October 2023		
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13239	04/10/2023	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH THE 2022/23 ANNUAL FINANCIAL REPORT INCL ASSET FV WORK AND RECONCILING, 2023/2024 RATES MANAGEMENT: 12.75 HRS ASSISTANCE PROVIDED BY TARA WITH RATES BILLING PREPARATION AND COMPLETION, RATES EOM, PENSIONER DATAMATCH RESULTS, 2023/2024 RATES MANAGEMENT: 3.25HRS ASSISTANCES PROVIDED BY TARA W/E 10.09.23 - POST RATES BILLING SERVICES, ASSISTANCE WITH THE AUGUST MONTHLY STATEMENT INCL CHANGES REQUIRED UNDER THE NEW FM REGULATIONS & ASSISTANCE WITH 2022/23 ANNUAL FINANCIAL REPORT INCL ASSET FV WORK & RECONCILING, PREPARATION OF THE ANNUAL REPORT 2022-2023, ASSISTANCE WITH 2023/2024 BUDGET AND FINANCE SUPPORT, PREPARATION OF THE ANNUAL REPORT 2022-2023, ASSISTANCE WITH 2023/2024 FV REVAULATION OF ASSESTS AND THE 2022/23 EOY ASSESTS, 2023/2024 RATES MANAGEMENT: 3.5HRS ASSISTANCE PROVIDED BY TARA W/E 24.09.23 CHANGE OF OWNERSHIP, RATES QUERIES, ASSISTANCE WITH AUGUST MOTHLY FS INCL BALANCING AFTER BUDGET UPLOAD, PREPARATION OF THE ANNUAL REPORT 2022-2023, 2023/2024 RATES MANAGEMENT: 7.25HRS ASSISTANCE PROVIDED BY TARA W/E 30.09.23 WITH CHANGE OF OWNERSHIP, RATES QUERIES, ADJUSTMENTS & GENERAL, PREPARATION OF THE ANNUAL REPORT 2022-2023.	45911.25	
EFT13240 - EFT13247	04/10/2023	PAYCLEAR SERVICES	SUPERANNUATION CONTRIBUTIONS	8185.96	
FT13248	04/10/2023	WA CONTRACT RANGER SERVICES PTY LTD	WEEKLY CAT CULLING AT THE TIP AND OTHER SITES WHERE REQUIRED 2023/24, CONTRACT RANGER SERVICES FOR THE MONTH OF OCTOBER 2023	1776.50	
FT13249	04/10/2023	OMNICOM MEDIA GROUP AUSTRALIA (MARKETFORCE)	YEARLY SUBSCRIPTION FOR ADVERTISING SHIRE VACANCIES 2023/24	550.00	
FT13250	04/10/2023	PAYCLEAR SERVICES - HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1090.04	
FT13252	04/10/2023	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES - AUGUST 2023, MEDICAL POSTAGE & STATIONERY:AUGUST 2023, ADMINISTRATION POSTAGE & STATIONERY: AUGUST 2023	2666.04	
FT13253	04/10/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC COMMISSION - AUGUST 2023	5.50	
EFT13254	04/10/2023	RESONLINE PTY LTD	ROOM MANAGER (CARAVAN PARK BOOKING SYSTEM) MONTHLY FEE: AUGUST 2023	242.00	

	11.1 (i) List Of Accounts - October 2023				
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13255	04/10/2023	AUSTRALIA PACIFIC VALUERS PTY LTD	QUAIRADING DESKTOP LAND BUILDINGS, OTHER INFRASTRUCTURE, ROADS & DRAINAGE VALUATION - FINAL REPORT 2023	4950.00	
EFT13256	04/10/2023	PAYCLEAR SERVICES - ACTIVE SUPER	SUPERANNUATION CONTRIBUTIONS	1304.50	
EFT13257	04/10/2023	MARZOCCHI CONTRACTING	WINDOW CLEAN (INSIDE & OUTSIDE, SILLS & TRACKS) AND CARPET CLEAN - QCRC	1375.00	
EFT13258	04/10/2023	Crisp Wireless	MONTHLY INTERNET FOR SEPTEMBER 2023 - ADMIN, DEPOT, 50A SUBURBAN RD, 8 DALL, 31 DALL, 28 REID, MEDICAL CLINIC, YOUTH CENTRE, DRS RESIDENCE	1121.90	
EFT13259	04/10/2023	SECUREX PTY LTD.	SECURITY ALARM MONITORING SYSTEM 01/10/23 - 30/09/2024 - DEPOT	2745.60	
EFT13260	04/10/2023	NEWGROUND WATER SERVICES	OVAL AND WICKET RENOVATION WORKS	18659.30	
EFT13261	04/10/2023	Danthonia Designs	ADMIN BUILDING ENTRANCE SIGN	2443.22	
EFT13262 - EFT13263		PAYCLEAR SERVICES - THE TRUSTEE FOR AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1555.02	
EFT13264	04/10/2023	CYNTHIA LOWE	REIMBURSEMENT FOR UNIFORM PURCHASE	147.00	
EFT13265	09/10/2023	BRITTANY HADLOW	BRITT HADLOW REFUND OF BOND FOR 50A SUBURBAN ROAD 4 WEEKS RENT	456.00	FULLY
EFT13266	20/10/2023	GREG & JO HAYES (CR. JO HAYES)	COUNCILLOR SITTING FEES JULY - SEPTEMBER 2023	738.00	
EFT13267	20/10/2023	CR. PETER DAVID SMITH	COUNCILLOR SITTING FEES JULY - SEPTEMBER 2023	1960.00	
EFT13268	20/10/2023	CR. JONATHAN RICHARD HIPPISLEY	COUNCILLOR SITTING FEES JULY - SEPTEMBER 2023	1036.00	
EFT13269	20/10/2023	AVON WASTE	AVON WASTE DOMESTIC & RECYCLE SERVICES FOR SPETEMBER 2023	10970.26	
EFT13270	20/10/2023	TELSTRA	TESLTRA ACCOUNT #941548000 20.09.23 - 19.10.23 - LANDLINE CALLS FOR ADMIN, MEDICAL, LANDCARE, P/LICENSING, POOL, DEPOT, QCRC TELSTRA ACCOUNT #3147560738 02.10.23 - 01.11.23 WAP / INTERNET CHARGES TELSTRA ACCOUNT #4866080200 - 29.09.23 - 28.10.23 MEDICAL CENTRE TELSTRA ACCOUNT #3147560795 - 04.10.23 - 03.11.23 - CESM EMERGENCY SATELLITE PHONE	1048.44	
EFT13271	20/10/2023	TEAM GLOBAL EXPRESS (PREVIOUSLY T/A TOLL TRANSPORT PTY LTD)	ROAD TRANSPORT FROM HISCO - CARAVAN PARK ROAD TRANSPORT FROM SUNNY SIGNS - RECYCLE CENTRE	132.52	
EFT13272	20/10/2023	QUAIRADING CLUB INC.	4 X BOTTLES OF WINE FOR COUNCIL MEETING	60.00	
EFT13273	20/10/2023	JASON SIGNMAKERS	REPLACEMENT TRAMPOLINE RULES SIGN - KWIRRADING KOORT	259.41	
EFT13274	20/10/2023	SUNNY SIGN COMPANY PTY LTD	4X EMERGENCY EXIT/FIRE SIGNS & 1X WARNING - HIGH NOISE SIGN - RECYCLE CENTRE	110.22	

	11.1 (i) List Of Accounts - October 2023					
Chq/EFT	Date	Name	Description	Amount	Funded	
EFT13275	20/10/2023	QUAIRADING MEDICAL PRACTICE (GREAT CARE HEALTH)	PRE-EMPLOYMENT MEDICAL - DEPOT	150.70		
EFT13276	20/10/2023	KELYN TRAINING SERVICES	12 x STAFF FOR TRAFFIC CONTROL TRAINING (3 DAYS, ON SITE IN QUAIRADING) - DEPOT	4975.00		
EFT13277	20/10/2023	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	COMMUNITY CAR FUEL USAGE 05.09.23	45.00		
EFT13278	20/10/2023	WATER CORPORATION	ACCOUNT #9007856136 - JENNABERRING RD QUAIRADING LOT 254, 271,R23125, 255 WATER USAGE AND CHARGES 08.06.23 - 15.08.23	276.75		
EFT13279	271,R23125, 255 WATER USAGE AND CHARGES 08.06.23 - 15.08.23		10377.49	PARTIALLY		
EFT13280	20/10/2023	BENTNAIL BUILDING & MAINTENANCE	DAY EXCAVATOR HIRE - RURAL CROSSOVER, QDG - CORRIGIN RD, DAY HIRE - EXCAVATOR, SAMPLING OF EXISTING GRAVEL BASE COURSE	440.00		
EFT13281	20/10/2023	CR. TREVOR STACEY	COUNCILLOR SITTING FEES JULY - SEPTEMBER 2023	958.00		

11.1 (i) List Of Accounts - October 2023					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13282	20/10/2023	GREAT SOUTHERN FUEL SUPPLIES	8000L DIESEL - DEPOT	30796.00	
EFT13283	20/10/2023	CUNDERDIN COMMUNITY RESOURCE CENTRE	HC COURSE, 1 DAY - 3 X DEPOT STAFF	7350.00	
EFT13284	20/10/2023	CR. JO HAYTHORNTHWAITE	COUNCILLOR SITTING FEES JULY - SEPTEMBER 2023	958.00	
EFT13285	20/10/2023	WCS CONCRETE PTY LTD	SUPPLY & INSTALL CONCRETE FOR KWIRRADING KOORT PROJECT INCLUDING SHELTER PADS AND PATHWAYS (LOTTERYWEST/LRCI FUNDED PROJECT)	118413.79	
EFT13286	20/10/2023	AVON VALLEY WINDSCREENS - EFTSURE VERIFIED	REMOVE AND REPLACEMENT OF DRIVERS SIDE WINDOW - CEO VEHICLE	820.60	
EFT13287	20/10/2023	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OFSEPTEMBER 2023 - DATE SERVICED 26/09/2023	731.50	
EFT13288	20/10/2023	NORTHAM MAZDA	CARRY OUT 80,000 & 90,000KM SERVICE - Q0	1034.51	
EFT13289	20/10/2023	ALLWEST PLANT HIRE	HIRE OF KOMATSU GD655-5 - MINCHIN ROAD, GEYER STREET, BALKULING NORTH ROAD, MAYNARD ROAD	12100.00	
EFT13290	20/10/2023	AJ & BR COWCILL - ACCOUNTS PAYMENT	COUNCILLOR SITTING FEES JULY - SEPTEMBER 2023	958.00	
EFT13291	20/10/2023	K2 AUDIOVISUAL PTY LTD	ATTEND, INSPECT AND REPAIR FAULT IN KRAMER SL-280 UNIT, AV SYSTEM - TOWN HALL	1369.50	
EFT13292	20/10/2023	OFFICEWORKS	VARIOUS STATIONERY (TAPE, ENVELOPES, STAPLES) - MEDICAL PRACTICE, VARIOUS STATIONERY (DESK FILE STORAGE, LINED STICKY NOTES) - ADMIN INCL POSTAGE		
EFT13293	20/10/2023	SHERRIN RENTALS PTY LTD	HIRE OF 16T MULTI TYRE ROLLER - GEYER STREET, BELLACABELLA - DOODENANNING ROAD, CRIMP ROAD, MAYNARD ROAD, MINCHIN ROAD		
EFT13294	20/10/2023	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES SEPTEMBER 2023, MEDICAL POSTAGE & STATIONERY: SEPTEMBER, ADMINISTRATION POSTAGE & STATIONERY: SEPTEMBER 2023, KWIRRADING KOORT OPENING MAIL DROP: SEPTEMBER 2023, COMMUNITY PERCEPTION SURVEY MAIL DROP: SEPTEMBER 2023		
EFT13295	20/10/2023	FARMARAMA PTY LTD	CEMENT, POLY END CONNECTOR, POLY RISER, THREAD TAPE, CHAIN AND BAR - PARKS & GARDENS, TORK T2 MINI JUMBO T/ROLL CARTON, TROUGH BROOM AND HANDLE	360.75	
EFT13296	20/10/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC DEBT RECOVERY FOR JULY 2023	11.00	
EFT13297	20/10/2023	BARNETTS (WA) PTY LTD - T/AS BARNETTS ARCHITECTURAL HARDWARE	2 X UNIVERSAL ACCESS DOOR CLOSES FOR ABLUTION BLOCK - KWIRRADING KOORT	1968.52	
EFT13298	20/10/2023	RESONLINE PTY LTD	ROOM MANAGER (CARAVAN PARK BOOKING SYSTEM) MONTHLY FEE: SEPTEMBER 2023	242.00	

11.1 (i) List Of Accounts - October 2023					
Chq/EFT Date		Name	Description	Amount	Funded
FT13299	20/10/2023	AFGRI EQUIPMENT AUSTRALIA TRADING AS AFGRI	COUPLING FOR BOBCAT LOADER	19.12	
EFT13300	20/10/2023	BUNNINGS GROUP LIMITED	GROUP LIMITED 10M HOSE FOR HIGH PRESSURE CLEANER - KWIRRADING KOORT, 2 X METAL BUCKETS FOR BBQ GREASE TRAP, SHOWER CURTAINS AND KEY BLANKS, REPLACEMENT MAILBOX AND NUMBERS, 20M GARDEN HOSE, BLACK METAL PAINT, WIRE BRUSH AND VANDAL PROOF TAP KEY		
EFT13302	20/10/2023	MARZOCCHI CONTRACTING	WINDOW CLEAN (INSIDE & OUTSIDE, SILLS & TRACKS) AND CARPET CLEAN - QCRC	1465.20	
EFT13303	20/10/2023	RURAL INFRASTRUCTURE SERVICES	SURVEY OF SITE FOR LEVELS - MCLENNAN STREET	2783.00	
EFT13304	20/10/2023	NEWGROUND WATER SERVICES	AUTOMATIC CONVERSION OF VALVES ON CRICKET PITCH - OVAL & GROUNDS	2585.00	
EFT13305	20/10/2023	MIDLAND MOWERS	FERRIS MOWER - P200 BLADES, BELTS AND BOLTS - PARKS & GARDENS	364.30	
FT13306	20/10/2023	Danthonia Designs	FIRST 50% COLUMN SIGNAGE (1) (2) (3) (4) FOR NOOKAMINNIE ROCK NATURE RESERVE	3348.20	
FT13307	20/10/2023	PHILIP SWAIN	EHO SERVICES FOR THE 23/24 FY	1544.22	
EFT13308	20/10/2023	ELDERS QUAIRADING	JOINER RURAL, INSULATION TAPE, PLUNGER, BBQ CLEANER, TRIGGER SPRAYER 500ML, TRIGGER SPARAYER 1L, TEK SCREWS, SUGAR SOAP, CRC, GAFFA TAPE, PLUG, SCREWS, JET NOZZLE, BBQ SCRUBBER, WINDEX 5L,	1250.00	
EFT13309	20/10/2023	JUEL ENTERPRISES PTY LTD STIRLING ASPHALT	TIP, PLAYGROUND, TRENCH, PATCH, SUPPLY AND LAY 11 TONNE DENSE GRADE ASPHALT @ 40MM TO 4 PATCHES TOTALLING 112.5M2.TRAFFIC CONTROL. (MCLENNAN STREET, DANJIN MEARS ROAD & REFUSE SITE)	7018.00	
FT13310	20/10/2023	MERREDIN CRANE HIRE	25T CRANE AND ATTACHED MAN BOOM MAN BASKET WITH ESTIMATED RATE FOR CRANE, OPERATOR, RIGGER & KM FOR VEHICLES - OVAL LIGHTING	4578.20	
FT13311	20/10/2023	ALTUS PLANNING - EFTSURE VERIFIED	TOWN PLANNING SERVICES - SEPTEMBER 2023	2037.75	
FT13312	20/10/2023	MCMILES INDUSTRIES PTY LTD	WAMENUSKING FIRE TRAILER REPAIRS - FAST TRACK BUSHFIRE TRAILER	1438.25	
FT13313	20/10/2023	MIDLAND STEEL	BENCH TOP 1500 X 400 2MM - STACEY LAMB TRAIN GAZEBO	622.81	
FT13314		VALUE OFFICE FURNITURE	DESKS AND STORAGE INCL DELIVERY - ADMIN	1320.00	
FT13315	20/10/2023	HALL BROS CONTRACTING (STEPHEN SMITH HALL)	SERVICE & MAINTENANCE OF 2015 CAT GRADER	865.71	
FT13316	20/10/2023	ELLIE JOHANNA HINCHLIFFE	CAKE FOR KWIRRADING KOORT OPENING	320.00	
EFT13317	20/10/2023	METROCOUNT (MICROCOM PTY LTD)	TRAFFIC COUNTER EQUIPMENT, 30M TUBE AND CENTRELINE FLAPS - ROAD SAFETY	418.00	

	11.1 (i) List Of Accounts - October 2023					
Chq/EFT Date		Name	Description	Amount	Funded	
EFT13319	20/10/2023	FRAMEFOX LTD - EFTSURE VERIFIED	A0 PRINT AND FRAMES FOR COUNCIL CHAMBERS X 11	5670.50		
EFT13320	20/10/2023	CAROL BURROWS	REFUND OF BOOKING #11727288 07.10.23 - DOUBLE BOOKED A CABIN 140		FULLY	
EFT13321	20/10/2023	BOC LIMITED	CONTAINER SERVICE - DAILY TRACKING FOR PERIOD 29.08.23 - 27.09.23	50.91		
EFT13322	20/10/2023	PLUMBERJ'S MOBILE PLUMBING	SUPPLY AND INSTALL NEW HWS FOR WAITING ROOM ABLUTIONS, REPLACE SEWER PLUMBING FROM KITCHEN AND LAUNDRY WITH NEW	1807.00		
EFT13323	30/10/2023	QUAIRADING FARMERS CO-OP	QUAIRADING CO-OP PURCHASES FOR SEPTEMBER - YOUTH, ADMIN,	1911.17		
EFT13324	30/10/2023	TELSTRA	TELSTRA ACCOUNT # 3147560712 - MOBILE USAGE 16.10.23 - 15.11.23 - ADMIN, DEPOT, MEDICAL, C/PARK, CESM & WASTE	569.41		
EFT13325	30/10/2023	WESFARMERS KLEENHEAT GAS PTY LTD	45KG VAP CYL - EQUIPMENT SERVICE CHARGE YR - 28 REID STREET	76.98		
EFT13326	30/10/2023	COUNTRY COPIERS NORTHAM	COLOUR COPIER METER READ 07/09/2023 - 10/10/2023	194.45		
EFT13327	30/10/2023	MAJOR MOTORS PTY LTD	Q002 & Q1299 FIRE TENDER - FILTER SET	1086.96		
EFT13328	30/10/2023	EASTERN HILLS CHAINSAWS & MOWERS	STARTER ROPE 3MM X 1000' LENGTH - DEPOT	233.10		
EFT13329	30/10/2023	BURGESS RAWSON	ACCOUNT #9007855416 1 QUAIRADING - YORK ROAD LOT 366 - 15.08.23 - 16.10.23 ACCOUNT # 9010881981 - WATER USAGE 15/08/23 - 16/10/23 HEAL STREET QUAIRADING PTA L1422	1685.18		
EFT13330	30/10/2023	COMMUNITY RESOURCE CENTRE - QUAIRADING	PRINT/COPY A4 S/S COLOUR >100 5/9/23 ON CARD, PUBLICATIONS BANKSIA BULLETIN, SERVICES PHOTOCOPY COLOUR A4 COPIES FOR AUGUST & SEPTEMBER 2023, SERVICES PHOTOCOPY BLACK & WHITE A4 COPIES FOR AUGUST & SEPTEMBER 2023			
EFT13331	30/10/2023	SURGICAL HOUSE	2 X CANNULA IV VENFLON 2 20G PINK 32MM - MEDICAL CENTRE	174.20		
EFT13332	30/10/2023	SUNNY SIGN COMPANY PTY LTD	VARIOUS ROAD SIGNS	1326.05		
EFT13333	30/10/2023	QUAIRADING MEDICAL PRACTICE (GREAT CARE HEALTH)	PRE-EMPLOYMENT MEDICAL - RECEPTION & PS	150.70		
EFT13334	30/10/2023	INSTANT WEIGHING	CALIBRATION OF CAT 938K INCL SITE VISIT	2170.08		
EFT13335	30/10/2023	KELYN TRAINING SERVICES	TRAVEL & MEALS FOR TRAFFIC CONTROL TRAINING, ACCOM. AT CARAVAN PARK, FEES WAIVED - DEPOT STAFF 680.0			
EFT13336	30/10/2023	CLINICARE PHARMACY QUAIRADING	ASPRIN, EPIPEN & DIAZEPAM - NEDICAL CENTRE	286.30		
EFT13337	30/10/2023	MICROCOM	FIELD - 30M PREMIUM RUBBER ROAD TUBE - CENTRELINE FLAP 10 PACK - VENT PLUG 10 PACK - FIGURE 8 ROAD CLEAT (LGE) 10 PACK - TRAFFIC	676.50		
EFT13338	30/10/2023	SHIRE OF CUNDERDIN	VELPIC SOFTWARE SHARED COSTS - ANNUAL SUBSCRIPTION 31.05.23 -	426.00		

	11.1 (i) List Of Accounts - October 2023					
Chq/EFT	Date	Name	Description	Amount	Funded	
EFT13339	30/10/2023	WATER CORPORATION	ACCOUNT #9007856072 - PARKS, POOL & CARAVAN PARK - WATER USAGE & CHARGES 15.08 -18.10.23 ACCOUNT #9007854093 - RECYCLING CENTRE - WATER USAGE & CHARGES 15.08 -16.10.23 ACCOUNT #9007856507 - VET CLINIC - WATER USAGE & CHARGES 15.08 - 16.10.23 ACCOUNT #9007859257 - 19 POWELL CRESCENT - WATER USAGE & CHARGES 51.08 - 16.10.23 ACCOUNT #90016338939 - 7 EDWARDS WAY - WATER USAGE & CHARGES 01.09 -31.10.23 ACCOUNT #901981392 - 28 REID STREET - WATER USAGE & CHARGES 15.08 -16.10.23 ACCOUNT #9010981253 - 14 REID STREET - WATER USAGE & CHARGES 15.08 -16.10.23 ACCOUNT #9007854421 8 DALL STREET - WATER USAGE & CHARGES 15.08.23 - 18.10.23 ACCOUNT #9007859409 - 508 SUBURBAN ROAD - WATER USAGE & CHARGES 15.08 -18.10.23 ACCOUNT #9007859417 - 31 DALL STREET - WATER USAGE & CHARGES 15.08 -18.10.23 ACCOUNT #9007859417 - 31 DALL STREET - WATER USAGE & CHARGES 15.08 -18.10.23 ACCOUNT #9007859417 - 31 DALL STREET - WATER USAGE & CHARGES 15.08 -18.10.23 ACCOUNT #9007859417 - 31 DALL STREET - WATER USAGE & CHARGES 15.08 -18.10.23 ACCOUNT #9007859417 - 31 DALL STREET - WATER USAGE & CHARGES 15.08 -18.10.23 ACCOUNT #9007859417 - 31 DALL STREET - WATER USAGE & CHARGES 15.08 -18.10.23 ACCOUNT #9007859417 - 31 DALL STREET - WATER USAGE & CHARGES 15.08 -18.10.23 ACCOUNT #9007859417 - 31 DALL STREET - WATER USAGE & CHARGES 15.08 -18.10.23 ACCOUNT #9007859417 - 31 DALL STREET - WATER USAGE & CHARGES 15.08 -18.10.23 ACCOUNT #9007859417 - 31 DALL STREET - WATER USAGE & CHARGES 15.08 -18.10.23 ACCOUNT #9007859417 - 31 DALL STREET - WATER USAGE & CHARGES 15.08 -18.10.23	26102.90	PARTIALLY	
EFT13340	30/10/2023	BOB WADDELL & ASSOCIATES PTY LTD	2023/2024 RATES MANAGEMENT: 6.25 HRS ASSISTANCE SUPPLIED BY TARA W/E 08/10/2023 CHANGE OF OWNERSHIP, PENSIONER CLAIMS PREPARATION OF THE ANNUAL REPORT 2022-2023	1897.50		

11.1 (i) List Of Accounts - October 2023					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13341	30/10/2023	SYNERGY	SYNERGY ACCOUNT #765171390 - 14.09.23 - 12.10.23 CARAVAN PARK,	2138.92	
			CARETAKERS COTTAGE, CABINS1-7, PARKS & GARDENS, POOL		
			SYNERGY ACCOUNT #137839080 - PARKER STREET (CRC) - 13.09.23 -		
			11.10.23, SYNERGY ACCOUNT #137839080 - PARKER STREET (CRC) -		
			13.09.23 - 11.10.23 - OVER DUE FEE		
			SYNERGY ACCOUNT #343155630 - TOAPIN WEIR - 27.07.23 - 22.09.23		
EFT13342	30/10/2023	COMMERCIAL LOCKSMITHS	Cabin 3 Key - CARAVAN PARK	57.75	
EFT13343	30/10/2023	G J JONES PLUMBING	REPAIR DAMAGE TO PIPEWORK IN OVAL RETIC. NEAR CRICKET NETS -	1556.89	
			OVAL & GROUNDS		
			CLEAR BLOCKAGE IN BAR SINK - BOWLING CLUB		
			RECTIFY WATER HAMMER IN BOWLING CLUB KITCHEN		
			REPAIR MENS TOILET SEAL IN COUNCIL CHAMBERS		
			CLEAR BLOCKAGE TO LADIES, 2ND CUBICLE		
EFT13344	30/10/2023	AVON CIVIL ENGINEERING	ENGINEERING CERTIFICATE - KWIRRADING KOORT ABLUTION BLOCK &	1650.00	
			BBQ AREA - LOTTERYWEST / LRCI FUNDED PROJECT		
EFT13345	30/10/2023	JENNIFER GREEN	REMBURSEMENT FOR PLUGIN FOR NEW SHIRE WEBSITE - STRIPE FEE'S	85.50	
EFT13346	30/10/2023	DIGGING DOCKER	STACEY LAMB TRAIN - CEMENT PLITH AND PAVING, SIKH MEMORIAL	4145.00	
			PLINTH - SUPPLY AND INSTALL - MUSEUM		
EFT13348	30/10/2023	TEAM MEDICAL SUPPLIES	EUREKA NITRILE EXAM GLOVE POWDER-FREE - SMALL, HANDYCREPE	374.74	
			HOSPITAL LIGHT SUPPORT BANDAGE 5CM X 1.5M, VIAFLEX 0.9% SODIUM		
			CHLORIDE 1000ML, COMPOSE ISLAND DRESSING 12 X 8.25CM, ECG		
			ELECTRODES RED DOT MICROPORE 6CM DIAMETER, EAR SPEC CLEAR		
			2.75ML LUMIVIEW DISP, DRESSINGS, DISP GLOVES, SODIUM CHL & EAR		
			CLEAR, ENDOTRACHEAL CUFFED TUBE 5.5MM - MEDICAL CENTRE		
EFT13349	30/10/2023	WA LOCAL GOVERNMENT ASSOCIATION	CENTRAL COUNTRY ZONE - ANNUAL SUBSCRIPTION 2023/24	1100.00	
EFT13350	30/10/2023	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OF OCTOBER 2023 - DATE	992.75	
			SERVICED 10.10.2023, 17.10.23 & 23.10.23		
EFT13351	30/10/2023	SPORTSPOWER NORTHAM	BASKETBALL EQUIPMENT - YOUTH CENTRE	524.90	
EFT13352	30/10/2023	ALLWEST PLANT HIRE	HIRE OF KOMATSU GD655-5 - MINCHIN ROAD, GEYER STREET, BALKULING	12584.00	
			NORTH ROAD, MAYNARD ROAD		

	11.1 (i) List Of Accounts - October 2023					
Chq/EFT	Date	Name	Description	Amount	Funded	
EFT13353	30/10/2023	QUEST INNALOO	T INNALOO DOT TRAINING ACCOMMODATION AND PARKING - CSO - ADMIN OFFICER & CUSTOMER SERVICE		FULLY	
EFT13354	30/10/2023	IMPRINT PLASTIC	ACRYLIC DESK SIGN (INCL POSTAGE) - COUNCILLOR & FINANCE & CSO	79.20		
EFT13355	30/10/2023	QUAIRADING RSL	GRANT TO INSTALL 4 NEW FLAG POLLS IN THE MAIN STREET	600.00		
EFT13356	30/10/2023	OFFICEWORKS	VARIOUS STATIONEY - ADMIN (DYMO LABELS, DOCUMENT TRAY, HEADPHONES) INCL POSTAGE	367.85		
EFT13357	30/10/2023	BRIAN KIMBER	SKELETON WEED REIMBURSEMENTS - COMMUNICATION & VEHICLE COSTS - FULLY FUNDED	669.26	FULLY	
EFT13358	30/10/2023	FARMARAMA PTY LTD	TORK MINI JUMBO T/ROLL CARTON - PUBLIC TOILETS KWIKSET CEMENT - TRAFFIC SIGNS	273.08		
EFT13359	30/10/2023	PERTH BOUNCY CASTLE HIRE - EFTSURE VERIFIED	AUSTRALIA DAY 2024 - KIDS ENTERTAINMENT	1287.00	FULLY	
EFT13360	30/10/2023	BEILBY DOWNING TEAL	CEO RECRUITMENT COSTS	9682.31		
EFT13361	30/10/2023	CR. EEJIUN CHEANG	COUNCILLOR SITTING FEES FOR OCTOBER 2023	220.00		
EFT13362	30/10/2023	COMPLETE OFFICE SUPPLIES PTY LIMITED	BINDING COVERS, BROCHURE HOLDER, COPY PAPER - ADMIN	110.29		
EFT13363	30/10/2023	JASON KEITH LILLEYMAN	CONTRACT LABOUR - MAINTENANCE GRADING ROADS- QUAIRADING SOUTH ROAD, BLAKE ROAD , LAKE MEARS ROAD, HOMEBUSH ROAD, TREGENZA ROAD	10065.00		
EFT13364	30/10/2023	MARZOCCHI CONTRACTING	DEEP CLEANING OF TOWN HALL FLOORS INCL HARDWOOD AND CARPETS WINDOW CLEAN (INSIDE & OUTSIDE, SILLS & TRACKS) AND CARPET CLEAN - CRC	1743.50		
EFT13365	30/10/2023	PWD (CODE RESEARCH) - EFTSURE VERIFIED	WEBSITE PROJECT - TRAINING & TRAINING MANUAL	7183.00		
EFT13366	30/10/2023	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	MICROSOFT M365 ADMINISTRATION BUNDLE PACKAGE - MEDICAL CENTRE	1485.00		
EFT13367	30/10/2023	MIDLAND MOWERS	BLADES, BELTS AND FILTERS FOR FERRIS MOWER, P200	103.50		
EFT13368	30/10/2023	TRICIA BROWN	REIMBURSEMENT FOR PARKING, MEALS, FUEL - INNOVATIVE CONFERENCE COSTS	149.51		
EFT13369	30/10/2023	CERTAGS - EFTSURE VERIFIED	1000 TEST & TAG STICKERS FOR ELECTRICAL EQUIPMENT	386.10		
EFT13370	30/10/2023	EVSE AUSTRALIA PTY LTD	ELECTRIC VEHICLE CHARGING STATION	11184.36	PARTIALLY	
EFT13371	30/10/2023	ZONE 50 ENGINEERING SURVEYS PTY LTD	PROVISION OF SURVEYING SERVICES FOR THE 2023/24 RRG PROJECT FOR QDG - CORRIGIN RD SLK19.40 - 21.50	16208.08	PARTIALLY	
EFT13372	30/10/2023	MECCA SPORTS	BASKETBALL SINGLES - YOUTH	955.35		
EFT13373	30/10/2023	NOELENE SMITH	REFUND OF BOOKING # 12265300 - SINGLE CABIN BOOKING 02/11/2023	80.00	FULLY	

	11.1 (i) List Of Accounts - October 2023					
Chq/EFT	hq/EFT Date Name Description		Amount	Funded		
EFT13374	T13374 30/10/2023 BOC LIMITED CONTAINER SERVICE - DAILY TRACKING FOR PERIOD 29.05.22 - 27.06.22		50.65			
EFT13375	30/10/2023	23 WA HINO SALES & SERVICE FIRE TENDER FILTER KITS - Q21, Q04, Q425 & Q5130		3448.40		
23984	03/10/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	110.40	FULLY	
23985	09/10/2023	SHIRE OF NORTHAM	BUSH RISK MITIGATION COORDINATOR GRANT AGREEMENT FOR 2023/2024	21703.50		
23986	09/10/2023	OSBORNE PARK WA COUNTRY HEALTH SERVICE	PREVENTATIVE MAINTENANCE OF ELECTROMEDICAL EQUIPMENT - MEDICAL PRACTICE	385.00		
23987	27/10/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	177.00	FULLY	
				\$574,882.57		

TRANSPORT TAKINGS FOR THE MONTH ENDING

31 OCTOBER 2022

Attachment 11.1 (ii)

ACTUAL TOTAL TAKINGS				
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$		
02/10/2023	TRANSPORT TAKINGS	\$1,353.95		
03/10/2023	TRANSPORT TAKINGS	\$31.10		
04/10/2023	TRANSPORT TAKINGS	\$230.65		
05/10/2023	TRANSPORT TAKINGS	\$1,986.35		
06/10/2023	TRANSPORT TAKINGS	\$245.10		
09/10/2023	TRANSPORT TAKINGS	\$13,773.05		
10/10/2023	TRANSPORT TAKINGS	\$375.30		
11/10/2023	TRANSPORT TAKINGS	\$1,085.25		
12/10/2023	TRANSPORT TAKINGS	\$39.40		
13/10/2023	TRANSPORT TAKINGS	\$528.20		
16/10/2023	TRANSPORT TAKINGS	\$3,289.15		
17/10/2023	TRANSPORT TAKINGS	\$7,807.25		
18/10/2023	TRANSPORT TAKINGS	\$960.30		
19/10/2023	TRANSPORT TAKINGS	\$2,499.80		
20/10/2023	TRANSPORT TAKINGS	\$1,904.45		
23/10/2023	TRANSPORT TAKINGS	\$420.75		
24/10/2023	TRANSPORT TAKINGS	\$270.25		
25/10/2023	TRANSPORT TAKINGS	\$785.30		
26/10/2023	TRANSPORT TAKINGS	\$1,206.80		
27/10/2023	TRANSPORT TAKINGS	\$705.45		
TAKINGS RECEIVED IN THE BANK	TAKINGS RECEIVED IN THE BANK - OCTOBER 2023			

AMOUNTS YET TO BE DRAWN				
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$		
30/10/2023	TRANSPORT TAKINGS	\$693.10		
31/10/2023	TRANSPORT TAKINGS	\$32.20		
OCTOBER TAKINGS RECEIVED IN	\$725.30			

Shire of Quairading Credit Card Reconciliation - Page 1

 Statement From
 28/09/2023
 Statement Total

 Statement To
 29/10/2023
 \$ 4,721.11



Credit Card Summary						
Card Name Title Card Ending				ount Spent		
Nicole Gibbs	CEO	1475	\$	2,807.86		
Tricia Brown	EMCS	1336	-\$	4,966.52		
Benjamin Davies	CESM	8917	\$	999.44		
Sarah Caporn	EMWS	3585	\$	913.81		

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

** denotes an error by Westpac in linking personal purchases to corporate card. These are to be refunded Credit Card Transaction - GL Entry								
GL Code		Amount (incl GST)	P	GST (\$)	Narration/Summary			
P0Q1.2610.4001	\$	168.14	\$	15.29	PETROL EMCS VEHICLE 0Q			
PQ5480.2610.4000	\$	645.42	\$	58.67	DIESEL PURCHSE CEO VEHICLE			
W13216.2400.2101	\$	44.00	\$	4.00	SOCIAL MEDIA ADVERT SUBSCRIPTION			
PROU002.2610.2101		871.94	\$	79.27	FUEL FOR CESM VEHICLE			
2030211.2700	\$	992.52	\$	90.23	REFRESHMENTS - EVOKE, CEO FAREWELL, COUNCIL, AGED CARE, RAP MICROGRID			
2140287.2101	\$	207.95	\$	18.90	CEO UNIFORM PURCHASE			
2040287.2101	\$	16.99	\$	1.54	GIFT FROM CEO TO MICHAEL SOUTHWELL			
W13224.2100	\$	59.98	\$	5.45	CHRISTMAS PARTY FLYERS			
21402860.2101	\$	345.00	\$	31.36	PRICE DIFFERENCE FOR CEO FURNITURE			
P5480.2410.2704	\$	500.00	\$	45.45	CEO CAR DETAIL FOR HANDOVER			
2140204.2100	\$	700.54	\$	63.69	ACCOMMODATION FOR EMCS CONFERENC			
2140204.2100	\$	16.66	\$	1.51	PARKING FOR EMCS - CONFERENCE			
2140221.2100	-\$	885.34	-\$	80.49	CREDIT CARD PAID OUT AND EXTRA ADDED FOR ADOBE SUBSCRIPTION			
P0Q1.2660.2266	\$	130.50	\$	11.86	PLATE REMAKE FOR EMCS VEHICLE			
BO10102.2400.2101	\$	98.58	\$	8.96	EPSON INK - RECYCLE CENTRE			
BO12201.2400.2101	\$	36.97	\$		COPY PAPER - DEPOT			
BO10102.2400.2101	\$	366.96	\$		CFC BINS			
BO11202.2400.2101	\$	107.80	\$		SWIM PANTS - POOL			
P190.2600.2101	\$	25.00	\$		ISUZU UTE			
P12305.2600.2101	\$	82.00	\$	7.45	FERRIS MOWER			
2050765.2100	\$	51.50	\$	4.68	WAMENUSKING BFB TRAINING			
2050765.2100	\$	72.00	\$	6.55	R/MENTS QDG BFB TRAINING			
2050765.2101		4.00	\$	6.55	Q04 QDG BFB			
W10700.2600.2101	\$	66.00	\$	6.00	ASHES BOXES			
9130001.00 -\$ 4,721.11 Bring credit card expenses into muni - October 2023 - evidence in Credit Card File								

Shire Confirmation

Natalie Ness, Chief Executive Officer

Council Approval

Trevor Stacey, Chair A&R Committee

Journal Date (DD):

Journal Number:

Journal Batch:

Journal Posting Period:

Item 11.2 - Attachment 3



BusinessChoice Everyday Mastercard® Statement

SHIRE OF QUAIRADING LEAH HORTON PO BOX 38 QUAIRADING WA 6383

Billing Account Number							
5163 2800 9109 9937							
Payment Due Date							
23 NOVEMBER 2023							
Closing Balance							
\$4,721.11							
Minimum Payment Due							
\$142.00							
Amount Paid (Details on the reverse)							
\$							

+5163280091099937+

Annual

Cut along this dotted line

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.

Сотрапу Нате	Number of Cards		Facility Number	Cash % Rate	Purchase % Rate
Shire Of Quairading	3		02752751	19.96%	14.25%
Contact Name	Billing Account Number		Opening Balance	Cred	lit Limit
Leah Horton	5163280091099937	Minimum	4,055.08		10,000
Statement From Statement To Payment Due Dat	e Opening Balance	Payment Due	Closing Balance	Availal	ole Credit
28 SEP 2023 29 OCT 2023 23 NOV 2023	4,055.08	142.00	4,721.11	5	,278.89

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
DEJANÇA GI	Other Credits	New purchases	Cash advances		Miscellaneous Transactions	•		past due overlimit is
4,055.08	4,055.08 -	0.00	0.00	0.00	4,721.11	4,721.11	0,00	142.00

CSF VPC

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

Page 1 of 3 WBCA4WFGI 0919 7179

Item 11.2 - Attachment 3

Important:

1. If mailing DO NOT send notes or coins.

- 2. 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.

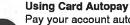
CHEQUE NO.			
OTTEGOE NO.	BSB NO. OR BANK	ACCOUNT NO. OR BRANCH	CHEQUE AMOUNT
			TOTAL \$



Choose the payment method that suits you best



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 account.

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



In Person

At any of our Westpac branches in Australia.

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

 - 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		
12 OCT	Payments AUTOMATIC PAYMENT		4,055.08 -		
		Sub Total:	4,055.08 -		
	Miscellaneous Transactions				
29 OCT	NICOLE GIBBS 5163 2800 0122 7651 Monthly Balance		2,807.86		
29 OCT	SARAH CAPORN 5163 2800 0153 8917 Monthly Balance		913.81		
29 OCT	BENJAMIN DAVIES 5163 2800 0197 3585 Monthly Balance		999.44		
	Horicital Salatino	Sub Total:	4,721.11		
		Grand Total:	666.03		

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 28/09/2023 Statement To 29/10/2023
*Denotes an error. These are to be refunded.

27.09.23 BP THE 28.09.23 ISTOCK 02.10.23 GOLDE 01.10.23 AMPOOR 03.10.23 BELLISS 03.10.23 CALTED 04.10.23 CALTED 04.10.23 HONG 04.10.23 GOLDE 05.10.23 GOLDE 05.10.23 CHARG 06.10.23 CALTED 06.10.23 CALTED 07.10.23 CALTED 07.10.23 CALTED 09.10.23 CALTED 09.10.23 CALTED 09.10.23 CALTED 09.10.23 CALTED 09.10.23 CALTED 09.10.23 COFFEI 09.10.23 GOLDE 10.10.23 GOLDE 10.10.23 GOLDE 10.10.23 GOLDE 11.10.23 GOLDE 11.10.23 TARGE 11.10.23 THE MITTOLE 17.10.23	rror. These are to be I	eru		ırd '	Transacti	ons - Nicale Gibbs	, CEO	
27.09.23 INNOV 27.09.23 BP THE 28.09.23 ISTOCK 02.10.23 GOLDE 01.10.23 BELLISS 03.10.23 CALTEX 04.10.23 CELEBR 04.10.23 HONG 04.10.23 GOLDE 05.10.23 GOLDE 05.10.23 GOLDE 05.10.23 CHARG 06.10.23 CHARG 06.10.23 CALTEX 06.10.23 CHARG 07.10.23 CALTEX 09.10.23 CALTEX 09.10.23 CALTEX 09.10.23 CALTEX 09.10.23 CALTEX 10.10.23 GOLDE 10.10.23 TARGE 11.10.23 TARGE 11.10.23 THE MIT 17.10.23 THE MIT 17	Statement Description		mount		GST (\$)	GST (Y/N)	GL/Job	Narration
28.09.23 ISTOCK 02.10.23 GOLDE 01.10.23 AMPOI 03.10.23 BELLISS 03.10.23 QUAIR 04.10.23 CELEBR 04.10.23 HONG 04.10.23 GOLDE 05.10.23 GOLDE 05.10.23 CHARG 06.10.23 JULES S 06.10.23 CALTEX 07.10.23 WA CA 08.10.23 GOLDE 09.10.23 COFFEI 09.10.23 GOLDE 10.10.23 GOLDE 10.10.23 GOLDE 10.10.23 GOLDE 10.10.23 GOLDE 10.10.23 GOLDE 11.10.23 GOLDE 11.10.23 TARGE 11.10.23 THE MIT 17.10.23 TH	NOVATEC LIVING	\$	345.00	\$	31.36	Υ	21402860.2101	PRICE DIFFERENCE IN CEO FURNITURE
02.10.23 GOLDE 01.10.23 BELLISS 03.10.23 GUAIR 04.10.23 CALTED 04.10.23 HONG 04.10.23 GOLDE 05.10.23 GOLDE 05.10.23 GOLDE 05.10.23 CHARG 06.10.23 CHARG 06.10.23 CALTED 06.10.23 CHARG 06.10.23 CHARG 09.10.23 CALTED 09.10.23 GENER 09.10.23 GOLDE 10.10.23 TARGE 11.10.23 THE MIT 17.10.23 THE MIT 17.10.24 THE MIT 17.10.25 THE MIT 17.1	THE LAKES	\$	129.86	\$	11.81	Υ	P5480.2610.4000	DIESEL P5480
01.10.23 AMPONO 03.10.23 BELLISS 03.10.23 QUAIR 04.10.23 CELEBR 04.10.23 HONG 04.10.23 GOLDE 05.10.23 QUAIR 06.10.23 CHARG 06.10.23 CALTED 07.10.23 WA CA 08.10.23 COFFEI 09.10.23 COFFEI 09.10.23 GOLDE 10.10.23 GOLDE 10.10.23 GOLDE 10.10.23 BURK V 10.10.23 BURK V 10.10.23 TARGE 11.10.23 THE MI 17.10.23 THE MI	госк	\$	44.00	\$	4.00	Υ	W13216.2400.2100	SOCIAL MEDIA SUBSCRIPTION
03.10.23 BELLISS 03.10.23 QUAIR 04.10.23 CELEBE 04.10.23 HONG 04.10.23 NGUYE 05.10.23 GOLDE 05.10.23 CHARG 06.10.23 CHARG 06.10.23 CALTEX 07.10.23 WA CA 08.10.23 COFFEI 09.10.23 COFFEI 09.10.23 GOLDE 10.10.23 GOLDE 10.10.23 BURK V 10.10.23 BURK V 10.10.23 TARGE 11.10.23 THE MI 17.10.23 THE MI 17.10.23 THE MI	OLDEN GRAIN	\$	14.60	\$	1.33	У	2040211.2101	R/MENTS BALLADONG CORP
03.10.23 QUAIR. 04.10.23 CELEBR 04.10.23 HONG 04.10.23 HONG 04.10.23 GOLDE 05.10.23 QUAIR. 06.10.23 CHARG 06.10.23 CALTED 07.10.23 WA CA 08.10.23 COFFEI 09.10.23 COFFEI 09.10.23 GOLDE 10.10.23 GOLDE 10.10.23 GOLDE 10.10.23 BURK V 10.10.23 TARGE 11.10.23 THE MI 17.10.23 THE MI	ИРОL	\$	127.75	\$	11.61	Υ	P5480.2610.4000	DIESEL P5480
04.10.23 CALTEX 04.10.23 HONG 04.10.23 HONG 04.10.23 GOLDE 05.10.23 QUAIR 06.10.23 JULES S 06.10.23 CALTEX 07.10.23 WA CA 08.10.23 GENER 09.10.23 COFFEI 09.10.23 GOLDE 10.10.23 GOLDE 10.10.23 GOLDE 10.10.23 BURK V 10.10.23 BURK V 10.10.23 TARGE 11.10.23 THE MI 17.10.23 THE MI	LLISSIMO YORK	\$	31.62	\$	2.87	Υ	2040211.2101	CEO FAREWELL B/FAST
04.10.23 CELEBRO 04.10.23 HONG 04.10.23 NGUYE 05.10.23 GOLDE 05.10.23 CHARG 06.10.23 JULES S 06.10.23 CALTED 07.10.23 WA CA 08.10.23 GENER 09.10.23 COFFEI 09.10.23 GUARG 10.10.23 GUARG 10.10.23 GOLDE 10.10.23 BURK V 10.10.23 TARGE 11.10.23 THE MI 17.10.23 THE MI	JAIRADING CLUB	\$	84.00	\$	7.64	Y	2040211.2101	CEO FAREWELL (CEO FORUM)
04.10.23 HONG 04.10.23 NGUYE 05.10.23 GOLDE 05.10.23 CHARG 06.10.23 CHARG 06.10.23 CALTEX 07.10.23 WA CA 08.10.23 GENER 09.10.23 COFFEI 09.10.23 GUAIR 10.10.23 GOLDE 10.10.23 BURK W 10.10.23 TARGE 11.10.23 WIZAR 11.10.23 THE MI	LTEX	\$	14.00	\$	1.27	У	2040211.2101	R/MENTS EVOKE HOME - SITE VISIT
04.10.23 NGUYE 05.10.23 GOLDE 05.10.23 QUAIR. 06.10.23 JULES S 06.10.23 CALTED 07.10.23 WA CA 08.10.23 GENER 09.10.23 COFFEI 09.10.23 GOLDE 10.10.23 GOLDE 10.10.23 BURK V 10.10.23 BURK V 10.10.23 TARGE 11.10.23 THE MI 17.10.23 THE MI	LEBRATIONS	\$	118.00	\$	10.73	Υ	2040211.2101	COUNCIL R/MENTS
05.10.23 GOLDE 05.10.23 QUAIR. 06.10.23 CHARG 06.10.23 JULES S 06.10.23 CALTEX 07.10.23 WA CA 08.10.23 GENER 09.10.23 COFFEI 09.10.23 GUAIR. 10.10.23 GOLDE 10.10.23 BURK W 10.10.23 TARGE 11.10.23 WIZAR 16.10.23 VISTAP 17.10.23 THE MI	ONG KONG BBQ	\$	17.90	\$	1.63	У	2040211.2101	R/MENTS - EVOKE HOMES SITE VISIT
05.10.23 QUAIR. 06.10.23 JULES S 06.10.23 JULES S 06.10.23 WA CA 08.10.23 GALTE 09.10.23 COFFEI 09.10.23 HEALTH 09.10.23 GOLDE 10.10.23 BURK W 10.10.23 BURK W 10.10.23 TARGE 11.10.23 WIZAR 16.10.23 THE MI	GUYENS BAKERY	\$	34.37	\$	3.12	У	2040211.2101	R/MENTS CEO FAREWELL COFFEE'S
06.10.23 CHARGE 06.10.23 JULES S 06.10.23 CALTED 07.10.23 WA CA 08.10.23 BALING GENER 09.10.23 COFFEI 09.10.23 SUBWA 09.10.23 GOLDE 10.10.23 BURK W 10.10.23 BURK W 10.10.23 TARGE 11.10.23 WIZARI 11.10.23 THE MI	DLDEN GRAIN	\$	17.00	\$	1.55	У	2040211.2101	R/MENTS DAVE COLLARD RAP MEETING
06.10.23 JULES S 06.10.23 CALTED 07.10.23 WA CA 08.10.23 BALING GENER 09.10.23 COFFEI 09.10.23 HEALTH 09.10.23 SUBWA 09.10.23 GOLDE 10.10.23 BOYAN 10.10.23 BURK W 10.10.23 VICTOR 11.10.23 TARGE 11.10.23 VISTAP 17.10.23 THE MI	JAIRADING HOTEL	\$	300.50	\$	27.32	Y	2040211.2101	R/MENTS CEO - STAFF FUNCTION
06.10.23 CALTED 07.10.23 WA CA 08.10.23 BALING GENER 09.10.23 COFFEI 09.10.23 SUBWA 09.10.23 QUAIRA 10.10.23 GOLDE 10.10.23 BURK V 10.10.23 VICTOR 11.10.23 TARGE 11.10.23 VISTAP 17.10.23 THE MI	IARGRILL - DIANELLA	\$	34.16	\$	3.11	Y	2040211.2101	R/MENTS JACQUI DAVIS EAP PROVIDER
07.10.23 WA CA 08.10.23 BALING GENER 09.10.23 COFFEI 09.10.23 HEALTI 09.10.23 SUBWA 09.10.23 QUAIRA 10.10.23 GOLDE 10.10.23 BOYAN 10.10.23 BURK V 10.10.23 TARGE 11.10.23 WIZARI 16.10.23 THE MI	LES SHOPPE	\$	43.50	\$	3.95	Y	2040211.2101	R/MENTS MARG HARRIS - AGED CARE
08.10.23 BALING GENER 09.10.23 COFFEI 09.10.23 HEALTH 09.10.23 SUBWA 09.10.23 QUAIRA 10.10.23 GOLDE 10.10.23 BURK V 10.10.23 VICTOR 11.10.23 TARGE 11.10.23 VISTAP 17.10.23 THE MI	ILTEX	\$	154.96	\$	14.09	Y	P5480.2610.4000	DIESEL P5480
09.10.23 GENER 09.10.23 HEALTH 09.10.23 SUBWA 09.10.23 QUAIRA 10.10.23 GOLDE 10.10.23 BURK V 10.10.23 VICTOR 11.10.23 TARGE 11.10.23 VISTAP 17.10.23 THE MI	A CAR WASH	\$	500.00	\$	45.45	Υ	P5480.2410.2704	CEO CAR DETAIL FOR HANDOVER
09.10.23 COFFEI 09.10.23 HEALTH 09.10.23 SUBWA 09.10.23 QUAIRA 10.10.23 GOLDE 10.10.23 BURK V 10.10.23 VICTOR 11.10.23 TARGE 11.10.23 VISTAP 17.10.23 THE MI	LINGUP LIQUOR &	\$	190.85	\$	17.35	У	P5480.2610.4000	DIESEL P5480
09.10.23 SUBWA 09.10.23 QUAIRA 10.10.23 GOLDE 10.10.23 BOYAN 10.10.23 VICTOR 11.10.23 TARGE 11.10.23 VISTAP 17.10.23 THE MI	OFFEE JOY	\$	6.00	\$	0.55	у	2040211.2101	R/MENTS MICHAEL SOUTHWELL - MICROGRIE
09.10.23 QUAIR/ 10.10.23 GOLDE 10.10.23 BURK V 10.10.23 VICTOR 11.10.23 TARGE 11.10.23 VISTAP 17.10.23 THE MI	ALTH FREAK	\$	32.00	\$	2.91	У	2040211.2101	R/MENTS - BAPTIST CARE
10.10.23 GOLDE 10.10.23 BOYAN 10.10.23 BURK V 10.10.23 VICTOR 11.10.23 TARGE 11.10.23 WIZARI 16.10.23 THE MI	BWAY	\$	12.00	\$	1.09	У	2040211.2101	R/MENTS
10.10.23 BURK V 10.10.23 UICTOF 11.10.23 TARGE 11.10.23 WIZARI 16.10.23 THE MI	JAIRADING HOTEL	\$	136.47	\$	12.41	у	2040211.2101	R/MENTS COMMUNITY DRINKS - CEO FAREWELL
10.10.23 BURK V 10.10.23 VICTOR 11.10.23 TARGE 11.10.23 WIZAR 16.10.23 VISTAP	DLDEN GRAIN	\$	36.00	\$	3.27	Y	2040211.2101	R/MENTS - STAFF FAREWELL
10.10.23 VICTOR 11.10.23 TARGE 11.10.23 WIZARI 16.10.23 VISTAP	YANUP CELLARS	\$	16.99	\$	1.54	У	2040287.2101	GIFT FROM CEO TO MICHAEL SOUTHWELL
11.10.23 TARGE 11.10.23 WIZARI 16.10.23 VISTAP	IRK WILLIAMS	\$	42.00	\$	3.82	У	P5480.2610.4000	DIESEL P5480
11.10.23 WIZARI 16.10.23 VISTAP	CTORIA STREET CAFÉ	\$	33.40	\$	3.04	У	2040211.2101	R/MENTS - MICHAEL SOUTHWELL
16.10.23 VISTAP	RGET	\$	83.00	\$	7.55	У	2140287.2101	UNIFORM PURCHASE
17 10 23 THE MI	ZARD PHARMACY	\$	124.95	\$	11.36	У	2140287.2101	UNIFORM PURCHASE
17 10 23 1	STAPRINT	\$	59.98	\$	5.45	У	W13224.2100	CHRISTMAS PARTY FLYERS
61	E MUSHROOM AT NO	\$	23.00	\$	2.09	У	2040211.2101	R/MENTS MICHAEL SOUTHWELL
Total		\$ 2	,807.86	\$	255.26			



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		5163 2800 0122 7651	5,000	5,000.00
Statement From	Statement To	Facility Number		
28 SEP 2023	29 OCT 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	
DEBRICE OF	Other Credits	New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			past due overlimit is	
0.00	0.00	2,807.86	0.00	0.00	2,807.86 -	0.00	0.00	0.00	

S008372 / M008372 / 301 / CN1VPCP2

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WBCA4WFGI 0919 7183

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.

Date of Transaction	Description		Debits/Credits	Cardholder Comments
	Purchases			
27 SEP	INNOVATEC LIVING PL DINGLEY VILLA FURNITURE, HOME FURNISHINGS	AUS	345.00	
27 SEP	BP THE LAKES 1903 CHIDLOW SERVICE STATIONS	AUS	129.86	
28 SEP	iStock.com INTERNET COMMERICAL PHOTOGRAPHY, ART	AUS	44.00	
02 OCT	SQ *GOLDEN GRAIN CAFE/ Quairading MISCELLANEOUS FOOD STORES -	AUS	14.60	
01 OCT	AMPOL FORREST H 51001F WEST PINJARRA SERVICE STATIONS	AUS	127.75	
03 OCT	SQ *BELLISSIMO YORK York FAST FOOD RESTAURANTS	AUS	31.62	
03 OCT	QUAIRADING CLUB INC QUAIRADING DRINKING PLACES (ALCOHOLIC B	AUS	84.00	
04 OCT	CALTEX WATTLE GROVE WATTLE GROVE SERVICE STATIONS	AUS	14.00	
04 OCT	CELLARBRATIONS YORK York PACKAGE STORES - BEER, LIQUO	AUS	118.00	
04 OCT	HONG KONG BBQ MIDLAND FAST FOOD RESTAURANTS	AUS	17.90	
04 OCT	NGUYENS BAKERY CAFE YORK BAKERIES	AUS	34.37	
05 OCT	SQ *GOLDEN GRAIN CAFE/ Quairading MISCELLANEOUS FOOD STORES -	AUS	17.00	
05 OCT	THE QUAIRADING HOTEL QUAIRADING EATING PLACES, RESTAURANTS	AUS	300.50	
06 OCT	Chargrill Dianella Dianella EATING PLACES, RESTAURANTS	AUS	34.16	
06 OCT	JULES SHOPPE YORK FAST FOOD RESTAURANTS	AUS	43.50	

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Page 2 of 4



Business(BusinessChoice Everyday Mastercard®							
Date of Transaction	Description			Debits/Credite	Cardholder Comments			
06 OCT	CALTEX MYALUP SERVICE STATIONS	MYALUP	AUS	154.96				
07 OCT	WA CAR WASH PTY LTD CAR WASHES	Eaton	AUS	500.00				
08 OCT	BALINGUP LIQUOR & GENE PACKAGE STORES - BEER,		AUS	190.85				
09 OCT		BOYANUP	AUS	6.00				
09 OCT		Success NTS	AUS	32.00				
09 OCT		Mundaring	AUS	12.00				
09 OCT		QUAIRADING	AUS	136.47				
10 OCT	SQ *GOLDEN GRAIN CAFE/ MISCELLANEOUS FOOD STOR	Quairading	AUS	36.00				
10 OCT		Boyanup	AUS	16.99				
10 OCT	-	Williams	AUS	42.00				
10 OCT		Bunbury	AUS	33.40				
11 OCT		BUNBURY	AUS	83.00				
11 OCT		BUNBURY	AUS	124.95				
16 OCT	Vistaprint Australia P BUSINESS SERVICES NOT E		AUS	59.98				
17 OCT		Balingup	AUS	23.00				
			ub Total:	2,807.86				
	Miscellaneous Transactions							
29 OCT	TRANSFER CLOSING BALANCE		IG ACCT	2,807.86 - 2,807.86 -				
		Gra	nd Total:	0.00				

I have checked the above details and verify th	at they are correct.	
Cardholder Signature		Date 24/11/2023
Transactions examined and approved.	1	
Manager/Supervisor Signature	Shin	Date 21.11.23

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Item 11.2 - Attachment 3

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S008373 / M008373 / 301 / CN1 VPCP2

Shire of Quairading Credit Card Reconciliation - Page 3

Statement From Statement To

28/09/2023 29/10/2023

	Credi	t C	ard Transa	ctio	ns - Tricia	Brow	n, EMCS	
Transaction Date	Statement Description	- 2	Amount incl GST)		GST (\$)	GST (Y/N)	GL/Job	Narration
25.10.23	BPAY PAYMENT - ADOBE SUBSCRIPTION	-\$	5,851.86	-\$	531.99	Y	2140221.2100	ADOBE SUBCRIPTION
10.10.23	COPPENCIAN CORRIGIN	\$	107.89	\$	9.81	Υ	P0Q1.2610.400 1	Petrol 0Q
14.10.23	HILTON PERTH	\$	700.54	\$	63.69	Υ	2140204.2100	ACCOMMODATION FOR CONFERENCE
14.10.23	CPP CONVENTION CENTRE	\$	16.66	\$	1.51	Υ	2140204.2100	PARKING FOR CONFERENCE
14.10.23	BP TOMEOS	\$	60.25	\$	5.48	У	P0Q1.2610.400 1	Petrol 0Q
				\$	æ			
				\$	-			
				\$	Ē			
				\$	Ĕ			
Total		-\$	4,966.52	-\$	451.50			



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	5,966.52
Statement From	Statement To	Facility Number		
28 SEP 2023	29 OCT 2023	02752751		

Summary of Changes in Your Account Since Last Statement

From Your Opening Belance of	We Deducted Payments and						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	5,851.86 -	885.34	0.00	0.00	0.00	4,966.52 -	0.00	0.00		

S008370 / M008370 / 301 / CN1 VPCP2

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Page 1 of 3

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WBCA4WFGI 0919 7181

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			
25 OCT	PAYMENT-BPAY-THANK YOU Financial institutions - Man		5,851.86 -	
	Sub To	otal:	5,851.86 -	
	Purchases			
10 OCT	COPPENCLAN NOMINEES PT CORRIGIN Drinking places (Alcoholic B	AUS	107.89	
14 OCT	Hilton Perth Perth HILTON HOTELS	AUS	700.54	
14 OCT	CPP CONVENTION CENTRE PERTH AUTOMOBILE PARKING LOTS AND	AUS	16.66	
14 OCT	BP TOMEOS KARAGULLEN 7 KARRAGULLEN SERVICE STATIONS	AUS	60.25	
	Sub To	otal:	885.34	
	Grand To	otal:	4,966.52 -	

I have checked the above details and verify that they are corre	oct.
Cardholder Signature	Date 13 11 23
Transactions examined and approved.	
Manager/Supervisor Signature) Date 21/11/23

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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.

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 BusinessCholce 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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Page 3 of 3

Shire of Quairading Credit Card Reconciliation - Page 4

Statement From Statement To 28/09/2023 29/10/2023

	Credit Card Transactions - Sarah Caporn, EMWS									
Transaction Date	Statement Description		Amount ncl GST)	GST (\$)		GST (Y/N)	GL/Job	Narration		
09.10.23	SHIRE QUAIRADING	\$	130.50	\$	11.86	Υ	P0Q1.2660.2266	PLATE REMAKE FOR EMCS CAR		
09.10.23	OFFICEWORKS	\$	98.58	\$	8.96	у	BO10102.2400.2101	EPSON INK - RECYCLE CENTRE		
09.10.23	OFFICEWORKS	\$	36.97	\$	3.36	У	BO12201.2400.2101	COPY PAPER - DEPOT		
12.10.23	WARRRL	\$	366.96	\$	33.36	у	BO10102.2400.2101	CFC BINS		
14.10.23	BIG W	\$	107.80	\$	9.80	Υ	BO11202.2400.2101	SWIM PANTS - POOL		
22.10.23	REPCO	\$	25.00	\$	2.27	Υ	P190.2600.2101	ISUZU UTE		
22.10.23	REPCO	\$	82.00	\$	7.45	Υ	P12305.2600.2101	FERRIS MOWER TYRE		
27.10.23	OXTER SERVICES	\$	66.00	\$	6.00	Υ	W10700.2600.2101	ASHES BOXES - CEMETERY		
Total		\$	913.81	\$	77.07					



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 Caporn		5163 2800 0153 8917	1,000	1,000.00
Statement From	Statement To	Facility Number		
28 SEP 2023	29 OCT 2023	02752751		

Summary of Changes in Your Account Since Last Statement

Balance of Payments and	We Deducted		And We Added				Total Past Due / Overlimit balances	Your minimum payment including
	Other Credits	New purchases	Cash advances	, , , , , , , , , , , , , , , , , , , ,	Miscellaneous Transactions	Closing Balance of Overlimit balances		past due overlimit is
0.00	0.00	913.81	0.00	0.00	913.81 -	0.00	0.00	0.00

S008374 / M008374 / 301 / CN1VPCP2

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WBCA4WFGI 0919 7185

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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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Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
09 OCT	SHIRE QUAIRADING QUAIRADING AUS GOVERNMENT SERVICES NOT ELSE	130.50	
09 OCT	OFFICEWORKS 0623 BELMONT AUS STATIONERY, OFFICE & SCHOOL	135.55	
12 OCT	WARRRL PERTH AUS MISCELLANEOUS PUBLISHING AND	366.96	
14 OCT	BIG W 0454 KARRINYUP AUS VARIETY STORES	107.80	
22 OCT	REPCO CANNINGTON AUS AUTOMOTIVE PARTS, ACCESSORIE	107.00	
27 OCT	OXTER SERVICES Northam AUS BUSINESS SERVICES NOT ELSEWH	66.00	
	Sub Total:	913.81	
	Miscellaneous Transactions		
29 OCT	TRANSFER CLOSING BALANCE TO BILLING ACCT Sub Total:	913.81 - 913.81 -	
	Grand Total:	0.00	

I have checked the above details and verify that they are correct.						
Cardholder Signature	Date 9.11.23					
Transactions examined and approved.						
Manager/Supervisor Signature	Date <u>2(-\\.23.</u>					

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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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Complaints

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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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WBCA4WFGI 0919 7186

Shire of Quairading Credit Card Reconciliation - Page 5

 Statement From
 28/09/2023

 Statement To
 29/10/2023

	Credit Card Transactions - Benjamin Davies, CESM								
Transaction Date	Statement Description		mount ncl GST)		GST (\$)	GST (Y/N)	GL/Job	Narration	
28.09.23	COLES ONLINE	\$	51.50	\$	4.68	Y	2050765.2100	R/MENTS WAMENUSKING BFB TRAINING	
30.09.23	GOLDEN GRAIN CAFÉ	\$	72.00	\$	6.55	Υ	2050765.2100	R/MENTS QDG BFB TRAINING	
30.09.23	AP QUAIRADING	\$	4.00	\$	0.36	Υ	2050765.2101	Q04 QDG BFB	
01.10.23	FRESH TRADING	\$	118.15	\$	10.74	Υ	PROU002.2610. 2101	FUEL FOR CESM VEHICLE	
02.10.23	BP JOHN EYRE	\$	198.25	\$	18.02	Υ	PROU002.2610. 2101	FUEL FOR CESM VEHICLE	
02.10.23	AMPOL KALGOORLIE	\$	150.91	\$	13.72	Υ	PROU002.2600. 2101	FUEL FOR CESM VEHICLE	
05.10.23	BP BALLADONIA	\$	99.17	\$	9.02	Υ	PROU002.2610. 2101	FUEL FOR CESM VEHICLE	
05.10.23	BP BALLADONIA	\$	91.97	\$	8.36	Υ	PROU002.2610. 2101	FUEL FOR CESM VEHICLE	
08.10.23	BP GOLDEN GATE	\$	117.48	\$	10.68	Υ	PROU002.2610. 2101	FUEL FOR CESM VEHICLE	
09.10.23	BP CUNDERDIN	\$	96.01	\$	8.73	Υ	PROU002.2610. 2101	FUEL FOR CESM VEHICLE	
Total	Total				90.86				

Item 11.2 - Attachment 3 Page 121



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.

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

Card Account Transaction Details

Account Name		Card Number	Credit Limit	Available Credit
Benjamin Davies		5163 2800 0197 3585	1,000	1,000.00
Statement From	Statement To	Facility Number		
28 SEP 2023	29 OCT 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
DESIRE OF	Other Credits	New purchases	Cash advances		Miscellaneous Transactions	us		past due overlimit is
0.00	0.00	999.44	0.00	0.00	999.44 -	0.00	0.00	0.00

S008376 / M008376 / 301 / CN1 VPCP2

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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)
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Date of Transaction	Description		Debits/Credits	Cardholder Comments
	Purchases			_
28 SEP	COLES ONLINE HAWTHORN EAST GROCERY STORES, SUPERMARKETS	AUS	51.50	
30 SEP	SQ *GOLDEN GRAIN CAFE/ Quairading MISCELLANEOUS FOOD STORES -	AUS	72.00	
30 SEP	AP QUAIRADING LPO QUAIRADING POSTAL SERVICES GOVERNMENT O	AUS	4.00	
01 OCT	FRESH TRADING CO OPS NORTHAM SERVICE STATIONS	AUS	118.15	
02 OCT	BP JOHN EYRE 1878 NORSEMAN SERVICE STATIONS	AUS	198.25	
02 OCT	AMPOL KALGOORLI 55463F KALGOORLIE SERVICE STATIONS	AUS	150.91	
05 OCT	BP BALLADONIA 6304 BALLADONIA SERVICE STATIONS	AUS	99.17	
05 OCT	BP BALLADONIA 6304 BALLADONIA SERVICE STATIONS	AUS	91.97	
08 OCT	BP GOLDEN GATE 1896 KALGOORLIE SERVICE STATIONS	AUS	117.48	
09 OCT	BP CUNDERDIN ROADHOUSE CUNDERDIN SERVICE STATIONS	AUS	96.01	
	Sub To	otal:	999.44	
	Miscellaneous Transactions			
29 OCT	TRANSFER CLOSING BALANCE TO BILLING A Sub To		999.44 - 999.44 -	
	Grand To		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 24/11/2023
Transactions examined and approved.	
Manager/Supervisor Signature	Date 24/11/2023.

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.

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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

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 Renewal of Library Services Agreement

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. Attachment (i) Library Services Contract 2021-2023 🗓 🖺

2. Attachment (ii) Library Services Contract 2024-2026 🗓 🖺

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

- 1. Endorse the renewal of the Library Services agreement between the Shire of Quairading and Minimetaco Pty Ltd ATF The Hargrave Grage Family Trust, for the period of 2024-2026.
- 2. Endorse the Shire President and the CEO signing the agreement under Common Seal.
- 3. Endorse a 5% increase in the Annual Fee based on the review date 01/01/2024, as per new Agreement, Attachment (ii)

IN BRIEF

Council has a Contract with The Hargrave Grage Family Trust for the provision of Library Services from the "Quairading Book Post" Premises.

In 2020, the agreement for the library was executed. The Contract expiry date is 31st December 2023.

The Agreement has been tabled to Council for consideration prior to the signing of the document.

MATTER FOR CONSIDERATION

That Council consider:

- 1. Endorsing the renewal of the Library Services agreement between the Shire of Quairading and Minimetaco Pty Ltd ATF The Hargrave Grage Family Trust, for the period of 2024-2026.
- 2. Endorsing the Shire President and the CEO signing the agreement under Common Seal.
- 3. Endorsing a 5% increase in the Annual Fee based on the review date 01/01/2024.

BACKGROUND

Service Contract

In 1992, the Library Services were relocated from the "Old Library" to the Quairading Book Post under a Commercial Agreement. The Agreement has been renewed and reassigned several times over the past 31 years.

The contract between the Shire of Quairading and Minimetaco Pty Ltd ATF The Hargrave Grage Family Trust will be coming up to expiry in December 2023, and as such, it is timely that the agreement is reviewed in preparation for the expiry of the document.

During the period of the current agreement 2021-2023 there were no changes to the contract and is attached for your reference, Attachment (i).

The current agreement did allow for a 'Payment Review',

Section 3.2 (a)

On each Payment Review Date, the Annual Fee shall be adjusted by a factor equal to the percentage movement in the Perth Consumer Price Index between the Consumer Price Index for the March Quarter immediately preceding the relevant Payment Review Date and the Consumer Price Index published for the same quarter in the previous year.

'Payment Review Date' means 01/01/2022 and 01/01/2023.

Section 3.2 (b)

The Annual Fee payable following a Payment Review Date shall not be increased by more than 5%.

As no increase in the Annual Fee has been adjusted during the 2021-2023 period Council are to consider an increase in the Annual Fee based on the above criteria.

Factors: CPI rose 1.4% in the March 2023 Quarter

Over the twelve months to the March 2023 quarter, the CPI rose 7.0%

	Dec Qtr 2022 to Mar Qtr 2023	Mar Qtr 2022 to Mar Qtr 2023
	% change	% change
All groups CPI	1.4	7.0

In consideration of Section 3.2 (b) it is recommended that an increase in the Annual Fee be set at 5%. An overall increase per annum will be from \$25,220.64 (ex GST) to \$26,487.72 (ex GST) with monthly instalments rising from \$2,101.72 (ex GST) to \$2,206.80 (ex GST) a difference of \$105.08 (ex GST) per month.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Execution of Documents Policy

FINANCIAL IMPLICATIONS

An increase of 5% in the Annual Fee will result in an increase in Budget for the period 01/01/2024 to 30/06/2024 of \$630.48. The current 2023-2024 Budget allows for this increase and therefore will not require any budget amendments to fund the increase.

ALIGNMENT WITH STRATEGIC PRIORITIES

- **2.4 Economy**: Encourage local workforce participation
- **2.3 Economy**: Shire engages stakeholders and partners to help capture local economic development initiatives
- **5.1 Governance & Leadership**: Shire communication is consistent, engaging and responsive
- **5.3 Governance & Leadership**: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

The CEO has been in consultation with the Hargrave Grage Family.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

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

RISK ASSESSMENT

	Option 1
Financial	Low
	The agreement ensures transparency between both parties on financial obligations in relation to the Book Post.
Health	N/A
Reputation	Low
	The Book Post is a valued business in town that provides a high-quality service to the community and visitors. It is imperative that Council continue an agreement to continue providing this service.
Operations	Low
Natural Environment	N/A

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

Nil.



2021 - 2023

SHIRE OF QUAIRADING

and

Minimetaco Pty Ltd ATF The Hargrave Grage Family Trust ABN: 92 975 088 158

AGREEMENT TO PROVIDE LIBRARY SERVICES

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AGREEMENT

AGREEMENT dated:

BETWEEN

SHIRE OF QUAIRADING of 10 Jennaberring Road, Quairading,

Western Australia ('the Shire')

AND

Minimetaco Pty Ltd ATF The Hargrave Grage Family Trust of 1

Jennaberring Road, Quairading WA 6383.

RECITALS

A. Pursuant to the Scheme, the Shire and the State Library of Western Australia cooperate to provide a free public library service within the district of the Shire of Quairading.

B. With the approval of the State Library of Western Australia, the Shire has agreed to engage the Contractor to provide the Library Service on the terms and conditions contained in this Agreement.

OPERATIVE PART

1 INTERPRETATION

1.1 Definitions

In this Agreement, unless the context otherwise requires, the following expressions shall have the following meanings:

'Annual Fee' means the amount payable specified in clause 3.1 as subsequently reviewed and varied pursuant to the provisions of this Deed.

'CEO' means Chief Executive Officer of the Shire of Quairading.

'Commencement Date' means the 1st of January 2021.

'Consumer Price Index' means to the Consumer Price Index All Groups Index Numbers for Perth the subject of Catalogue No. 6401.0 provided by the Australian Bureau of Statistics at Canberra provided that if the Consumer Price Index figure is no longer provided by the Australian Bureau of Statistics then the Shire may utilise an alternative figure as the Shire may reasonably determine.

'State Library of Western Australia' means the State Library of Western Australia.

'Library Service' means the day to day operation of a free public library service within the district of the Shire of Quairading.

'Payment Review Date' means 1/1/2022 and 1/1/2023.

'the Premises' means the premises as determined in quotation.

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'Prescribed Rate' means the rate of interest being 2% higher than the then current rate of interest charged by the Shire's bank on overdrafts of \$100,000 or less.

'Public Holiday' means any public holiday observed by the Shire.

'Scheme' means a Scheme of cooperation made between the Shire and the State Library of Western Australia, executed by the Shire's predecessor on 11th November 1954 and subsequently amended, for the provision, organisation and supervision of the free public libraries and free public library services within the Quairading area.

'the Term' means a term of three (3) years commencing on the Commencement Date.

'written law' has the meaning given to it in the Interpretation Act 1984.

1.2 Interpretation

In this Agreement, unless the context requires otherwise:

- (a) Words importing the feminine gender masculine gender singular or plural numbers shall include the masculine gender feminine gender plural number and singular numbers respectively.
- (b) Reference to a written law includes all amendments for the time being in force and any other written law enacted in substitution for that written law.
- (c) The headings of parts and clauses have been inserted for guidance only and do not form part of this Agreement.

2 ENGAGEMENT AND TERM

The Shire hereby engages the Contractor to provide the Library Services from the Premises for the term commencing on the Commencement Date upon and subject to the terms and conditions contained in this Agreement.

3 PAYMENT

3.1 Annual Payment

In consideration of the Contractor providing the Library Service, the Shire shall pay to the Contractor \$25,220.64 (exclusive of GST) per annum, payable in advance by calendar monthly instalments of \$2,101.72 (exclusive of GST), commencing on the Commencement Date and then on the first day of each month.

3.2 Payment Review

(a) On each Payment Review Date the Annual Fee shall be adjusted by a factor equal to the percentage movement in the Perth Consumer Price Index between the Consumer Price Index published for the March quarter immediately preceding the relevant Payment Review Date and the Consumer Price Index published for the same quarter in the previous year.

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(b) The Annual Fee payable following a Payment Review Date shall not be increased by more than 5%.

3.3 Repayment on Early Termination

If this Agreement is terminated by either party, whether pursuant to clause 6 or clause 14, then a proportionate amount of the monthly sum referred to in clause 3.1 calculated in accordance with the following formula shall be due and payable by the Contractor to the Shire on the date of termination:

$$A = \frac{(30-B)}{30} * C$$

Where:

A is the amount due and payable by the Contractor under this clause 3.2;

B is the number of days from and including the due date for payment of the last monthly instalment preceding the date of termination to and including the date of termination;

C is the monthly sum payable under clause 3.1.

4 CONTRACTOR'S OBLIGATIONS

The Contractor hereby covenants with the Shire as follows:

4.1 Library Services

To conduct the Library Service:

- (a) at all times in a manner to the satisfaction of the CEO of the Shire;
- (b) in accordance with all directions given by the CEO; and
- (c) in accordance with all regulations and directions made by the State Library of Western Australia including the collection and transmission of all statistics and data, as and when requested.

4.2 Opening Times

To keep the premises open to the public so that they may avail themselves of the Library Services during the following minimum periods (Public Holidays excluded):

Monday to Friday 9.00a.m. to 12.30p.m. and 1.30p.m. to 4.00p.m.

Saturday 9.00a.m. to 11.00a.m.

4.3 Premises

To conduct the Library Services wholly and solely from the Premises.

4.4 Insurances of the Premises

To insure and keep insured the Premises including the book shelving and all fixtures and property supplied by the Shire (excluding book stock) against all usual

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risks in the names of the Contractor and the Shire for their respective interest for the full replacement value and to produce to the Shire on demand the policy of insurance and a certificate of currency.

4.5 Notice of Book Stock Losses

To give prompt written notice to the Shire of any loss of or damage to (other than fair wear and tear) any book stock associated with the Library Service.

4.6 Compliance with Written Laws

At his own expense (unless otherwise expressly provided in this Agreement) to comply with, carry out and perform the requirements of all written laws and all notices, requisitions and orders made thereunder relating to the Library Service or the Premises.

4.7 Accounting Requirements

- (a) At all times to keep proper books of account and records and have them at all times properly posted up so as to show all the dealings of the Contractor in connection with the Library Service and to preserve all documents and vouchers in connections therewith and upon demand by the Shire to deliver up to the Shire for the Shire's inspection and examination all such books of accounts, records, vouchers and other documents and the Contractor irrevocably authorises the Shire and the Shire's agents or servants at all reasonable times to enter into or upon the Premises and to inspect and examine and take extracts from and copies of all such books of account, records, vouchers and documents.
- (b) To keep books of account and records in accordance with clause 4.7(a) which relate solely to the conduct of the Library Service from the Premises and not to any other undertaking of the Contractor whether conducted from the Premises or not.

4.8 Operational Costs

To pay, immediately upon them falling due, all costs and expenses associated with the conduct of the Library Service, including without limitation maintenance costs, but excluding:

- (a) the cost of providing stock, shelving or stock losses;
- (b) all freight costs; and
- (c) all library stationery costs deemed necessary for the operation of the Library and approved by the CEO; and
- (d) all expenses associated with library computer hardware, software and telecommunication.

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4.9 Inspections

To permit the Library Board of Western Australia or the Shire and its servants and agents at all times during which the Premises are required to be open to the public under this agreement to inspect the operation of the Library Service and the book stock and the shelving and other property of the Shire and to replace any book stock.

4.10 Assignment

- (a) Subject to this clause, the Contractor will not assign or transfer the rights of the Contractor pursuant to this Agreement without the prior written consent of the Shire.
- (b) In the case of a proposed assignment by the Contractor, the Shire shall not unreasonably withhold its consent provided that:
 - (i) the Contractor shall give to the Shire notice in writing of the Contractor's desire to assign its rights under this Agreement;
 - (ii) the Contractor shall not at the date of giving the notice referred to in clause 4.11(b)(i) be in default under any of the terms and conditions contained in this Agreement on the part of the Contractor to be observed and performed; and
 - (iii) the Contractor, the proposed assignee and the Shire enter into a Deed of Assignment of this Agreement which shall be prepared by the Shire and its solicitors in such form as the Shire shall require and the proposed assignee shall pay all costs of and incidental to the preparation of such a Deed of Assignment including legal costs and stamp duty.

4.11 Delivery

Upon the expiry or sooner determination of the term to immediately peaceably surrender and yield up to the Shire all book stock, shelving, books of account, records and other documents in connection with the Library Service.

5 SHIRE'S OBLIGATIONS

The Shire hereby covenants with the Contractor as follows:

5.1 Book Stock and Shelving

To provide all book stock through the State Library of Western Australia and shelving considered necessary by the Shire for the efficient conduct of the Library Service.

5.2 Stock Losses

To be responsible for all unrecovered costs for stock losses associated with the Library Service.

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5.3 Damaged Stock

To be responsible for all unrecovered costs for stock damages associated with the Library Service.

6 DEFAULT BY CONTRACTOR

If:

- (a) the Contractor defaults in the observance or performance of any term or condition of this Agreement and the Contractor fails to remedy the default (if it is capable of remedy) within seven (7) days of the Shire giving notice in writing to the Contractor specifying the default and requiring the default to be remedied;
- (b) the Contractor becomes bankrupt or calls a meeting of the Contractor's creditors or makes any composition or arrangement with, or assignment for the benefit of, its creditors or suffers any execution under any legal process to issue or be levied upon or against any of its goods or chattels;
- (c) the Contractor dies or for any reason become incapable of personally conducting the Library Service; or
- (d) fails to perform the Contractor's obligations in a manner satisfactory to the CEO of the Shire.

then the Shire may, by notice in writing given to the Contractor (without prejudice to any other powers, rights, authorities or remedies against the Contractor this Agreement or otherwise) terminate this Agreement but without releasing the Contractor from liability for any moneys due and payable by the Contractor to the Shire or for any previous breach or failure to observe or perform any term or condition of this Agreement.

7 POWER TO CARRY OUT WORKS

If the Contractor defaults in the observance or performance of any term or condition of this Agreement on the part of the Contractor to be observed or performed, the Shire may without derogating from any other power, right, authority or remedy, pay such money, do such things and carry out such works as may be required in accordance with any such term or condition and any costs are incurred by the Shire together with interest thereon at the Prescribed Rate on and including the date any such costs were so incurred until payment shall be repaid by the Contractor to the Shire on demand in writing.

8 RELATIONSHIP OF PARTIES

Nothing contained in this Agreement shall be deemed to constitute a relationship between the Shire and the Contractor other than the relationship of principal and independent contractor and, without limitation, this Agreement shall not be construed so as to constitute a relationship of master and servant or principal and agent as between the Shire and the Contractor.

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9 ENTIRE CONTRACT

The Contractor hereby acknowledges that he has entered into this Agreement with full reliance on his own enquiries, investigations and examinations and not in reliance on or as a result of any statement, claim, representation or warranty expressed or implied, made or given by the Shire or any person on behalf of the Shire in respect of any matter whatsoever affecting this Agreement.

10 WAIVER

If the Contractor waives a breach of or default in the due observance or performance of any of the terms and conditions of this Agreement or does or omits to do any act which would entitle the Shire to terminate this Agreement then the doing or omission of any act or thing whatsoever by the Shire or any agent or servant of the Shire (which but for this clause would or might amount to a waiver of the Shire's rights in respect of the breach or default) after the happening thereof shall not operate or be deemed to be a waiver in any way of the Shire's rights and powers in respect of a breach or default notwithstanding any rule of law or equity to the contrary.

11 SEVERABILITY

In the event of any part of this Agreement being or becoming void or unenforceable then that part shall be severed from the agreement to the intent that the balance of the Agreement shall remain in full force and effect unaffected by any severance.

12 NOTICES

- (a) Any notice, demand or document required to be given to or served or made upon any party under this Agreement shall be sufficiently given, served or made:
 - (i) if it is delivered to or left at the address of the party appearing in this Agreement;
 - (ii) in the case of the Contractor, if delivered to or left at the Premises;
 - (iii) if sent by pre-paid post addressed to that party at its address appearing in this Agreement.
- (b) Any notice, demand or document sent by pre-paid post shall be deemed to have been received 48 hours after the same shall have been posted.

13 LEGAL COSTS

Each party shall bear its own legal costs of and incidental to the instructions and negotiations for preparation, execution and stamping of this Agreement.

14 TERMINATION BY EITHER PARTY

Either party may terminate this Agreement by giving to the other not less than 6 months notice in writing.

Item 12.1 - Attachment 1

EXECUTED by the Parties.

THE COMMON SEAL OF SHIRE OF QUAIRADING was hereunto affixed

In the presence of:

Cr. WMF Davies

Shire President

Mr GA Fardon

Chief Executive Officer

Executed for and on behalf of Minimetaco Pty Ltd ATF The Hargrave Grage Family Trust

(ABN 92 975 088 158) by authority of its Directors in accordance with section 127 of the Corporations Act 2001 (Cth)

Director - Michael Grage

Director - Nicole Hargrave

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2024 - 2026

SHIRE OF QUAIRADING

and

Minimetaco Pty Ltd ATF The Hargrave Grage Family Trust ABN: 92 975 088 158

AGREEMENT TO PROVIDE LIBRARY SERVICES

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AGREEMENT

AGREEMENT dated:

BETWEEN SHIRE OF QUAIRADING of 10 Jennaberring Road, Quairading,

Western Australia ('the Shire')

AND Minimetaco Pty Ltd ATF The Hargrave Grage Family Trust of 1

Jennaberring Road, Quairading WA 6383.

RECITALS

A. Pursuant to the Scheme, the Shire and the State Library of Western Australia cooperate to provide a free public library service within the district of the Shire of Quairading.

B. With the approval of the State Library of Western Australia, the Shire has agreed to engage the Contractor to provide the Library Service on the terms and conditions contained in this Agreement.

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1 INTERPRETATION

1.1 Definitions

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'CEO' means Chief Executive Officer of the Shire of Quairading.

'Commencement Date' means the 1st of January 2024.

'Consumer Price Index' means to the Consumer Price Index All Groups Index Numbers for Perth the subject of Catalogue No. 6401.0 provided by the Australian Bureau of Statistics at Canberra provided that if the Consumer Price Index figure is no longer provided by the Australian Bureau of Statistics then the Shire may utilise an alternative figure as the Shire may reasonably determine.

'State Library of Western Australia' means the State Library of Western Australia.

'Library Service' means the day to day operation of a free public library service within the district of the Shire of Quairading.

'Payment Review Date' means 1/1/2025 and 1/1/2026.

'the Premises' means the premises as determined in quotation.

'Prescribed Rate' means the rate of interest being 2% higher than the then current rate of interest charged by the Shire's bank on overdrafts of \$100,000 or less.

'Public Holiday' means any public holiday observed by the Shire.

'Scheme' means a Scheme of cooperation made between the Shire and the State Library of Western Australia, executed by the Shire's predecessor on the 11th November 1954 and subsequently amended, for the provision, organisation and supervision of the free public libraries and free public library services within the Quairading area.

'the Term' means a term of three (3) years commencing on the Commencement Date.

'written law' has the meaning given to it in the Interpretation Act 1984.

1.2 Interpretation

In this Agreement, unless the context requires otherwise:

- (a) Words importing the feminine gender masculine gender singular or plural numbers shall include the masculine gender feminine gender plural number and singular numbers respectively.
- (b) Reference to a written law includes all amendments for the time being in force and any other written law enacted in substitution for that written law.
- (c) The headings of parts and clauses have been inserted for guidance only and do not form part of this Agreement.

2 ENGAGEMENTANDTERM

The Shire hereby engages the Contractor to provide the Library Services from the Premises for the term commencing on the Commencement Date upon and subject to the terms and conditions contained in this Agreement.

3 PAYMENT

3.1 Annual Payment

In consideration of the Contractor providing the Library Service, the Shire shall pay to the Contractor \$26,481.67 (exclusive of GST) per annum, payable in advance by calendar monthly instalments of \$2,206.80 (exclusive of GST), commencing on the Commencement Date and then on the first day of each month.

3.2 Payment Review

(a) On each Payment Review Date the Annual Fee shall be adjusted by a factor equal to the percentage movement in the Perth Consumer Price Index between the Consumer Price Index published for the March quarter immediately preceding the relevant Payment Review Date and the Consumer Price Index published for the same quarter in the previous year.

(b) The Annual Fee payable following a Payment Review Date shall not be increased by more than 5%.

3.3 Repayment on Early Termination

If this Agreement is terminated by either party, whether pursuant to clause 6 or clause 14, then a proportionate amount of the monthly sum referred to in clause 3.1 calculated in accordance with the following formula shall be due and payable by the Contractor to the Shire on the date of termination:

$$A = \frac{(30 - B)}{30}$$

Where:

A is the amount due and payable by the Contractor under this clause 3.2;

B is the number of days from and including the due date for payment of the last monthly instalment preceding the date of termination to and including the date of termination;

C is the monthly sum payable under clause 3.1.

4 CONTRACTOR'S OBLIGATIONS

The Contractor hereby covenants with the Shire as follows:

4.1 Library Services

To conduct the Library Service:

- (a) at all times in a manner to the satisfaction of the CEO of the Shire;
- (b) in accordance with all directions given by the CEO; and
- (c) in accordance with all regulations and directions made by the State Library of Western Australia including the collection and transmission of all statistics and data, as and when requested.

4.2 Opening Times

To keep the premises open to the public so that they may avail themselves of the Library Services during the following minimum periods (Public Holidays excluded):

Monday to Friday 9.00am to 12.30pm and 1.30pm to 4.00pm

Saturday 9.00a.m. to 11.00am

4.3 Premises

To conduct the Library Services wholly and solely from the Premises.

4.4 Insurances of the Premises

To insure and keep insured the Premises including the book shelving and all fixtures and property supplied by the Shire (excluding book stock) against all usual

risks in the names of the Contractor and the Shire for their respective interest for the full replacement value and to produce to the Shire on demand the policy of insurance and a certificate of currency.

4.5 Notice of Book Stock Losses

To give prompt written notice to the Shire of any loss of or damage to (other than fair wear and tear) any book stock associated with the Library Service.

4.6 Compliance with Written Laws

At his own expense (unless otherwise expressly provided in this Agreement) to comply with, carry out and perform the requirements of all written laws and all notices, requisitions and orders made thereunder relating to the Library Service or the Premises.

4.7 Accounting Requirements

- (a) At all times to keep proper books of account and records and have them at all times properly posted up so as to show all the dealings of the Contractor in connection with the Library Service and to preserve all documents and vouchers in connections therewith and upon demand by the Shire to deliver up to the Shire for the Shire's inspection and examination all such books of accounts, records, vouchers and other documents and the Contractor irrevocably authorises the Shire and the Shire's agents or servants at all reasonable times to enter into or upon the Premises and to inspect and examine and take extracts from and copies of all such books of account, records, vouchers and documents.
- (b) To keep books of account and records in accordance with clause 4.7(a) which relate solely to the conduct of the Library Service from the Premises and not to any other undertaking of the Contractor whether conducted from the Premises or not.

4.8 Operational Costs

To pay, immediately upon them falling due, all costs and expenses associated with the conduct of the Library Service, including without limitation maintenance costs, but excluding:

- (a) the cost of providing stock, shelving or stock losses;
- (b) all freight costs; and
- (c) all library stationery costs deemed necessary for the operation of the Library and approved by the CEO; and
- (d) all expenses associated with library computer hardware, software and telecommunication.

4.9 Inspections

To permit the Library Board of Western Australia or the Shire and its servants and agents at all times during which the Premises are required to be open to the public under this agreement to inspect the operation of the Library Service and the book stock and the shelving and other property of the Shire and to replace any book stock.

4.10 Assignment

- (a) Subject to this clause, the Contractor will not assign or transfer the rights of the Contractor pursuant to this Agreement without the prior written consent of the Shire.
- (b) In the case of a proposed assignment by the Contractor, the Shire shall not unreasonably withhold its consent provided that:
 - (i) the Contractor shall give to the Shire notice in writing of the Contractor's desire to assign its rights under this Agreement;
 - (ii) the Contractor shall not at the date of giving the notice referred to in clause 4.ll(b)(i) be in default under any of the terms and conditions contained in this Agreement on the part of the Contractor to be observed and performed; and
 - (iii) the Contractor, the proposed assignee and the Shire enter into a Deed of Assignment of this Agreement which shall be prepared by the Shire and its solicitors in such form as the Shire shall require and the proposed assignee shall pay all costs of and incidental to the preparation of such a Deed of Assignment including legal costs and stamp duty.

4.11 Delivery

Upon the expiry or sooner determination of the term to immediately peaceably surrender and yield up to the Shire all book stock, shelving, books of account, records and other documents in connection with the Library Service.

5 SHIRE'S OBLIGATIONS

The Shire hereby covenants with the Contractor as follows:

5.1 Book Stock and Shelving

To provide all book stock through the State Library of Western Australia and shelving considered necessary by the Shire for the efficient conduct of the Library Service.

5.2 Stock Losses

To be responsible for all unrecovered costs for stock losses associated with the Library Service.

5.3 Damaged Stock

To be responsible for all unrecovered costs for stock damages associated with the Library Service.

6 DEFAULT BY CONTRACTOR

If:

- (a) the Contractor defaults in the observance or performance of any term or condition of this Agreement and the Contractor fails to remedy the default (if it is capable of remedy) within seven (7) days of the Shire giving notice in writing to the Contractor specifying the default and requiring the default to be remedied;
- (b) the Contractor becomes bankrupt or calls a meeting of the Contractor's creditors or makes any composition or arrangement with, or assignment for the benefit of, its creditors or suffers any execution under any legal process to issue or be levied upon or against any of its goods or chattels;
- (c) the Contractor dies or for any reason become incapable of personally conducting the Library Service; or
- (d) fails to perform the Contractor's obligations in a manner satisfactory to the CEO of the Shire.

then the Shire may, by notice in writing given to the Contractor (without prejudice to any other powers, rights, authorities or remedies against the Contractor this Agreement or otherwise) terminate this Agreement but without releasing the Contractor from liability for any moneys due and payable by the Contractor to the Shire or for any previous breach or failure to observe or perform any term or condition of this Agreement.

7 POWER TO CARRY OUT WORKS

If the Contractor defaults in the observance or performance of any term or condition of this Agreement on the part of the Contractor to be observed or performed, the Shire may without derogating from any other power, right, authority or remedy, pay such money, do such things and carry out such works as may be required in accordance with any such term or condition and any costs are incurred by the Shire together with interest thereon at the Prescribed Rate on and including the date any such costs were so incurred until payment shall be repaid by the Contractor to the Shire on demand in writing.

8 RELATIONSHIP OF PARTIES

Nothing contained in this Agreement shall be deemed to constitute a relationship between the Shire and the Contractor other than the relationship of principal and independent contractor and, without limitation, this Agreement shall not be construed so as to constitute a relationship of master and servant or principal and agent as between the Shire and the Contractor.

9 ENTIRE CONTRACT

The Contractor hereby acknowledges that he has entered into this Agreement with full reliance on his own enquiries, investigations and examinations and not in reliance on or as a result of any statement, claim, representation or warranty expressed or implied, made or given by the Shire or any person on behalf of the Shire in respect of any matter whatsoever affecting this Agreement.

10 WAIVER

If the Contractor waives a breach of or default in the due observance or performance of any of the terms and conditions of this Agreement or does or omits to do any act which would entitle the Shire to terminate this Agreement then the doing or omission of any act or thing whatsoever by the Shire or any agent or servant of the Shire (which but for this clause would or might amount to a waiver of the Shire's rights in respect of the breach or default) after the happening thereof shall not operate or be deemed to be a waiver in any way of the Shire's rights and powers in respect of a breach or default notwithstanding any rule of law or equity to the contrary.

11 SEVERABILITY

In the event of any part of this Agreement being or becoming void or unenforceable then that part shall be severed from the agreement to the intent that the balance of the Agreement shall remain in full force and effect unaffected by any severance.

12 NOTICES

- (a) Any notice, demand or document required to be given to or served or made upon any party under this Agreement shall be sufficiently given, served or made:
 - (i) if it is delivered to or left at the address of the party appearing in this Agreement;
 - (ii) in the case of the Contractor, if delivered to or left at the Premises;
 - (iii) if sent by pre-paid post addressed to that party at its address appearing in this Agreement.
- (b) Any notice, demand or document sent by pre-paid post shall be deemed to have been received 48 hours after the same shall have been posted.

13 LEGAL COSTS

Each party shall bear its own legal costs of and incidental to the instructions and negotiations for preparation, execution and stamping of this Agreement.

14 TERMINATION BY EITHER PARIY

Either party may terminate this Agreement by giving to the other not less than 6 months notice in writing.

EXECUTED by the Parties.
THE COMMON SEAL OF SHIRE OF QUAIRADING was hereunto affixed
In the presence of:
Shire President Cr Jo Haythornthwaite
Chief Executive Officer Natalie Ness
Executed for and on behalf of Minimetaco Pty Ltd ATF The Hargrave Grage Family Trust (ABN 92 975 088 158) by authority of its Directors in accordance with section 127 of the
Corporations Act 2001 (Cth)
Director - Michael Grage
Director - Nicole Hargrave
9

Item 12.1 - Attachment 2 Page 158

12.2 Council meeting dates for the 2024 caledar year

Responsible OfficerNatalie Ness, Chief Executive Officer **Reporting Officer**Marion Haeusler, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

1. That Council adopt the following dates for the 2024 Ordinary Council Meetings commencing at 2.00pm at the Council Chambers in Quairading:

Thursday, 29th February 2024

Thursday, 28th March 2024

Thursday, 18th April 2024

Thursday, 30th May 2024

Thursday, 27th June 2024

Thursday, 25th July 2024

Thursday, 29th August 2024

Thursday, 26th September 2024

Thursday, 31st October 2024

Thursday, 28th November 2024

Thursday, 12th December 2024

2. That Council adopt the following dates for the 2024 Audit & Risk Committee meetings commencing at 5.00pm at the Council Chambers in Quairading:

Tuesday, 13th February 2024

Tuesday, 14th May 2024

Tuesday, 13th August 2024

Tuesday, 12th November 2024

That Council approve the publishing of the Council and committee meeting dates, times, and location in the Banksia Bulletin and on the Shire social media pages in addition to legislative requirements.

IN BRIEF

Each year Council is legally compelled to set the dates for Ordinary Council Meetings and Audit & Risk Committee Meetings. The CEO is responsible for publishing the dates.

Council officers have suggested dates which coincide with previous practice and include changes where necessary or practical.

Council does have the opportunity to amend the frequency, dates and times of Council and committee meetings.

MATTER FOR CONSIDERATION

Council needs to decide whether they agree with the meeting schedule as presented in the Officer Recommendation.

BACKGROUND

Ordinary Council Meetings are currently held on the last Thursday of the month, except in January and December for the following reasons:

- In 2007 Council resolved to not hold an Ordinary Council Meeting in January to enable a holiday recess for Elected Members and Council officers.
- December meetings are held earlier in the month to allow for the administration Christmas closure period.

The scheduling of the April OCM date in the third week of the month arises from the following schedule of Public Holidays in WA for the 2024 calendar year:

	2024
New Year's Day	Monday, 1 st January
Australia Day	Friday, 26 th January
Labour Day	Monday, 4 th March
Good Friday	Friday, 29 th March
Ester Sunday	Sunday, 31 st March
Easter Monday	Monday, 1 st April
Anzac Day	Thursday, 25 th April
Western Australia Day	Monday, 3 rd June
King's Birthday	Monday, 23 rd September
Christmas Day	Wednesday, 25 th December
Boxing Day	Thursday, 26 th December

The Audit & Risk Committee Meetings is currently held four times a year on the second Tuesday of the allocated month.

The schedule suggested in the Officer Recommendation prevents the Committee Meeting date being too close to the OCM meeting date suggested for December while still allowing for an even spacing of meetings at three months apart.

According to the *Local Government (Administration) Regulations 1996* the CEO is obliged to publish meeting details for Ordinary Council Meetings and committee meetings required under the act (i.e., Audit & Risk) to the Shire website for public information before the commencement of the calendar year in which the meetings are to be held. Officers recommend the additional publication in other types of media to inform a greater number of community members.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no financial implications associated with the setting of Council and committee meeting dates

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

No consultation was required.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low
	Nil
Health	Low
	Nil
Reputation	High
	It is a statutory requirement for Council to set Council and Committee dates to publish on the Shire website for public information.
	Should a member of the public want to attend or submit a question to a Council meeting and the information is not available it will reflect poorly on the Shire.

Operations	Low
	There will be some staff time allocated to advertising the dates, but this is within normal scope of work.
Natural Environment	Low
	Nil

	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

Nil

12.3 Power Outages: Frequency & Duration - November 2023 Update

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Natalie Ness, Chief Executive Officer

Attachments 1. Reserve Details Report 🗓 🖺

2. Managment Order 🗓 🖫

3. Aerial Site - preferred location 🗓 🖫

4. BESS Sketch 🗓 🖫

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council resolve to amend the reserve purpose and Management Order for the preferred Quairading BESS site and seek Council approval to request the Minister of Lands to:

- 1. Amend the existing purpose of Reserve 50111 to include 'battery energy storage system and ancillary uses' (under section 51 of the *Land Administration Act 1997* (LAA)); and
- 2. Amend existing Management Order K884662 (under section 46 of the LAA) to reflect the new reserve purpose (as per item 1) and grant the Shire of Quairading the power to lease or licence for up to 30 years.*

IN BRIEF

Synergy, in consultation with Western Power and the Shire of Quairading (Shire), has undertaken a high-level assessment of sites potentially suitable for the provision of electrical utility services to the Quairading town, including the incorporation of a battery energy storage system (the Project).

The aim of the Project is to enhance the local community's access to reliable power and bolster the area's resilience in case of power outages, ensuring a more robust system. The infrastructure proposed to be installed is also expected to serve as a virtual power plant when the grid is functioning normally, thus contributing to the overall efficiency and sustainability of the energy infrastructure in the region.

MATTER FOR CONSIDERATION

Proposed Amendments

As a first step to facilitating land tenure for the Project, Synergy requires the Shire to seek Council approval to request the Minister of Lands to:

- Amend the existing purpose of Reserve 50111 to include 'battery energy storage system and ancillary uses' (under section 51 of the Land Administration Act 1997 (LAA)); and
- 2. Amend existing Management Order K884662 (under section 46 of the LAA) to reflect the new reserve purpose (as per item 1) and grant the Shire of Quairading the power to lease or licence for up to 30 years.*

*Note: We recognise that a Management Order typically grants the power to lease or licence for up to 21 years and a business case may be required to justify a longer period. If there are any issues with the proposed 30 years, a Management Order for a term of up to 21 years is acceptable at this stage provided the Shire is prepared to seek a further extension once the expected BESS asset life span is confirmed.

Refer: Reserve Details Report – Reserve 50111 (Attachment [1])

Refer: Management Order K884662 (Attachment [2])

BACKGROUND

Preferred Site

A suitable site in Quairading is required to facilitate the Project. Based on a preliminary desktop assessment by Synergy, the preferred site is a 140 metre by 141 metre site (footprint of 5,740 m²) on Lot 330 on Deposited Plan 58301 (Crown Reserve 50111), as shown on the attached aerial plan – preferred site (Attachment [3]).

The current purpose of Reserve 50111 is 'Recycling Centre and Buffer' and the land is subject to Management Order K884662 in favour of the Shire. The Management Order does not grant the power to lease or licence.

On Tuesday, 14 November 2023 the Shire of Quairading and the Synergy Project Management Team had a meeting in Quairading and then visited the preferred BESS site location, including:

- Rana Murad Harris, Senior Local Government Engagement Officer
- Simona Everett, Future Energy Senior Property Specialist
- Amanda Broome, Lead Environment Advisor Approvals TG
- Jed Raymond, Senior Local Government Engagement Officer
- Andre Pratama, Consultant Engineer
- Shire President Jo Haythornthwaite
- Cr Jonathan Hippisley
- CEO Natalie Ness
- EMCS Tricia Brown
- EMWS Sarah Caporn

The BESS & Western Power Connection Sketch (Attachment [4]) is only a first draft prepared by Synergy Engineers to demonstrate the maximum Battery Energy Storage System (BESS) Facility footprint and a potential route for new High Voltage (HV) underground and overhead cables. As such, this is subject to change based on Western Power's comments and the outcome of more detailed site investigations and ecological survey results. The sketch is simply to give an idea of overall footprint of the proposal within the property.

BESS Facility

The site slopes down towards the landfill. This is good as it is less likely contaminants will have migrated under the location. It does mean there will need to be some good earthworks and drainage design to prepare the site.

The vegetation occurring within the footprint of the BESS consists of regrowth dominated by a conifer/pine species. There is only a handful of Christmas trees (native, common) and one wattle (native, common) and a few native shrub and groundcover species, all appear to be non-threatened species. Synergy's consultant Botanist and Zoologists from Aecom will be visiting the site on the Wednesday, 29 & Thursday 30 November 2023 to prepare a flora and fauna survey on the area.

There is a lot of windblown litter in the location, expected as it is a landfill buffer. This will need to be considered in operations. Dangerous goods requirements mean that the batteries need to be clear of any combustible materials such as litter and vegetation matter. Clean ups around the site will be a regular necessity once operational (particularly to ensure vents and drainage do not become obstructed).

Having the facility to the north of the access road is a positive as it means there is easy access to the location, and this also creates a good firebreak between the rest of property and the facility.

Western Power Connection

The cabling indicated for the Western Power connection to the north of the Forrest St access track are in locations that will likely be low impact to the vegetation present.

Where the new overhead line runs to the south of the access track and into the UCL reserve east of the Pet Cemetery, there are several tall trees either side of the line that may be impacted. It will depend on what clearances Western Power require for that line type and length. The flora and fauna survey should assist Synergy in determining the best cable pathway and location for any new poles.

Synergy still needs to confirm the layout with the flora and fauna survey, however on initial site inspection, they believe there is a lot of opportunity to design the facility and connection in a way that will avoid significant damage to the environment.

Proposed Tenure

It is envisaged that tenure for the preferred site will be in the form of a long-term lease granted by the Shire as the management body of Reserve 50111.

Based on the maximum expected life span of the BESS facility, a total lease term of up to 30 years (including options) is preferred. The permitted use under the lease will need to include a 'battery energy storage system and ancillary uses'.

STATUTORY ENVIRONMENT

Local Government Act 1995

Economic Regulation Authority www.erawa.com.au

POLICY IMPLICATIONS

Shire of Quairading Strategic Community Plan 2021 - 2031

Australian Renewable Energy Agency (ARENA) Investment Plan 2021

Regional Australian Microgrid Pilots Program (Guidelines)

Department of Industry, Science, Energy and Resources

FINANCIAL IMPLICATIONS

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

ALIGNMENT WITH STRATEGIC PRIORITIES

- **2.1 Economy**: Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- **2.3 Economy**: Shire engages stakeholders and partners to help capture local economic development initiatives
- **4.3 Natural Environment**: Demonstrate sustainable practices of water, energy and waste management
- **5.1 Governance & Leadership**: Shire communication is consistent, engaging and responsive
- **5.2 Governance & Leadership**: Forward planning and implementation of plans to determine Strategic Plan and service levels
- **5.3 Governance & Leadership**: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

- Regional Development Australia
- Regional Development WA
- Regional Development Wheatbelt
- CBH Group
- Australian Micro-grid Centre of Excellence (AMCOE)
- Hon Mia Davies, Shadow Minister for Mines & Petroleum; Electoral Affairs; Aboriginal Affairs; Women's Interests
- Dr David Honey MLA
- Hon Bill Johnston, Minister for Mines & Petroleum; Energy; Hydrogen Industry; Industrial Relations
- Western Power Representatives
- Synergy Representatives

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Loss of emergency communications due to mains power supply.

Longevity and frequency of power outages significantly impacts business.

RISK ASSESSMENT

	Option 1		
Financial	Low		
	As Council is only in the investigative stages of this project, there is minimal financial risk.		
Health	N/A		
Reputation	Low		
	As Council is only in the investigative stages of this Project, there is minimal reputational risk. The replacement and refurbishment of the poles and wires (brought forward by 10 years) has been a benefit to Council reputation.		
Operations	Low		
	The impact will be in the form of the CEO's time.		
Natural Environment	Low		
	A BESS is a self-sustaining energy source that is beneficial to the Shire.		

	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

Nil.

18/11/2023, 09:58

Land Enquiry Services

Reserve Details Report -50111

Reserve	50111	Legal Area (ha)	5.203		
Name	N/A	Status	CURRENT		
Туре	N/A	Current Purpose	RECYCLING CENTRE AND BUFFER		
File Number	00179-20	00179-2009-01RO			
Notes	N/A				
Additional Reserve Information	RESERVE	E COMPRISES LOT 330 ON DP58301 (K884661)			

Class	Responsible Agency	Date of Last Change
С	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)	20/03/2009

Management Order	Document Number	
SHIRE OF QUAIRADING	K884662	

Land Use

MUNICIPAL DEPOT SITE

BUFFER STRIP

Local Government Authority

SHIRE OF QUAIRADING

CLT Number	Parcel Identifier	Street Address, Suburb	File Number	PIN	Area (m²)
LR3151/97	Lot 330 On Deposited Plan 58301	No Street Address Information Available	00179-2009- 01RO	11700149, 11700151	52030

Previous Certificates of Title	Status
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Document Number/Gazette Page	Date	Туре	Text
K884661	19/03/2009	Current Area	5.2030
K884661	19/03/2009	Class	С
K884661	19/03/2009	Current Purpose	RECYCLING CENTRE AND BUFFER
K884662	19/03/2009	Current Vesting	MANAGEMENT ORDER SHIRE OF QUAIRADING

date: Nov 18, 2023, 9:58:20 AM

https://land-enquiry.app.landgate.wa.gov.au/SVP roperty/reserves/50111 # reserve Details

1/2

18/11/2023, 09:58

Land Enquiry Services

https://land-enquiry.app.landgate.wa.gov.au/SVP roperty/reserves/50111 # reserve Details

2/2

ORIGINAL

INSTRUCTIONS

- 1. If insufficient space in any section, Additional Sheet Form B1 should be used with appropriate headings. The boxed sections should only contain the words "See Annexure".
- 2. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by parties.
- 3. No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialled by the person signing this document and their witnesses.

NOTES

1. RESERVE DESCRIPTION

Reserve number and details to be stated. The Volume and Folio numbers to be stated.

2. MANAGEMENT BODY

State the full name and address of management body.

3. CONDITIONS
Detail the conditions specified by the Minister to be observed
by the management body in its care control and management
of the Reserve.

EXAMINED

4. ATTESTATION
This document is to be executed by the Minister for Lands or a person to whom the power to grant a management order under section 46 of the Land Administration Act 1997 has been duly delegated under section 9(1) of the Act (if applicable).

K884662 XE 19 Mar 2009 14:16:33 Midland

MANAGEMENT ORDER (XE)

LODGED BY State Land Services

ADDRESS DPI - Wheatbelt - Box 98C

PHONE No. FAX No.

REFERENCE No. Kerrie Bridger File 179-2009 Job 090798 Ph 9347 5181 Fax 9347 5002

ISSUING BOX No.

PREPARED BY State Land Services

ADDRESS DPI - Wheatbelt - Box 98C

PHONE No. FAX No.

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO

OTHER THAN LODGING PARTY

TITLES, LEASES, DECLARATIONS ETC LODGED

HEREWITH	
1. Duplicate M.O.	Received Items
2	Nos.
3	_ /
4	_ Receiving Clerk
5	_ 4
6	. 7

090798-003

Registered pursuant to the provisions of the TRANSFER OF LAND ACT 1893 as amended on the day and time shown above and particulars entered in the Register.

BORD GWAL BORY FILM OF -CORRECTION FOREIGN HAR



LANDGATE COPY OF ORIGINAL NOT TO SCALE 17/07/2023 12:45 PM Request number: 65354776



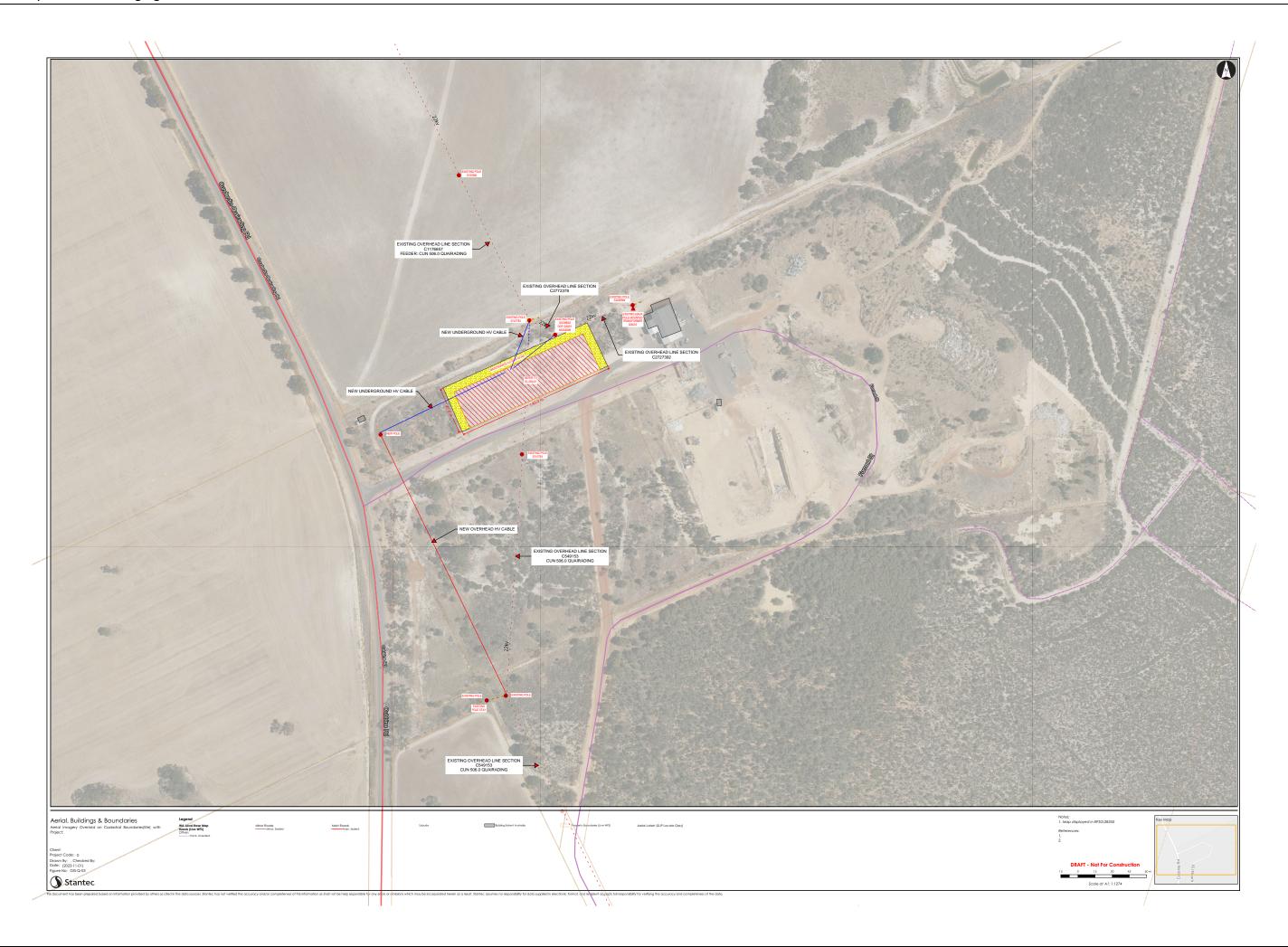
www.landgate.wa.gov.au



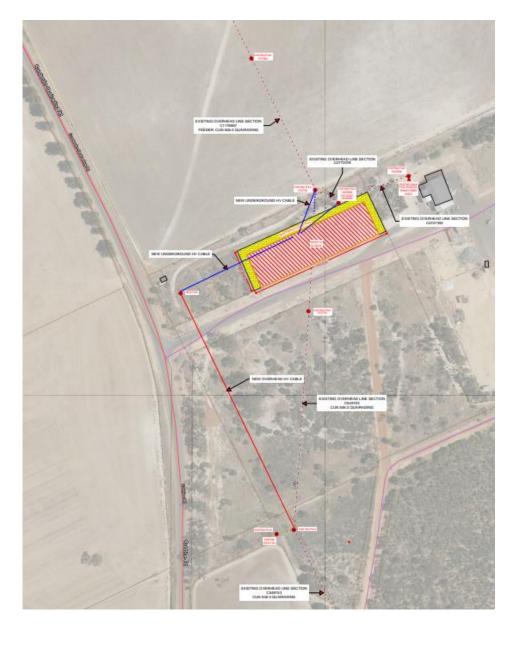
FORM LAA-1023						SECTION 46
WESTERN AUSTRALIA LAND ADMINISTRATION AC TRANSFER OF LAND ACT 1		d				
MANAGEMENT OF	RDER (XE)					
RESERVE DESCRIPTION (N	IOTE 1)			EXTENT	VOLUME	FOLIO
50111				Whole	3151	97
MANAGEMENT BODY (NOT	E 2)					
Shire of Quairading	, PO Box 38,	Quairading	WA 6383			
CONDITIONS (NOTE 3)						
To be used for its	designated pu	rpose "Recv	cling Cer	tre and Buf	fer"	
THE MINISTER FOR LAND THE CARE, CONTROL AND						
DESCRIBED ABOVE FOR SECTION 41 OF THE LAND PURPOSE TO THE CONDI	ADMINISTRATION					
Dated this	1814	day of	MK	enh	in the yea	^{1r} 2009
ATTESTATION (NOTE 4)		fal	-Nod	y-		
	W	MIOR STATE L HEATBELT REG TATE LAND SEF	HON	ER		

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Landgate www.landgate.wa.gov.au Ordinary Council Meeting Agenda



Item 12.3 - Attachment 3



BESS & Western Power Connection Sketch (1st Draft)

Item 12.3 - Attachment 4 Page 173

12.4 Corporate Uniform & Dress Policy

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. Attachment (i) Corporate Uniform & Dress Policy (DRAFT) 🗓 🖺

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council adopt the Corporate Uniform & Dress Policy.

IN BRIEF

A corporate uniform forms part of Council's broader Corporate Branding Strategy and is an important element of Council's Corporate Image. The Corporate Uniform and Dress Policy establishes guidelines for the provision and mandatory wearing of Council's Corporate Uniform.

MATTER FOR CONSIDERATION

The Policy applies to employees of Council primarily engaged in indoor office duties where it is not mandatory to wear high visibility and safety specific apparel.

BACKGROUND

No formal Corporate Uniform and Dress Policy guidelines are currently in place and Officers believe that a standard dress code should apply to provide a more cohesive corporate image to the public.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil. Staff are already allocated a uniform allowance in their Offer of Employment and therefore the Policy has no effect on the current budget.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Consultation has been conducted in conjunction with Senior Administrative Staff.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1				
Financial	Nil				
	Already in Annual Budget				
Health	Low				
Reputation	Low				
	Should provide a more cohesive and corporate branded look for Council Staff				
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 objective of the Policy is to provide a more professional image to all ratepayers, residents and other organisations.

All items of clothing will be sourced from a suitable corporate workwear company and will be branded with the Shire Logo.

Those items that are branded with the Shire Logo are considered Compulsory Work Uniform with the Australian Taxation Office and can be claimable:

Compulsory work uniform

You can claim the costs you incur to buy and clean a compulsory uniform you wear at work.

A compulsory uniform is a set of clothing that identifies you as an employee of an organisation. Your employer must make it compulsory to wear the uniform through a strictly enforced workplace agreement or policy.

A compulsory uniform must either:

- be distinctive to your particular organisation, so that a casual observer can clearly identify you as working for a particular employer
- identify the products or services provided by your employer.

CORPORATE UNIFORM AND DRESS POLICY



CORPORATE UNIFORM & DRESS POLICY

PURPOSE

This policy is to set a standard of dress for employees to represent Council's Corporate Image. This policy establishes guidelines for the provision and mandatory wearing of corporate attire.

EXCLUSIONS

This policy does not apply to:

- Volunteers
- The 'outdoor' workforce where it is mandatory to wear specific Personal Protective Equipment
- Contractors/Consultants

DEFINITIONS

SOQ shall mean Shire of Quairading

PPE shall mean Personal Protective Equipment

CEO shall mean Chief Executive Officer

The Act shall mean the Local Government Act 1995

All staff shall mean all employees of QSC who are not required to wear PPE Uniform

Full Time as per contract of employment generally 76 hours per fortnight

Contractor/Consultant shall mean those people engaged on a contractual or consultancy basis and not an employee

Part Time shall mean employment for less than the normal weekly ordinary hours specified for a full-time officer.

Casual shall mean an employee engaged on a casual basis as per the Local Government Award

Temporary shall mean for a specified period of time or for a specified task.

POLICY

All Shire of Quairading employee's (Full-time, Part-time, Casual & Temporary staff) are to adhere to the policy and dress in accordance with the requirements as set out below.

The Corporate Uniform colours are limited to those colours listed below:

- Pant/Bottoms Black, White, Beige/Tan or Navy
- Blouses/Tops White, Navy, Black, Green, Blue & Red (or as appropriate)

ACCEPTABLE ATTIRE

Acceptable attire for the Shire of Quairading is as follows:

Men:

- Trousers/Chinos
- Dress Shorts
- Shirts
- Suit Jacket, cardigan, jumper or vest

Page | 1

SHIRE OF USAIR A CLOSER LOOK

CORPORATE UNIFORM AND DRESS POLICY

- SOQ casual Friday polo
- Dress shoes (appropriate to workplace and corporate image not provided)

Women:

- Skirt
- Trousers/Dress Shorts
- Shirt/Blouse
- Dress
- Suit Jacket, cardigan, jumper or vest
- SOQ casual Friday polo
- Dress shoes (appropriate to workplace and corporate image not provided)

Clothing and garments worn to comply with religious or cultural requirements are acceptable as long as they do not pose a foreseeable hazard having the potential to harm health or safety. If an employee is uncertain about whether his/her attire is acceptable, the workplace participant should check with the Executive Manager Corporate Services or the CEO.

UNACCEPTABLE ATTIRE

The following is a guide of unacceptable attire in the workplace. It is not an exhaustive list. An employee that presents for work wearing unacceptable attire, as a consistent non-compliance with the policy, will be directed to go home and change before resuming work.

- Sports shoes/sneakers
- T-Shirts
- Thongs (not including sandals)
- Denim/jeans (unless on Casual Friday or other special interest and/or fundraising days (eg Jeans for Genes Day)

Note: Clothing and shoes on Casual Friday and other special interest and/or fundraising days, must still be appropriate for the workplace and in keeping with Council's corporate image. Any shoes must also comply with the above restrictions, as well as Workplace Health & Safety.

BRANDING

Employees can wear unbranded (SOQ) work attire and Local Government branded attire which comply with the acceptable attire of this policy.

ALLOCATION

For employees who have a uniform allowance included in their contract they will be required to use this allocation to purchase corporate wear, with the Shire of Quairading branded logo from the Shire's preferred supplier of corporate workwear.

PRESENTATION

In accordance with the Council's Code of Conduct for Employees, a high standard of personal presentation is required from staff at all times whilst on duty representing Council in an official capacity.

Uniforms are to be clean, neatly pressed and maintained in good order at the employee's cost. The manufacturer's care and washing instructions are to be followed. Laundry and dry-cleaning costs for corporate uniform items are tax deductible.

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Item 12.4 - Attachment 1

shire of uairading

CORPORATE UNIFORM AND DRESS POLICY

WEARING OF CORPORATE UNIFORM/EXEMPTIONS

Wearing of the corporate uniform is considered compulsory at The Shire of Quairading.

Where is it practical to do so, staff may wear the corporate uniform whilst representing Council in an official capacity including attending training, meetings, conferences etc. Exemptions apply where specific dress codes apply (i.e., formal dress code) or where activities dictate (i.e., sporting activity)

SPECIAL INTEREST, FUNDRAISING OR CASUAL DAYS

Special interest, fundraising days or casual days will be held throughout the year where employees can dress accordingly whilst still adhering to the guidelines of appropriate wear.

NAME BADGES

Staff will be issued with a Shire of Quairading name badge. Name badges are to be worn by all staff at all times. It is also recommended that they be worn by staff attending meetings, conferences and seminars and those who generally have high levels of community contact outside of the office. All staff must wear name badges during work hours.

HEALTH & SAFETY

SOQ is required to remove any reasonably foreseeable risk to workplace health and safety. If SOQ considers that particular clothing, shoes or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, SOQ may take whatever action it considers necessary to address the situation.

Action may include directing the employee to remove or replace the particular clothing, shoes or jewellery while in the workplace. If it is not practical to remove or replace particular item, SOQ may direct the employee to leave the workplace. An employee is expected to comply with any such direction.

BREACH OF THE POLICY

Any deliberate breaches of this policy may result in disciplinary action being taken against the employee.

	Record of Policy Review							
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature		
01	Tricia Brown			New Policy	November 2025			

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ITEM 13 MATTERS FOR CONSIDERATION – HEALTH & BUILDING

No matters for consideration

ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES

14.1 Update on Works & Services Programme

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Sarah Caporn, Executive Manager, Works & Services

Attachments 1. Current status of Works Programme, November 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 November 2023.

IN BRIEF

- Major roadworks have now commenced on the Quairading-Corrigin Road for this year.
- Grounds and gardens staff have completed all the mowing for fire mitigation including the Airfield and Pet Cemetery.
- Further improvements are underway at the Waste Site including a new junior attendant for weekend hours and a new sorting table on order. Traffic management will be improved around the site in coming weeks.

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:

Since the last report, Works staff have complemented the clearing and commenced the gravel overlay. A small layer over the existing bitumen will reinvigorate the existing gravel when the section of road is cement stabilised. The cement assists the gravel to bind and strengthen with the increasing loads. Our soil samples have returned indicated that 1.5% cement should give us optimal results.

Cement stabilisation contractors started on Wednesday 22 November and expect to complete the 2km section within 5 working days.

The RRG subgroup approved the following proposal at their meeting on 22nd November 2023:

The Shire of Quairading requests a variation to reduce the scope of the 2023/24 construction on the Quairading -Corrigin Road from 3km (SLK 20.47 to SLK 23.02) to 2km (SLK 18.83-20.83). This will



provide some additional funds to reseal the works completed during 2022/23 from SLK 2.57 to SLK 9.30. In preparing for our 2023/24 programme, there was greater pavement failures further north at SLK18.83 so it is proposed to move the starting location to capture this. Due to looming weather conditions, the Shire needed to cover the 2022/23 works with an emulsion seal. It is now proposed to return with a crumb rubber S45R reseal of the full 6km section to ensure structural integrity and provide greater longevity of asset life. The total project cost and RRG funding will remain the same.

Original MCA	Scope	RRG	Shire	Total
Quairading - Corrigin Road	SLK 20.47 - SLK 23.02, Reconstruct and widen.	\$460,028	\$230,013	\$690,041
Quairading - Corrigin Road	SLK 2.93 - SLK 9.3, Final seal	\$0	\$0	\$0
		\$460,028	\$230,013	\$690,041

Revised MCA	Scope	RRG	Shire	Total
	SLK 18.83 - SLK 20.83, Reconstruct and			
Quairading - Corrigin Road	widen.	\$306,839	\$154,109	\$460,948
Quairading - Corrigin Road	SLK 2.93 - SLK 9.30, Final seal	\$153,189	\$75,904	\$229,093
		\$460,028	\$230,013	\$690,041

As requested by Council, the following tables are a snapshot of the current expenditure and Purchase Orders to provide further information and transparency to Councillors on how major projects and budget codes are tracking.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
RRG166B	RRRG - Quairading - Corrigin Road (Capital) 23/24	\$690,086.00	\$45,973.57	\$17,064.73	\$63,038.30	\$627,047.70

Dangin Mears Culvert: Procurement for the 72 x Class 4 culvert boxes we need to undertake these repairs has now been completed. Our order from Dallcon should arrive before construction is schedule to commenced in mid-January. The next step of the project is procurement of a suitable supplier to build the supporting cement slab, install the boxes and then reconstruct the road over the top. The Shire Works staff will be responsible for building a side track as the whole section of road will need to be cut.

WSF010	WSFN Dangin-Mears Road (Capital) 23/24	\$359,398.00	\$0	\$97,056.00	\$97,056.00	\$262,342.00
Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance

Maintenance Works: Prior to commencing on the Corrigin Road, our Construction team's focus was preparing the road network for the looming harvest as best we could. Larger potholes and edgewear were filled on Cubbine (east of Cunderdin Rd), Bletchyden and Trelor Roads.

Council will notice below that this budget is currently fully utilised and overspent. This is largely due to reducing this budget line by \$150,000 prior to the 2023/24 Budget adoption meeting and we were probably a bit severe with our reductions. The EMWS is aware of this and will work to create savings elsewhere to provide additional funds for the last few months of the 23/24 Financial Year when staff will move back into maintenance grading mode after the funded works are completed.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
RM000 BM000 DM000	Road, Bridge and Drainage Maintenance	\$389,313.18	\$389,802.83	\$68,472.09	\$458,274.92	-\$68,961.74

Grounds & Gardens:

Vandalism around Town: The Shire is currently experiencing a high level of nuisance damage and vandalism. Main areas targeted include the new park, oval and surrounding precinct, town hall as well as settings being changed in irrigation boxes more generally. Staff are currently exploring how we can improve CCTV coverage for asset protection and community safety.



Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
W11300	Public Parks, Gardens and Reserves	\$110,102.06	\$26,143.94	\$5,460.47	\$31,604.41	\$78,497.65
W11323	Community Park, Kwirrading Koort (operational)	\$87,000.00	\$11,553.41	\$3,870.10	\$15,423.51	\$71,576.49

Parker House Garden Design: The landscape designer has now completed her site visits and has a clear picture of the proposed changes. Mrs Lyn Whyte was very gracious and made herself available to meet on the site with the group to confirm discussions and proposals from the Committee. The proposal includes consolidation of the rose garden, simplification of plants and design for a more formal garden around the gazebo, a hardy Australian native garden to the western side and a new lawn area under the trees to the east.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
BC8610	Frail Aged Lodge, Parker House	\$33,400.00	\$0	\$7,970.91	\$7,970.91	\$25,429.09
BC8600	Arthur Kelly Village, Common Areas	\$51,750.00	\$0	\$3,409.09	\$3,409.09	\$48,340.91

Swimming Pool: Staff assisted with preparing the site prior to the season opening on 1 November. Lawns, hedges and irrigation were whipped into shape and repaired ready for the season ahead. Some additional signs are on order to better inform users of the rules of the pool such as No Smoking, No Alcohol and Beware of Snakes. The Pool Manager has been working with EMWS to purchase a few new items such as a waterproof Bluetooth speaker, some new gazebos for shade and we are looking at extending a public Wifi network through the pool precinct.

<u>Council Properties</u>: There are no major updates for the Council Properties while our officer has been on a period of extended leave. We have budget allocations for upgrades at the Medical Centre (office desks), Daycare Centre (kitchen replacement), 7 Edwards Way (lawn and irrigation) and Doctors Residence (extending the premium vinyl flooring board into the bedrooms). We anticipate our Officer will return to work in January 2024.

Plant Updates:

- 1. The Request for Tender on 2 x tip trucks is presented under a separate item to the agenda.
- 2. The angled broom for the Bobcat is also now on order and includes an angled brush to get next to kerbs for street sweeping.
- 3. Procurement of the Sportsground Mower has been completed. We have purchased the following machine:

Toro Z-Master 2000 HDX Myride 60"

Fabricated culling deck, Twin Cylinder Petrol engine, Unique operator platform suspension system for a more comfortable ride. Toro 4-year warranty or 750 hours whichever occurs first. A light bar, amber light has been fitting and it has also been inspected for registration and on-road travel.



Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
PE12308	Sportsground Mower	\$20,000	\$0	\$17,090	\$17,090	\$2,910

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	Medium
	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	Medium
	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
Capital Works Plan		Forward Capital Works Plan is in progress but on hold while staff focus on 23/24 Construction.
Major Road Construction: Quairading-Corrigin Rd	October - December 2023	25% complete
Gravel Resheeting: Old Beverley Road West; Stockpool Road; Badjaling North Road	Scheduled early 2024.	Not yet commenced. Scheduled for February/March 2024.
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. MRWA is working further west so it will not be feasible to work together on planning this work.
Town Hall / Shire Admin carpark (LRCI funded)	January 2024	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	Completed for this year. Next inspections due after 1 July 2024.	Necessary repairs for Bridge 4148 on Dangin North Road have now been completed.
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: Sewer pump (move to a silent alarm), CCTV coverage	January 2024	Procurement has been completed for plumbing suppliers and works anticipated to be scheduled for January when the park is quiet.
Waste Facility:	Ongoing	No further reports at this time.

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PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
Aged Care Facilities:		Arthur Kelly Village: 2 x Carports, Irrigation improvements, gravel carpark on NW side Parker House: Total Front Garden refurbishment – may include front fencing (budget dependent) f
Training Matrix		ChemCert for Gardens staff is scheduled for early December. Senior First Aid and Fire Warden remain pending.
Workplace Health & Safety		WHS Committee next meets in early December. Still need to develop new Incident Form as current template focuses on personal injury.

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14.2 Off Leash Dog Exercise Area (Bark Park)

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Sarah Caporn, Executive Manager, Works & Services

Attachments 1. OLEDA, Town Oval Proposal 🗓 溢

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council installs an off-leash dog exercise area in the northeast corner of Lot 50 McLennan St (Sportsground Precinct).

IN BRIEF

An off-leash dog exercise area (OLDEA) is a designated public area in which dog owners can exercise dogs without a leash.

Under the *Dog Act 1976*, a local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a dog exercise area.

Council has considered several different concepts for installation of an OLEDA or "Bark Park" in Quairading, most recently at the June 2023 OCM.

With this project now moving to a delivery stage, some final costings have become clearer and are much higher than anticipated.

This prompted Officers to reconsider the proposed project. Consideration was to either keep the same site but greatly reduced in size of the fenced area to meet budget or Officers could investigate if there was somewhere else suitable with existing fencing to utilise.

A fresh perspective brought by our Supervisor of Grounds and Gardens has identified an underutilised area in the northeast corner of the Sportsground (approx.1 ha) that already has 6ft high fencing on one side.

There is already a scheme water connection nearby and is adjacent to the Oval where many people already walk their dogs on a leash.

The project can be delivered on time and well below budget utilising this section of open space.

MATTER FOR CONSIDERATION

The lack of a designated off-leash area is a constant complaint received through the Shire front desk.

Officers were asked to investigate potential uses for parcels of unused areas in the townsite.

A designated dog exercise area was suggested, and a brief concept plan developed utilising the Wood Street Reserve.

Final fencing quotes for 240LM of Wood St Reserve were between \$40,000 and \$50,000. This was well above our total proposed project budget of \$30,000. This was a 75m x 45m block or 0.35ha in area.

The proposed site at the Sportsground is an L-shaped area roughly 126m x 56m at its longest points, and 1ha in total area. The site includes existing 1.8m fencing on the northern boundary. The rest of the site will be fenced to 1.2m high.

The below costing utilises a $100 \text{mm} \times 100 \text{mm}$ dog mesh, $3 \times 1200 \text{mm}$ pedestrian gates and $2 \times 3000 \text{m}$ vehicle gates. All materials can be purchased from Quairading local suppliers and installed by existing Works staff. Installation would take approximately 1 to 2 weeks.

Item	Total
Fencing mesh, posts, 5 x gates, concrete and fasteners	\$7,250
Pipe and water trough	\$1,250
Installation / Labour	\$7,000
TOTAL	\$15,500



This proposed site is already part of the regular mowing and maitenance programme so there is no additional or increased operational costs. The area is quite open with some established trees. Another positive of this site is that there are no nearby residents. The only downside is that the area may become inundated with water in wet years, but this would also occur (perhaps to a greater extent) at Wood St.



BACKGROUND

Please refer to June OCM Agenda.

STATUTORY ENVIRONMENT

Local Government Act 1995

Dog Act 1976

POLICY IMPLICATIONS

Asset Management Policy

Community Engagement Policy

FINANCIAL IMPLICATIONS

Budget allocation already provided in 2023/24 FY is \$30,000. Minimal ongoing operational costs with mowing (already undertaken) and some water usage.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

The consultation plan outlined in the June agenda paper did not yet occur but there were some anecdotal reports to Officers from surrounding residents about their discomfort with the Wood St site. The community has been aware of the project for some time, but the location has never been set in stone nor formally communicated widely. If Council are comfortable moving ahead with this Concept, further information will be circulated to the community via the usual channels of the Passion Sheet Newsletter, Banksia Bulletin, social media campaign and a 'Have Your Say' page on the Shire's website. Community feedback will be provided to Council for their consideration. The EMWS is comfortable that there will be no major objections to this site as people are already utilising the oval for walking their pets and having an off-leash area ensures that people who prefer pets on a lead and off a lead can be catered for.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

New local government compliance requirements and low rate-base affects rate payers' service delivery expectations (e.g. not being met/expectations verses reality).

A lack of planning and positioning for the Shire amalgamations leaves Quairading without any representation (including employees) in the merged and larger local government.

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

RISK ASSESSMENT

	Option 1
Financial	Low Implementation and ongoing costs are minimal.
Health	Low An OLDEA will create an addition recreation option within Quairading which will contribute to positive health outcomes for residents.
Reputation	Low An OLDEA will improve reputation with dog owners.
Operations	Low Additional maintenance activities will fit into current operations.
Natural Environment	Low The proposed OLDEA is not in an environmentally sensitive area.

	Consequence							
Likelihood	Insignificant	Minor	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

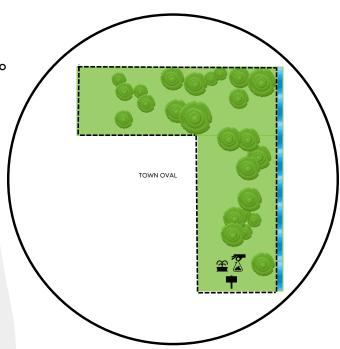
Nil





LOCATION TOWN OVAL -32.009983° 117.407467° 1 ha







14.3 Finalise Procurement, Request for Tender for two (2x) 6-wheel Tipper Trucks

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Sarah Caporn, Executive Manager, Works & Services

Attachments

1. Request for Tender, Coversheet 🗓 🖫

2. Evaluation, Tip Trucks RFT01/23-24 🗓 🖼

3. Isuzu Quote 🗓 🛣

4. Isuzu Spec. Sheet 🗓 🖺

5. Fuso Quote 🗓 🖼

6. Fuso Spec. Sheet 🕹 🖼

7. UD Quote 🗓 溢

8. UD Spec. Sheet 🗓 🖼

9. Iveco Quote $\sqrt[4]{2}$

10. Iveco Spec. Sheet 🗸 🖫

11. Request for Tender, Scope 🗓 🖺

12. RFT Suppliers $\sqrt[4]{2}$

Voting Requirements

Simple Majority

Disclosure of Interest

Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

- 1. That Council trade Q272 and purchase one Fuso truck from Daimler Trucks for a balance of \$198,865 incl GST noting that delivery will be in March 2024.
- 2. That Council trade Q5512 purchase one UD truck from WA Truck Centre for the sum of \$203,143 incl GST noting that delivery will be in July 2024.
- 3. That Council return the balance of any budget allocation to the Plant Reserve funds.

IN BRIEF

The Executive Manager of Works and Services (EMWS) prepared a Request for Tender as per Attachment 1.

The document was circulated to a group of suitable suppliers via the WALGA Vendor Panel/eQuote system, closing on Thursday 12th October 2023.

EMWS along with our two Works Supervisors completed an evaluation, assessing price, specifications, timeliness of delivery and quality including warranty. An Evaluation Assessment is provided at Attachment 2.

As none of the quoting suppliers offered any sort of discount for purchasing two units over one, the panel recommends purchasing one Fuso Shogun FV70 truck and one UD CW 26 460 truck.

The Shire has a Fuso cab chassis reserved with the dealer in Perth as a result of the incomplete procurement in 2022/23.

Should Council support the Officer's Recommendation, the body builder will order steel immediately and commence construction of the tipper body for final delivery to the Shire around the end of March 2024.

The Shire will need to wait on the UD cab/chassis to arrive at Fremantle Port (due in March 2024) and then another 16 weeks production time for the tipper body for the second vehicle.

MATTER FOR CONSIDERATION

Finalisation of the Request for Tender 01/2023-24.

BACKGROUND

As per the 10-Year Plant Replacement Plan, our two 6-wheel tippers are due for trading. One tradein was scheduled for 2022/23 but was not correctly executed as a Tender under the Purchasing Policy so two units have been requested in this RFT.

However, the Shire can take advantage of having one unit already on hand with a dealer as a result of that incorrect procurement by EMWS and have a new reliable truck on hand sooner than other suppliers are able to take delivery of their next shipment of cab/chassis.

The EMWS went back to all suppliers to ask for a tipper body quote from Park Body Builders so that it was a like for like evaluation across all quoting suppliers.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Purchasing Policy

FINANCIAL IMPLICATIONS

The below pricing is also outlined in Attachment 2.

Evaluation did not rank running costs as a major component for analysis as the two new vehicles will be similar in operational cost to our current fleet. Models are moving to a synthetic oil which is more expensive but is replaced less frequently. Plant operational costs are already reviewed and adjusted as part of the annual budget preparations.

PE12303 and PE12317 both have an allocation of \$293,702.31 within the 2023/24 Budget (\$323,072.54 incl GST).

Tenderer	Make & Model	Lump Sum Price (inc GST)	Balance (inc Trade- In Q272, inc GST)	Balance (inc Trade-In Q5122, inc GST)	Sub Total (inc GST) Total Budget \$643,945
Major Motors	Isuzu FXZ 240- 350 MLWB	\$326,685	\$221,685	\$226,685	\$448,370
Daimler Trucks	Fuso Shogun FV70	\$308,865	\$198,865	\$208,865	\$407,729
Truck Centre WA	UD CW 26 460	\$293,143	\$193,143	\$203,143	\$396,286
Iveco Trucks Australia	S-Way 6x4 AS	\$304,739	\$275,140	\$266,140	\$541,280

Should Council wish to purchase two trucks with the most competitive pricing the total price would be \$396,286 inc GST.

The total cost of the recommended option is \$402,008 inc GST (or \$365,461.82 ex GST). This is a difference of \$5,722 but allows the Shire to have one truck six months earlier than both coming from the same supplier.

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
- **3.3 Built Environment**: Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- **5.2 Governance & Leadership**: Forward planning and implementation of plans to determine Strategic Plan and service levels
- **5.3 Governance & Leadership**: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- **5.4 Governance & Leadership**: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

Not applicable.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Lack of routine maintenance of Shire roads creates public safety risk and associated liability issues.

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

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

RISK ASSESSMENT

Financial	MEDIUM
	Our current trucks are limping along and need replacement. Should Council not proceed with the tender, repairs will be costly, or pricing will only increase in coming years.
Health	N/A
Reputation	HIGH
	The Shire uses the 6-wheel tippers frequently for both our Shire works as well as private jobs from members of the community. It allows us to have capacity to respond to road maintenance needs swiftly and with precision.
Operations	MEDIU
	Not having reliable trucks has a major impact on operations. We are currently working on funded road programmes and need to get the work finished in a timely manner and to a high standard.
Natural Environment	LOW
	Newer trucks have better environmental controls and technology for emission reduction.

	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

Nil



REQUEST FOR TENDER

	TENDER DETAILS							
Tender No.	RFT No.01/2023							
Tender Title	2 X 6 WHEEL TIP TRUCKS							
Description	The Shire of Quairading requests quotes for the supply of two (2) 6-wheeler two way tip trucks.							
Allocation within the Budget	\$292,702 x 2 = \$585,404							
GL Code / Job ID	PE12303 & PE12317							
Particulars of the decision to invite Tenders	Council Resolution OCM037-23/24-August 2023 (Adoption of Annual Budget 2023/24)							
Tender Deadline Date and Time (Minimum 14 days)	Thursday 12 th October, 5pm							
Advertisement Details:								
RFT File Path	T:\23 - PLANT, EQUIPMENT AND STORES\04. TENDERING							
WALGA eQuotes / Vendor Panel: VP 380815								
Opened 19 th September, Closed 12 th October								

		TENDERS RECEIVED		
Tender O	pening Date and Time:	Tenders opened at _9.00am/pm o	on 16/10/2023	
	opened in the presence of: ve staff member must be present)	Name: Sarah Caporn Dean Mastin Jason Lilleyman	Signature:	
Tenderer	s:			
1.	UD Trucks			
2.	Daimler Trucks, Fuso		A A A	
3.	Major Motors, Isuzu		A V. Y. A Y. A	V
4.	Iveco Trucks Australia		AVIOLA	II
5.				li



REQUEST FOR TENDER

COUNCIL RESOLUTION & SUCCESSFUL TENDERER									
Was this decision by Delegated Authority?	Yes	No							
Record of Decision									
Council Meeting Date: Audit & Risk Subcommittee November 2023 OCM	Resolution No: TBC								
Successful Tenderer									
Value of Successful Tender									

Ordinary Council Meeting Agenda 30 November 2023

Evaluation for: Two x 6-wheeler Tip Trucks for Shire of Quairading

							COMPLIANCE CRIT	TERIA					Pri	ice	Specifi	cations	Timeliness	of Delivery	Quality/	Warranty	Project Delive	ery Criteria
							NON-WEIGHTED						70	0%	10	0%	15	5%	5	5%	Tota	tal
							Specs contained in the Request	e Conditions of Tendering this Request	Completion of the Price Schedule	Licences	Insurances	Financial capability									Ranking of Delivery Crite	
No	Tenderer	Make & Model	Lump Sum Price (inc GST)	Balance (inc Trade-In Q272, inc GST)	Balance (inc Trade-In Q5122, inc GST)	Sub Total (inc GST) Total Budget \$643,945	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Score 0-5	Weighted Score	Score 0-5	Weighted Score	Score 0-5	Weighted Score	Score 0-5	Weighted Score	TOTAL weighted (exc Price)	RANKING
1	Major Motors	Isuzu FXZ 240-350 MLWB	\$326,685	\$221,685	\$226,685	\$448,370	Yes	Yes	Yes	Yes	Yes	Yes	3	42.0	3	6.0	3	9.0	4	4.0	61	3
2	Daimler Trucks	Fuso Shogun FV70	\$308,865	\$198,865	\$208,865	\$407,729	Yes	Yes	Yes	Yes	Yes	Yes	4	56.0	4	8.0	5	15.0	3	3.0	82	2
3	Truck Centre WA	UD CW 26 460	\$293,143	\$193,143	\$203,143	\$396,286	Yes	Yes	Yes	Yes	Yes	Yes	5	70.0	4	8.0	4	12.0	3	3.0	93	1
4	Iveco Trucks Australia	S-Way 6x4 AS	\$304,739	\$275,140	\$266,140	\$541,280	Yes	Yes	Yes	Yes	Yes	Yes	2	28.0	3	6.0	4	12.0	3	3.0	49	4
5																						
																			Ave	rage	71	

Specifications

Details of any known or possible conflicts:

Evaluation completed by: Sarah Caporn, Dean Mastin, Jason Lilleyman Date: 23/11/2023

70% Tenderers must complete the Pricing Schedule including trade-in vehicles. Tenders must provide a Specifications Sheet to assist with whole of life costings and other vehicle specs such as warranty, service intervals, engine power and payload weights.

15%
Tenderers must prodvide an indication on availability, production timeframes, and when their proposed vehicle could be delivered to the Shire of Quairading

Tenders should provide evidence of a quality assurance and quality control processes. This includes assessment of their standardy warranty terms.

5	Excellent	Demonstrated excellence, substantially exceeds minimum requirements, a number of superior features
4	Good	Exceeds requirements in some respects
3	Fair	Meets minimum requirements with no material concerns or deficiencies
2	Marginal	Some areas of concern in relation to ability to meet minimum Requirements or some deficiencies
1	Poor	Fails to meet minimum Requirements in several respects, contained insufficient or unclear information
0	Fail	Fails to meet minimum Requirements in all respects or did not respond

Ordinary Council Meeting Agenda 30 November 2023

Tender 02-2007 - 6x4 or 8x4 Truck COMPARISON

Summary of Specifications, 6-wheel Tip Trucks

Tender	1	2	3	4	
Supplier	Major Motors	Daimler	Truck Centre WA		
Make	Isuzu	Fuso	UD	lveco	
Model	FXZ 240-350 MLWB	Shogun FV70	CW 26 460	S-Way 6x4 AS	
Delivery Time	Nov-24	Mar-24	Jul-24	Jul-24	
Warranty min 3 years	6yr / 600,000km	5yrs / 500,000km	3yrs / 500,000km	3yrs / 750,000km	
Country of Manufacture	Japan	Japan	Japan	Italy / Australia	
Engine KW / HP	257 (345hp)	290 (389hp)	338 (460hp)	387 (519hp)	
Operating Weight Kg TARE	10,205	10,705	11,063	11,821	
Payload	12,795	12,295	11,937	11,179	
Engine Displacement	9,839	10,677	10,837	12,900	
Engine Cylinders	6	6	6		
Recommended Engine Oil Change Intervals Kms	20,000 / 12 mths	50,000 / 24 mths	80,000 / 12 mths	75,000 / 12 mths	
Average Service Cost per Annum	1,700	2,200	4,000	3,500	
Fuel capacity Lts	400	400	400	480	
Transmission Type	Automatic	Automatic	Automatic	Automatic	
Machine Dimensions Overall Length	8000	7640	7867	8349	
Machine Outside Turning Radius mm	17.1	15.2	9.9	17.4	

Evaluation_TipTrucks

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MAJOR MOTORS PTY LTD







ake WA 6163 (08) 9331 9331 (08) 9331 9339





\$180,800,00

\$650.00

\$610.00

\$230.00

\$1,130.00

\$220.00 Standard Item

Standard Item

Inclusive Item

\$89,950.00

\$5,550.00

\$8,250.00 \$2,400.00

\$2,150.00

\$1,100.00

\$440.00

\$2,870,00

Customer: Shire of Quairading 24 187 484 077 A.B.N. PO Box 38, QUAIRADING WA 6383 A.C.N. Mobile: 0427 451 001 08 9645 1126 Fax: Driver Licence: 08 9645 2400 Email: shire@quairading.wa.gov.au Private:

Quote Details : Page 1/2 Quote / Deal ID: 56833 Customer Order: 12/10/2023 Quotation Date: Quote Expiry Date: 11/11/2023 Salesperson: Lauren Nicholls

Vehicle: Rego No: TBA Rego Expiry: VIN No: TBA EngineNo: Vehicle ID: TBA Compliance Date: Odometer: Build Date: NEW VEHICLE: Make ISUZU TRUCK Model FXZJJ-L23 FXZ 240-350 AUTO MLWB

Driver Lic: **Full Name:** Phone:

Driver:

D.O.B.:

OPTIONS:

GENUINE ACCESSORIES:

NON GENUINE ACC .:

PTO switch for tipper operation Ski bar to cab roof with two LED amber beacons and illuminated switch in cab

Window tint Weather shield to drivers door GME TX3550 80 channel two way radio

Rubber floor mats 6 year / 600,000km / 10,000 hour factory warranty Delivery to Shire of Quairading with operator handover

AFTERMARKET ACC.:

11 cubic metre two way tipping body by TL Engineering with:

- 5mm Hardox construction with heavy duty ribs for additional strength

- Smm Hardox construction with heavy duty ribs
 - Two way air operated tailgate
 - Access rungs with drop down ladder
 - Schovel and broom racks
 - Mesh tail light protection
 - 30T under body hotst
 - Hotshitt PTO to suit Allison transmission
 - Sandblasted and painted white to match cab

Canvas seat covers

PH300 air cushlon pintle hook tow hitch with hydraulics to rear, ABS and 12v plugs

Electric retractable tarp to headboard Hand and foot air trailer brakes Winch type spare tyre carrier to headboard Fit tyre to spare rim

DEALER DELIVERY:

CARRIED OUT PRE-DELIVERY INSPECTION

Vehicle Sub-Total excluding G.S.T. \$296,350.00 G.S.T. Pavable \$29,635.00 Vehicle Sub Total Inclusive of G.S.T. \$325,985.00

GST EXCLUSIVE ITEMS:

Registration - approx - charged at cost (Business)

\$700.00

OTHER INSURANCE:

LESS TRADE(S):

Rego: Q5122 265571 Nissan UD GW 26 400 Tipper

\$326,685.00 -\$100,000.00

LESS DEPOSIT:

BALANCE PAYABLE ON DELIVERY

VEHICLE TOTAL INCLUSIVE OF GST

\$226,685,00

MAJOR MOTORS PTY LTD ACN 088 996 174 ATF. THE MAJOR MOTORS UNIT TRUST ABM 65 730 475 316 Trading As MAJOR MOTORS DIL1141 MRB 1908 AND AUGUSTOS





789 Abernethy Rd Forrestfield WA 6058 PH (08) 9365 6333 Fax: (08) 9365 6366

Branch: BIBRA LAKE 2 Selfiés Road Bibra Lake WA 6163 Phone: (08) 9331 9331 FAX: (08) 9331 9339 Branch: PORT HEDLA 1. Quininup Way Port Hedland WA 6721 Phone: (08) 9172 6900 FAX: (08) 9172 6961

Branch: MALAGA 65 Crocker Drive Malaga WA 6090 Phone: (03) 9241 7999 FAX: (08) 9241 7910

ox 163 Belmont WA 6984 Web; www.majormotors.com.e

LOOS OSS Alpano Alpano

Customer:

Shire of Quairading
PO Box 38,
QUAIRADING WA 6383

DOB.: Driver Licence: Email: shire@quairading.wa.gov.au

A.B.N. A.C.N. Mobile: Fax: Busines Private:

24 187 484 077.
e: 0427 451 001.
08 9645 1126
ess: 08 9645 2400

—Quote Details :

Page 2/2

Quote / Deal ID: 56833

Customer Order: 12/10/2023

Quotation Date: 12/10/2023

Quote Expiry Date: 11/11/2023

Salesperson: Lauren Nicholls

- Vehicle :

Rego No: TBA VIN No: TBA Vehicle ID: TBA Odometer: Rego Expiry: EngineNo: Compliance Date: Build Date: — Driver:

D.O.B.: Driver Lic: Full Name:

CONDITIONS OF QUOTATION:

The Dealer reserves the right to armend pricing should the Manufacturer's or third Parties prices or Government charges charge prior to delivery.

Trade-in prices are based on vehicle condition at time of Quotation and the quote is valid until 11/11/2023 only. Trade-in values are inclusive of GST.

Salesperson: Lauren Nicholls

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Sales Manager

MAJOR MOTORS PTY LTD





ake WA 6163 (08) 9331 9331 (08) 9331 9339



Customer: Shire of Quairading PO Box 38, QUAIRADING WA 6383

DOB .: Driver Licence: Email: shire@quairading.wa.gov.au

A.B.N. 24 187 484 077 A.C.N. 0427 451 001 Mobile: Fax: 08 9645 1126 Business: 08 9645 2400 Private:

Quote Details :

1/2 Quote / Deal ID: 56831 Customer Order:

Quotation Date: 12/10/2023 Quote Expiry Date: 11/11/2023 Salesperson: Lauren Nicholls

- Vehicle : Rego No: TBA

VIN No: TBA Vehicle ID: TBA Odometer:

Rego Expiry: EngineNo: Compliance Date: **Build Date:**

Driver:

D.O.B.: Driver Lic: Full Name:

NEW VEHICLE:

Make Model

ISUZU TRUCK FXZJJ-L23 FXZ 240-350 AUTO MLWB

\$180,800.00

\$650.00

\$2,870,00

\$610.00

\$230.00

\$220.00 Standard Item

\$1,130.00

OPTIONS:

GENUINE ACCESSORIES:

NON GENUINE ACC .:

PTO switch for tipper operation

Ski bar to cab roof with two LED amber beacons and illuminated switch in cab Window tint Weather shield to drivers door

GME TX3550 80 channel two way radio Rubber floor mats Reverse camera

6 year / 600,000km / 10,000 hour factory warranty Delivery to Shire of Quairading with operator handove

Inclusive Item \$89,950,00

Standard Item

AFTERMARKET ACC.:

11 cubic metre two way tipping body by TL Engineering with:
- 5mm Hardox construction with heavy duty ribs for additional strength
- Two way air operated tailgate
- Access rungs with drop down ladder
- Shovel and broom racks
- Mesh tall light protection

-00T under body hoist
-00T under body hoist
- Hotshift PTO to suit Allison transmission
- Sandblasted and painted white to match cab
PH300 air cushion pintle hook tow hitch with hydraulics to rear, ABS and 12v plugs

Electric retractable tarp to headboard Hand and foot air trailer brakes Winch type spare tyre carrier to headboard Fit tyre to spare rim

Canvas seat covers

DEALER DELIVERY: CARRIED OUT PRE-DELIVERY INSPECTION

Vehicle Sub-Total excluding G.S.T.

G.S.T. Payable

Vehicle Sub Total Inclusive of G.S.T.

\$296,350.00 \$29,635,00

\$5,550,00

\$8,250.00

\$2,150.00

\$1,100,00

\$440.00

\$0,00

GST EXCLUSIVE ITEMS:

Registration - approx - charged at cost (Business)

\$325,985.00 \$700.00

OTHER INSURANCE:

Rego: Q272 192150 Nissan UD Quon 26 380 Tippe

\$326,685.00 -\$105,000.00

LESS TRADE(S): LESS DEPOSIT:

BALANCE PAYABLE ON DELIVERY

VEHICLE TOTAL INCLUSIVE OF GST

\$221,685.00

Item 14.3 - Attachment 3

MAJOR MOTORS PTY LTD





Customer:

Shire of Quairading PO Box 38, QUAIRADING WA 6383

Driver Licence: Email: shire@quairading.wa.gov.au

A.B.N. A.C.N. Mobile: Fax: Business: Private:

24 187 484 077 0427 451 001 08 9645 1126 08 9645 2400

Quote Details :

2/2 Page Quote / Deal ID: 56831 **Customer Order:** 12/10/2023 **Quotation Date:** Quote Expiry Date: 11/11/2023

Salesperson: Lauren Nicholls

Vehicle:

TBA Rego No: VIN No: TBA Vehicle ID: Odometer: TBA

Rego Expiry: EngineNo: Compliance Date: Build Date: - Driver: -

D.O.B.: Driver Lic: Full Name: Phone:

CONDITIONS OF QUOTATION:

CONDITIONS OF QUOTATION:
The Dealer reserves the right to amend pricing should the Manufacturer's or third Parties prices or Government charges change prior to delivery.
Trade-in prices are based on vehicle condition at time of Quotation and the quote is valid until 11/11/2023 only. Trade-in values are inclusive of GST. Trade-in prices are based on vehicle condition at time of Quotation and the quote is valid until 11/11/2023 only. Trage

Sales Manager

Salesperson Lauren Nicholls

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FXY MODEL PICTURED

WEIGHT RATINGS*

GVM 24,000 kg GCM 45,000 kg ENGINE

POWER 257 kW @ 2,000 rpm
TORQUE 1,422 Nm @ 1,400 rpm

TRANSMISSION

9 speed manual transmission (MT) 6 speed automatic transmission (AT) * Refer to back page for detailed weight rating

ISUZU CARE		
WARRANTY	6 Year Standard Warranty	
	600,000 km / 10,000 Engine Hours	
ROADSIDE ASSIST	6 Year Roadside Support	
	24/7 Unlimited km	
	3 Year Standard Warranty	
HARSH APPLICATION WARRANTY	300,000 km / no hours stipulation	
(CONCRETE AGITATOR / GARBAGE COMPACTOR)	3 Year Roadside Support	
	24/7 Unlimited km	







Subject to the conditions outlined in the IAL New Vehicle Warranty. For further information please visit isuzu.com.au or contact your local dealer.

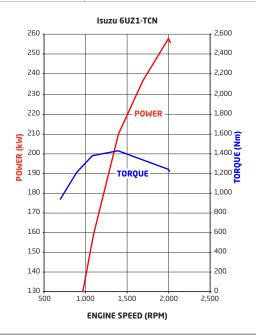
INTELLIGENT SAFETY		
STANDARD FEATURES	Anti-Lock Braking System (ABS)	
	Driver airbag	
	Driver seatbelt pretensioner	
	Low light capable reversing camera	
	ECE-R29 compliant cab	

SERVICE AGREEMENTS					
Optional Service Packages	ESSENTIALS	ESSENTIALS PLUS	TOTAL		
SCHEDULED SERVICINGS	•	•	•		
CONSUMABLES		•	•		
ENGINE, TRANSMISSION & DRIVELINE			•		
EXTRAS	After-hours Servicing, Glass, Fuel Card, Pickup - Dropoff				

isuzu.com.au FXZ_FXY MY22 04.22 FSV001

FXZ 240-350 6X4 FXY 240-350 6X4

ENGINE				
DESCRIPTION	Isuzu 6UZ1-TCN			
TYPE	6 cylinder 24 valve SOHC			
DISPLACEMENT	9,839 cc			
COMPRESSION RATIO	17.5:1			
BORE X STROKE	120 mm x 145 mm			
POWER	257 kW (350PS) @ 2,000 rpm (DIN NET)			
TORQUE	1,422 Nm @ 1,400 rpm (DIN NET)			
INDUCTION	Electronically controlled variable nozzle turbocharger with air-to-air intercooler			
FUEL INJECTION	Direct injection high pressure common rail			
EMISSION CONTROL	Cooled EGR with exhaust Diesel Oxidation Catalyst (DOC). ADR 80/03 (Euro V) compliant.			



TR	ANSMISS	ON									
		Type: Single plate with air assisted hydraulic control									
	CLUTCH	Clutch plate diameter: 432 mm									
		Clutch lining area: 1,923 cm²									
		Descrip	tion:	ZF 9S	1310	TO					
мт		Type: 9	speed	with	synch	romesl	n on g	ears 1	-8		
		Ratios:									
	GEARBOX	Crawler									
		9.48	6.58	4.68	3.48	2.62	1.89	1.35	1.00	0.75	8.97
		Power Take Off facility: Provision at rear of transmission case									
Other features: Repeat 'H' shift pattern											
Description: Allis Type: 6 speed au		Description: Allison 4430									
		dautor	matic								
		Ratios:									
		1st									
AT	AT		2.21	1.53	1.00	0.76	0.67	5.55			
		Power Take Off facility: LHS and top openings on									
		transmission bellhousing. Engine driven PTO drive gear.									
Other fe adaptive										with	
		adapavi	2 311110	. 20116		y11	o Jyiit	i.cuc i			

AXLES	
	Description: Meritor FG941
FRONT	Type: Reverse Elliot I-beam
	Capacity: 6,600 kg
	Description: Meritor MT-14X
	Type: Tandem drive
REAR	Other features: Inter-axle lock and cross locks fitted to both axles
	Capacity: 18,100 kg
	Ratio: 4.875:1 (except FXZ/FXY AUTO MLWB models), 5.286:1 (FXZ/FXY AUTO MLWB models)

SUSPENSION				
FRONT		Type: Single stage alloy steel taper-leaf springs		
		Other features: Double acting hydraulic shock absorbers. Stabiliser bar.		
	FXZ	Type: Taper leaf spring with Isuzu 6 rod and trunnion location system		
REAR		Description: Hendrickson HAS461		
FXY	FXY	Type: Airbag		
		Capacity: 20,865 kg at ground		

BRAKES	
DESCRIPTION	Meritor 'Q-Plus'
TYPE	Full air 'S-Cam' front and rear drum brakes
DIAMETER X WIDTH FRONT	419 x 127 mm
DIAMETER X WIDTH REAR	419 x 178 mm
PARK BRAKE	Spring park brake acting on all rear wheels
AUXILIARY BRAKE	Air controlled exhaust brake

STEERING		
TYPE	Power assisted recirculating ball	
GEAR RATIO	18.5:1	
TURNS LOCK TO LOCK	3.7	
WHEEL LOCK ANGLE	40° (inside wheel) / 32° (outside wheel)	

WHEELS & TYRES				
	WHEELS	22.5 x 8.25 ten stud ISO standard steel wheels		
FRONT	TYRES	295/80R22.5 152/148M Michelin X Multi Z 2 Tubeless		
	STEER AXLE TYRE RATING	7,100 kg		
	WHEELS	22.5 x 8.25 ten stud ISO standard steel wheels		
REAR	TYRES	11R22.5 148/145L Michelin X Multi D Tubeless		
	TANDEM AXLE TYRE RATING	23,200 kg		
SPARE		Rim supplied. Winch type carrier (except FXZ MLWB).		

CHASSIS FRAME	
TYPE	Cold rivetted ladder frame.
MATERIAL	HT540A steel members
DIMENSIONS	Side rail (mm): 285 x 85 x 7.0 Rear frame width (mm): 850

isuzu.com.au FXZ_FXY MY22 04.22 FSV001



FUEL TANK	
TYPE	Frame mounted aluminium fuel tank
CAPACITY	400 L
FUEL CAP	Lockable

ELECTRICAL SYSTEM					
TYPE	24 volt				
ALTERNATOR	90 amp				
STARTER MOTOR	5.0 kW				
BATTERY	2 x 115E41L (651 CCA) batteries connected in series				
CAN BUS PROVISION	Underdash CAN system access plug for connection to a Fleet Management System (FMS) (not supplied)				

CABIN SPECIFICATIONS & APPOINTMENTS

CABIN GENERAL F	EATURES
ENGINE ACCESS	Electro-hydraulic cab tilt
CAB MOUNTING	Rear coil spring suspension with hydraulic shock absorbers
STEPS	Heavy duty anti-slip steps
DOORS	90° opening internally reinforced front doors
MIRRORS	Heated and powered exterior main mirrors with flat glass and additional independently adjustable convex "spot" mirrors
WIPERS	Two speed windscreen wipers with intermittent wipe mode
	LED main beam and halogen high beam headlamps. Chrome surround.
EXTERIOR LIGHTING	Roof mounted clearance lamps
	Front foglamps
AUDIBLE WARNING	Reverse alarm
GRILLE	Chrome
FRONT BUMPER	Body coloured air dam type
SECURITY	Central locking with remote keyless entry and immobiliser

CABIN INTERIOR				
SEATING	Isri 6860/875 NTS air suspension driver's seat			
	Front passenger adjustable bucket seat and front centre seat with folding seat back			
SEATBELTS	3-point lap sash seatbelts in all outboard seating positions. Driver seatbelt integrated with driver seat. Centre seat lap belts.			
STEERING COLUMN	Tilt/telescopic adjustable			
ENTRY ASSIST GRIPS	Door and roof pillar mounted			
DOOR WINDOWS	Electric control			
	Overhead compartments			
	Twin cup holders			
STORAGE	Centre console box and storage tray			
	Passenger glovebox			
	Door pockets			
	24V cigarette lighter			
POWER OUTLET	2.4A high current fast charge USB socket			
AIRCONDITIONING	Auto control			
INTERIOR LIGHTING	Fluorescent lamp			
REAR COMPARTMENT	ADR 42 compliant sleeper with mattress			

AUDIO VISUAL UN	IT		
SCREEN TYPE	10.1" 1080p High Definition with capacitive touch		
NAVIGATION	Truck tailored GPS based system + live feed traffic alerts and live feed route optimisation via smartphone link (live feed component is by subscription with first 3 years provided at no extra cost)		
OPERATING SYSTEM	Android Automotive		
RADIO	AM/FM/DAB+		
INTERNAL STORAGE CAPACITY	32GB		
	USB 3.0 socket		
SMARTPHONE	Wi-Fi connectivity		
INTEGRATION	Android Auto / Apple CarPlay compatibile		
	Phone storage pocket with wireless charging facility		
OTHER CAPABILITY	Provision for external camera inputs, tyre pressure monitoring, low and high position reverse sensor inputs		

DRIVER CONTROLS					
ENGINE	Idle speed control				
	Cruise control				
TRANSMISSION (AT ONLY)	Push button gear selection control				
GENERAL CONTROLS	Headlamp on/off and levelling, windscreen wipers (2 speed and intermittent modes), washers, exhaust brake, turn signals				
	Inter-axle lock and cross lock engage switches				

INSTRUMENTATION				
	Vehicle systems status			
	Low fuel level alert			
MULTI INFORMATION	Fuel consumption information			
DISPLAY	Service interval alerts			
	Hourmeter			
	Adjustable vehicle speed warning			
	Speedometer and tachometer			
	Digital odometer with integrated dual tripmeters			
GENERAL INSTRUMENTATION	Transmission oil level, oil life, filter life, and condition monitor display (AT only)			
	Engine coolant temperature, fuel level and air pressure gauges			



isuzu.com.au FXZ_FXY MY22 04.22 FSV001

FXZ 240-350 6X4 FXY 240-350 6X4

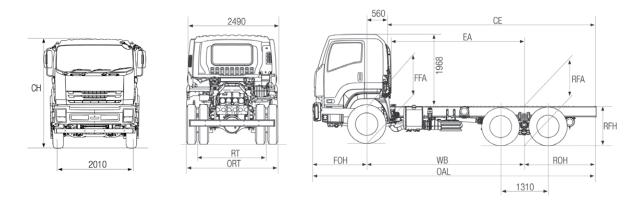


WEIGHTS (kg)								
MODELS	RATI	NGS*	LOADING LIMI	IT* (at ground)	CAB CHASSIS WEIGHT #			
	GVM	GCM	FRONT	REAR	FRONT	REAR	TOTAL	
FXZ 240-350 AUTO MLWB	24,000	45,000	6,600	18,100	4,120	3,340	7,460	
FXZ 240-350 LWB	24,000	45,000	6,600	18,100	3,945	3,540	7,485	
FXZ 240-350 AUTO LWB	24,000	45,000	6,600	18,100	4,130	3,575	7,705	
FXY 240-350 AUTO MLWB	24,000	45,000	6,600	18,100	4,075	3,130	7,205	
FXY 240-350 LWB	24,000	45,000	6,600	18,100	3,925	3,320	7,245	
FXY 240-350 AUTO LWB	24,000	45,000	6,600	18,100	4,105	3,350	7,455	

^{*} Vehicle ratings and front/rear weight limits are subject to government regulatory requirements and weight distribution analysis. Consult your Isuzu dealer to select the correct vehicle for your specific application.

[#] Cab chassis only as supplied and including 10 litres of fuel.

DIMENSIONS (mm)								(m)					
MODELS	WB	OAL	FOH	ROH	EA	CE	RT	ORT	СН	FFA (unladen)	RFA (unladen)	RFH (unladen)	TURNING CIRCLE kerb to kerb
FXZ 240-350 AUTO MLWB	4,540	8,000	1,480	1,980	3,860	5,939	1,840	2,450	2,990	920	1,095	1,140	17.1
FXZ 240-350 LWB / AUTO LWB	6,010	10,990	1,480	3,500	5,330	8,950	1,840	2,445	2,990	920	1,100	1,140	22.7
FXY 240-350 AUTO MLWB	4,540	8,000	1,480	1,980	3,860	5,939	1,840	2,450	2,990	920	1,050	1,070	17.1
FXY 240-350 LWB / AUTO LWB	6,010	10,990	1,480	3,500	5,330	8,950	1,840	2,445	2,990	920	1,040	1,065	22.7



PERFORMANCE (calculated - typical paved road)								
		GEARED SPEED^ (top gear at peak power engine rpm)	LOW SPEED GRADEABILITY (lowest forward gear assuming no wheel slip)	ENGINE SPEED (top gear at 100 km/h)				
FXZ/FXY 240-350 LWB	At 24,000 kg GVM	106 km/h @ 2,000 rpm	48%	1,890 rpm				
FXZ/FXY 240-350 AUTO MLWB	At 24,000 kg GVM	109 km/h @ 2,000 rpm	60%	1,830 rpm				
FXZ/FXY 240-350 AUTO LWB	At 24,000 kg GVM	119 km/h @ 2,000 rpm	55%	1,690 rpm				

[^] Maximum speed achievable depends on vehicle frontal area as well as other factors. Consult your Isuzu dealer for more detailed information. Vehicle is speed limited to 100km/h.

ORDER CODES						
MODELS	CODES					
FXZ 240-350 AUTO MLWB	FH-FXZJJ-L22					
FXZ 240-350 LWB	FH-FXZJJ-D22					
FXZ 240-350 AUTO LWB	FH-FXZJJ-N22					
FXY 240-350 AUTO MLWB	FH-FXYJJ-L22					
FXY 240-350 LWB	FH-FXYJJ-D22					
FXY 240-350 AUTO LWB	FH-FXYJJ-N22					

Subject to the conditions outlined in the IAL New Vehicle Warranty, Isuzu FX series models carry a standard factory warranty which covers the owner for the first 72 months or 600,000 kilometres or 10,000 Engine Hours (whichever comes first). All Isuzu warranties are subject to mandatory prescribed terms under Australian Consumer Law including consumer guarantees. Harsh Conditions variations to standard factory warranty may apply. For more details visit the Isuzu website at www.isuzu.com.au which explains Isuzu warranties in more detail, or alternatively contact your local Isuzu Truck dealer. All warranties commence from date of initial delivery.

ISUZU AUSTRALIA LIMITED ABN 97 006 962 572 ("IAL"). The information in this spec sheet was correct at time of printing, but all measurements, specifications and equipment are subject to change without notice. Some equipment may have been changed and/or is available at extra cost. IAL may make changes at any time without notice, in prices, colours, materials, equipment and models. IAL makes all reasonable attempts to ensure the availability of all vehicles and equipment. The information in this spec sheet is general in nature. Your Isuzu dealer can confirm all measurements, specifications and vehicle / equipment availability upon request. To the extent permitted by the law, IAL is not liable to any person as result of reliance on the content of this spec sheet.

İSUZU.COM.AU FXZ_FXY MY22 04.22 FSV001

QUOTATION PREPARED FOR THE:



DAIMLER TRUCKS PERTH







PATRICK KENDREW PHONE: 08 9311 7400 MOBILE: 0429927257

EMAIL: pkendrew@vvgtruck.com.au



Mailing Address PO Box 1914 Midland DC WA 6936

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4 Ulm Place Perth Airport WA 6105 Tel+618 9311 7400 www.daimlertrucksperth.com.au enquiries@daimlertrucksperth.com.au

Ref: 30644

10th October 2023

Sarah Caporn Executive Manager of Works and Services Shire if Quairading 10 Jennaberring Road QUAIRADING WA 6383

RE: RFT 01/2023 SUPPLY OF TWO (2) 6-WHEELER TWO-WAY TIPPING TRUCK

Dear Sarah,

Thank you for the opportunity to supply our tender along with details to supply Two(2) only 2023/24 FUSO FV70 SHOGUN 6x4 cab/chassis fitted with Two Way Tipper Body set up and ancillary equipment to the SHIRE OF QUAIRADING requirements.

For any further details that may be required, please refer to the enclosed specification sheet, or contact the undersigned who will gladly assist.

Yours faithfully **DAIMLER TRUCKS PERTH**

PATRICK KENDREW
GOVERNMENT/SHIRE SALES CONSULTANT

MIKE ALLEN

NEW FUSO TRUCK SALES MANAGER

VELOCITY TRUCK CENTRES

Mailing Address PO Box 1914 Midland DC WA 6936

Mercedes-Benz - are registered trademarks of Daimler AG. Stuttgart. Germany Freightliner is a registered trademark of Freightliner LLC. USA Fuso is a registered trademark of Mitsubishi Fuso Trucks & Bus Corporation, Japan 4 Ulm Place Perth Airport WA 6105 Tel+618 9311 7400 www.daimlertrucksperth.com.au enquiries@daimlertrucksperth.com.au SHOGUN SERIES FUSO FV70HK2VFAA MWB 395hp AMT 6x4

AXLE FRONT: Reverse Elliot 'I' beam. Load rating 6,500 kg.

AXLE REAR: Mitsubishi Full Floating Hypoid. Tandem drive with inter axle diff

lock. Capacity 21,600kg. Ratio 4.625:1

BRAKES: Full Air dual circuit, Taper Roller, ABS with ASR. Rear wheel spring actuated park

brake. Constant throttle brake, 3 levels of retardation.

Trailer hand control valve and air lines.

CAB: All steel forward control 2 seat electric / hydraulic tilt cab. Air

suspended front and rear. Heated & Electric external mirrors both sides. Rear Quarter glass windows, LHS Transom door window. Fluoro interior reading lamp, Cruise Control, Keyless locking, power windows, Air Conditioner, Heater, Demister, cup holders. Driver's Airbag & Seat Belt pre-tensioners. Driver's ISRI Air Suspension seat. Dash and centre console storage areas. Overhead storage pocket with lid, RH door storage pocket. Colour info display for fuel consumption, service indicators, hour meter & Oil level check.

ADR42/04 Approved sleeping berth.

Multi Media Package:

6.1 LCD in dash touch screen with Bluetooth hands free. CD/DVD player with Digital DAB+ Radio. USB iPod port & Aux satellite Navigation with 3year free maps updates. Three reverse Camera

compatible. (Cameras not included).

CHASSIS: Parallel channel. Tensile strength 540mpa. Width 840mm.

FUPS. Wheelbase 4300mm. Clear chassis rail, no top rivets.

CLUTCH: Automated manual, no clutch pedal, single dry plate Fuso K4/430.

ELECTRICAL: 24V neg. earth. Alternator output: 24V-100amp. Halogen High Beam headlamps, Low

Beam LED

24V Acc power outlet. 2x12v 150Ah / 20hr batteries. Reverse buzzer.

ENGINE: Mitsubishi FUSO OM470-T2 Diesel (ADR 80/03 - Euro VI) 10.7 litre,

6cyl In-line OHV. Waste-gate turbocharged / air to air intercooler. SCR after treatment system. Power / 290kw (395hp) @ 1600rpm. Torque: 2000Nm @ 1100. Water cooled with viscous coupling fan.

FUEL: Rectangle alloy tank 400 litres with locking cap. 60 litres Ad-blue

tank with locking cap. Filter with water separator and dash indicator.

STEERING: Integral Power Assisted Ball and Nut, tilt/telescopic adjustable.

SERVICE: 50,000 kms service intervals.

SUSPENSION FRONT: Long taper leaf with double acting shock absorbers.

SUSPENSION REAR: Long taper leave / 6 rod trunnion suspension.

TRANSMISSION: Fuso G230-12, 12 Speed automated transmission with auto and manual modes.

PTO openings, rear of transmission.

WHEELS AND TYRES: Single piece Alloy disc 10 stud rims 335mm PCD. (11 off)

22.5x8.25DC with 295/80R22.5 front tyres / 11R22.5 rear tyres.

GVM / GCM: 25,400kg / 53,000kg

BODY DETAILS: Body as described , built to your specifications & manufactured by **Bruce Rock**

Engineering

NOTE: Please refer to our nominated body builders quotation attached,

for your information as to construction details.

Daimler Trucks Perth would licence the vehicle on behalf of the Shire as requested. These licensing costs are **NOT INCLUDED** in our LICENSING:

quotation and would be invoiced separately.

DELIVERY: To be confirmed at the time of approval

WARRANTY: Factory Standard five (5) year or 500,000km (whichever occurs first) warranty to

the cab/chassis - Bumper to Bumper

TRAINING: Full training and induction included.

FUEL ECONOMY Fuso unable to supply due to many variables effecting fuel consumption.

SERVICING: 50,000km or 12 Month Service Intervals

PAYMENT: Cash on delivery.

NOTE: Prices are based on manufacturer's prices at the quotation closing date and

are subject to CURRENT RULING PRICES or stock available at the quoted

price.

24HR ROADSIDE ASSIST National roadside assist covers Fuso clients for the life of their vehicle from

delivery. (Conditions apply) Daimler Trucks Perth for more details

MAIN WORKSHOP Daimler Trucks Perth Service Centre operates from 8am to Midnight Monday

through Friday and Saturday morning where prior arrangements have been

EXCEMPT

SHOGUN SERIES FUSO FV70HK2VFAA MWB 395hp AMT 6x4.

PRICE: 217,082.86 Less Fuso Shire Allowance 26,596.85

> 2023/24 Plated Cab Chassis Only 190,486.01

Cab Chassis Standard Specifications

- GVM 25,400kg
- GCM 53,000kg
- 4300mm wheelbase
- 290kw/ 395hp / 2000nm
- 400 Litre capacity aluminium tank with lockable fuel cap
- 12 speed constant mesh Automatic Manual Transmission (AMT)
- Driver controlled inter-axle lock and cross locks on both axles (LSD option included)
- Rear wheel spring actuated park brake
- ABS plus EBD (Electronic Brake force Distribution)
- 295/80R22.5 (steer) and 11R22.5 (drive)
- Electro-hydraulic cab tilt
- Driver airbag
- Fully integrated auto control air-conditioning
- Electric windows and mirrors
- Radio multimedia unit with LCD touch screen and Bluetooth
- Cruise Control
- Central locking with remote keyless entry
- Adaptative cruise control, lane departure warning, emergency brake warning and stability control
- Drivers air suspension seat
- Fuso toolkit for wheel changes
- Euro IV Standard
- Fuso Telematics now available with free 12-month subscription

- 11M3 Tipper Configuration Body & Accessories
 4.5m 2.45m x 1.0m Hardox Rear and Side Tipping Body
- Manufactured by Bruce Rock Engineering (Quote attached with proposal)
- PTO switch in cab with programming Please note PTO off Transmission not Engine
- Spare tyre carrier winch type to headboard incudes spare tyre and rim
- Razer concertina mesh tarp electrically switched with handheld remote
- Lockable battery isolator
- Ski bar on truck cab fitted with two (2) Narva 85246A LED beacons
- 80 channel two-way radio
- Window tinting

STAMP DUTY:

- H/D Canvas seat covers and H/D rubber floor mats
- Weather shield fitted to drivers side window
- Pit pass and weigh bridge documents
- Delivery to Shire of Quairading with Handover

Body & Accessories Total	\$	102,527.74
Sub Total GST	\$	293,013.75 29,301.38
TOTAL FOR ONE	\$	322,315.13
TOTAL FOR TWO	\$	644,630.26
	Sub Total GST TOTAL FOR ONE	Sub Total \$ GST TOTAL FOR ONE \$

LICENSING: INVOICED SEPERATE AT COST

1. Used UD 2013 Tipper - VIN – JNBCWB5EL00L00480 Rego Q-272 – 192,000kms TRADE IN VALUE Including GST TRADE IN:

\$ 110,000.00

2. Used UD 2012 Tipper - VIN – JNBGWB4DL00H00724 Rego Q-5122 – 265,000kms TRADE IN VALUE Including GST

\$ 100,000.00



OUR SAFEST AND CLEANEST SHOGUN YET. THE MY21 SHOGUN IS EQUIPPED WITH ABA5, PD, LDWS, ESP, AAA, IHC, DRL AND A EURO VI STEP D ENGINE. ALL BACKED BY OUR CLASS LEADING SERVICE INTERVALS AND 5 YEAR WARRANTY.

 GVM
 GCM
 Power/Torque

 25,400kg
 53,000kg
 290kw / 2000nm

 335kw / 2200nm

- Heavy rigid licence required
- Actual vehicle may differ from above image

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DAIMLER TRUCK

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MODEL

6x4 FV70 395Hp Steel Susp. MWB 12 Sp. AMT FV70HK2VFAA-MY21 6x4 FV70 455Hp Steel Susp. MWB 12 Sp. AMT FV70HK4VFAA-MY21

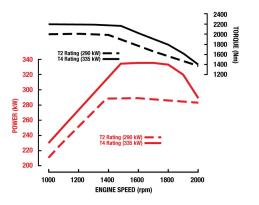
WHEEL BASE

4300mm 4300mm

GVM 25,400kg 25,400kg

GCM 53,000kg 53,000kg

Engine			Clutch
Engine Version	A FUSO OM470-T2 Diesel	B FUSO OM470-T4 Diesel	Clutch Mod Type Operation/s
Configuration	6 Cyl. In-line OHV		орогилоти
Туре	Asymmetric Turbocha	rger, Air to Air Intercooler	Transmi
Displacement	10.7 litre (10677 cc)		Hullsiiii
Bore	125 mm		Version
Stroke	145 mm		Type/Spee
Power (DIN)	A 290 kW (395 hp) @ 1600 rpm	B 335 kW (455 hp) @ 1600 rpm	Features
Torque (DIN)	A 2000 Nm (1475 lb.ft) (1100 rpm	B @ 2200 Nm (1622 lb.ft) @ 1100 rpm	Ratios
Maximum Engine Speed	2100 rpm	·	
Compression Ratio	18.5:1		
Air Cleaner	Paper Element Type v Intake Mounted on Cle	vith Restrictor Indicator. Vertical ean Air Side (RH)	
Emission Control	Diesel Particulate Filte plus SCR After-Treatr		
Emission Level	ADR 80/03 - Euro VI		



Fuel	
Injection System	Common Rail Direct Injection with Pressure Booster
Tank Type	Rectangular Alloy Tank with Locking Cap
Fuel Capacity *	400 Litres
Filtration	Filter with Water Separator and Dash Indicator
AdBlue Exhaust Fluid	60 Litres, Tank fitted with
Capacity	locking AdBlue cap
Speed Limiter	Speed Limited 100km/h
Notes	*Max Fill to approx 95% of Air Capacity
-	

Cooling

Electronically controlled (Viscous) Corrugated Fin with Expansion Tank Fan Drive Radiator

Electrical	
Voltage	24V Negative Ground
Battery Capacity	2x12V, 150Ah/20hr
Battery Specification	2x145G51 (N150)
Headlamp Type	Automatic Type Low Beam: LED High Beam: Halogen
Fog Light	Halogen
Daytime Running Lamps	LED

Clutch Model Type Operation/Specification	FUSO K4/430 Single Dry Plate Automated Manual (no clutch pedal)
Transmission	
Version	FUSO Automated Manual G230-12
Type/Speeds	12 Speed Automated Manual with Auto, Economy and Manual Modes
Features	Crawler Mode Skip Shift Function for Light Loads ECO Mode to Minimise Fuel Usage
Ratios	1st: 11.672 2nd: 9.101 3rd: 7.055 4th: 5.501 5th: 4.400 6th: 3.430 7th: 2.652 8th: 2.068 9th: 1.603 10th: 1.250 11th: 1.000 12th: 0.779 RHigh: 9.101 RLow: 11.672 Torque limited from 1st to 3rd and Reverse
PTO Opening	Rear of Transmission

Propeller Shaft	
Туре	Single Main Shaft GW5E2200 Inter-axle Shaft P12

Front Axle	
Axle Version	FUSO F900T
Туре	Reverse Elliot 'l' Beam
Capacity *	7100kg
Notos	*See MAY LOADING for vehicle capacity

Front Suspen	sion
Туре	Long Taper Leaf with Stabiliser Bar and Double Acting Shock Absorbers
Size	1500x90mm Leaves

Rear Axle	
Туре	Full Floating Hypoid Type Tandem Drive with Inter- Axle Diff Lock Optional Limited Slip Differential LSD to both Axles
Axle Version	FUSO R10TT/R10T
Capacity*	21600kg
Ratio	4.625:1
Notes	*See MAX LOADING for vehicle capacities

Rear Suspension	
Туре	Mechanical Suspension
Details	Long Leaf Taper, 6 Rod Trunnion
Size Main Leaves	1320x90mm

Max Loading	
Front	6500kg
Rear	21600kg
Total	25400kg

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FUS0 **JOB DONE**

DAIMLER TRUCK

Page 218 Item 14.3 - Attachment 6

MODEL

6x4 FV70 395Hp Steel Susp. MWB 12 Sp. AMT FV70HK2VFAA-MY21 6x4 FV70 455Hp Steel Susp. MWB 12 Sp. AMT FV70HK4VFAA-MY21

WHEEL BASE

4300mm

GVM

25,400kg 25,400kg

GCM 53,000kg 53,000kg

Options Options

Q48: Q51: - Limited Slip Differential - LSD - Limited Slip Differential - LSD

Q49: 052 - Limited Slip Differential - LSD - Limited Slip Differential - LSD - Engine Flywheel PTO - Engine Flywheel PTO 650N 650N

Steering

Integral Ball and Nut Tilt/Telescopic Adjustable Type Steering Column

Brakes

Full Air, Dual Circuit with FUSO Taper Туре Rollers Size Front Size Rear 410x160mm 410x200mm Features Park Brake Brake Priority System Rear Wheel Spring Actuated Engine Jacobs Brake 3 Levels of Retardation Trailer Hand Control Valve, Air Lines Coupling and Electrical Cable

Wheels & Tyres

10, Single Piece Alloy Disc 22.5x8.25DC 10x335mm PCD Wheel Type Wheel Size Wheel Stud Pattern Tyre Brand Tyre Size Front Bridgestone 295/80R22.5 152/148 Tyre Size Rear 11R22.5 148/145

Chassis

Type Size Reinforced Parallel Channel 300x90x7.0 mm Width 840 mm Tensile Strength

Instruments

Gauges Speedometer Tachometer Fuel Level Air Pressure AdBlue Level Odometer Tripmeter (x2) Colour Information Display

Hour Meter (x2) Outside Temperature AdBlue Level DPF Information

ESP Off

Driving Range (Fuel and AdBlue)
Current Vehicle Speed
Cruise Control

Lane Departure Warning Active Attention Assist Warning Alarm Clock Level Control

Service Indicator & Reminder System Air Pressure Coolant Temperature Engine Oil Level & Running Time

Warning Lamps ABS ASR

> Turn Signal Headlamps High Beam Hill Holder Auxiliary Brake
> Parking Brake
> Engine Over-speed
> Air Pressure Low
> Height Control Cab Tilt Lock

DPF Regeneration DPF Status AdBlue Empty AdBlue Contamination Active Brake Assist

Warning Lamp/Buzzer Air Pressure Cab Tilt Engine Over-speed AdBlue Empty AdBlue Contamination

Multi-Media Package

Satellite Navigation Maps with heavy vehicle weight, length, height & hazardous material selectable restrictions with 3 years of Map updates Colour Display Phone Connectivity 7 inch LCD with touch screen control Bluetooth® hands free Bluetooth® music streaming compatible Digital radio DAB+ (also AM/FM for areas not covered by DAB+) USB & 3.5mm/AUX port Audio Visual Entertainment Display can accept up to 5 cameras# Reversing Camera Compatible Rear Mounted Parking Sensor Kit High or Low Optional Accessories (available at additional cost) Tyre Pressure Monitoring System
Cameras available through spare parts

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DAIMLER TRUCK

MODEL

6x4 FV70 395Hp Steel Susp. MWB 12 Sp. AMT FV70HK2VFAA-MY21 6x4 FV70 455Hp Steel Susp. MWB 12 Sp. AMT FV70HK4VFAA-MY21

WHEEL BASE

4300mm 4300mm

GVM 25,400kg 25,400kg

GCM 53,000kg 53,000kg

Adaptive with Stop and Go
Yes
Climate Control
24V Accessory Power Outlet (x2) plus Cigar Lighter
Suspended Driver's Seat Central Locking Electric Windows LH Transom Window Opening Rear Quarter Glass Cup Holder Fluorescent Cabin Lamp Trailer Package including Trailer 'Stretch Brake'
Centre Storage Compartments (x3 Total, Lockable x1) Driver's Overhead Storage Door Storage Pockets Coat Hooks
Fog Lights Door Side Impact Beams Roof Mounting Points max. static load 70kg Front End-Outline Marker Lamps External PTO controls
Integrated Front Underrun System (FUPS) Reverse Warning Buzzer Clear Top of Chassis Rail for ease of Body Fitment

Warranty	
Basic/Powertrain	5 Years or 500,000kms (whichever occurs first)
Cab Perforation/Anti Corrosion	5 Years
COTTOSION	

Performance	
Turning Circle (kerb to kerb - metres)	15.2
Electronically Speed Limited	100km/hr
to:	Conforms to ADR65/
Engine Speed (rpm) at 100km/hr (top gear)	1879
Gradeability at Rated GVM	A
(theoretical)*	61%
Gradeability at Rated GCM (theoretical)*	28.5%
Notes	*This is theoretical performance may vary

Turning Circle (kerb to kerb - metres)	15.2	
Electronically Speed Limited to:	100km/hr Conforms to ADR65/	
Engine Speed (rpm) at 100km/hr (top gear)	1879	
Gradeability at Rated GVM	A	B
(theoretical)*	61%	66%
Gradeability at Rated GCM (theoretical)*	28.5%	
Notes	*This is theoretical performance may vary	ormance only. Actual under different conditions
Mass estimated*		

Туре	All Steel Forward Control Elec / Hyd Tilt Cab
Cab Structure	ECE-R29 Standard
Mounting	Air Suspended Front and Rear
Colour	Natural White
Windscreen Wipers	Automatic 2 Speed + Intermittent Cycle with Integrated Washer
	Nozzles
Rear Vision Mirrors	2 x External Flat Main Mirrors Plus Convex Spotters
	Motorised Main Mirrors, All Mirrors Heated
Seating Capacity	2
Seat Belts	2 x Lap Sash with ELR. Driver pre-tensioner
Seat (driver)	Air Suspension with Height, Tilt and Dampening Adjustment
	Integral Headrest and Fabric Trim
Seats (passenger)	Single Fixed
Sleeping	ADR42/04 Approved Sleeping Berth

Mass estimated*		
Front*	A 4323kg	B 4363kg
Rear*	A 3347kg	B 3342kg
Total*	A 7670kg	B 7705kg
Notes		cludes oil and water but excludes spar uel. Weights provided are subject to (+/-)

Active Safety	
Safety Systems	ABA5 - Active Brake Assist 5 PD - Pedestrian Detection AAA - Active Attention Assist PCA - Proximity Control Assist Cruise Control LDWS - Lane Departure Warning System ESP - Electronic Stability Program ABS - Anti-lock Braking System ASR - Anti Slip Regulator LED Headlamps DRL - Daytime Running Lamps IHC - Intelligent Headlight Control
Reverse Warning	Wide Dynamic Range Camera and Buzzer
Notes	Active Safety Systems primary function is to provide driver assistance to increase road safety in events of driver inattentiveness. These systems do not allow for lack of attention whilst driving and should not replace safe and alert driving.

Dimensions mm	
WFF (Width Front Fender) (mm)	2490
WRA (Width Rear Axle) (mm)	2475
WFT (Width Front Track) (mm)	2075
WRT (Width Rear Track) (mm)	1865
Width Frame (mm)	840
A - Length Overall (mm)	7640
B - Extreme Axle Spacing (mm)	4960
C - Front Overhang (mm)	1370
D - Wheelbase (mm)	4300
F - Rear Axle Spacing (mm)	1320
G - Front Axle to Rear of Cab (mm)	700
H - Rear of Cab to Rearmos Item Behind Cab (mm)	t 145
I - Rearmost Item Behind Cab to Rear Axle (mm)	3455
J - Frame, Rear Axle to End (mm)	1970
N - Height Overall (mm)	3300
O - Air Intake to Cab Roof (mm)	205
P - Height Cab to Ground (mm)	3095
Q - Height Cab to Frame (mm)	2090
R - Height Rear Frame to Ground (mm)	1058

Passive Safety	
Airbags	SRS Airbag - Driver
Body Strength	ECE-R29 Cab Strength Compliant
Seat Belts - Driver & Driver Assistant	3 Point ELR Lap Sash, Driver Pre-Tensioner.

Service Intervals	
Interval*	50,000km or 12 Months (whichever occurs first)
Notes	 based on normal operating conditions and may be reduced when operating under severe conditions.

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DAIMLER TRUCK

JOB DONE

MODEL

6x4 FV70 395Hp Steel Susp. MWB 12 Sp. AMT FV70HK2VFAA-MY21 6x4 FV70 455Hp Steel Susp. MWB 12 Sp. AMT FV70HK4VFAA-MY21

WHEEL BASE

4300mm

GVM 25,400kg 25,400kg

GCM 53,000kg 53,000kg

Body Builder's Notes

Chassis reinforcement must be utilised for Tipper/Demountable type body configurations.

To conform with ADR 13/00 (lighting requirements) the following must be adhered to at body installation.

- If other than a flat type or tipper body is fitted, rear end out-line marker lamps must be installed.
 If overall length exceeds 6.0 metres, side reflectors
- must be installed.
- must be installed.

 If overall length exceeds 7.5 metres, side marker lamps must be installed.

 To conform with ADR 42/04 (General Safety), rear

wheel guards must be fitted to the vehicle

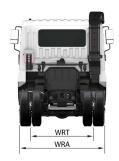


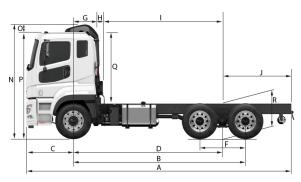
Call 1800 033 557

or visit fuso.com.au

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DAIMLER TRUCK

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JOB DONE





CW 26 460 (11 litre) 6x4 Leaf Suspension. (4285mm wheelbase) VP380815 – Truck 1



Quote ForShire of Quairading

By Trent Harris Truck Centre (WA) Pty Ltd

Going the Extra Mile









 Date
 11/10/2023

 Quote No.
 HTr2023000315

 Version
 2

 Alternative.
 1

Your ref. VP380815

Shire of Quairading 10 Jennaberring Street QUAIRADING WA 6383

Quotation and Technical Specifications

Dear Sarah,

Truck Centre WA is pleased to provide the following quotation for your consideration. Please do not hesitate to contact me if you require any further information, or wish to modify the specification outlined.

1 X CW 26 460 (11 litre) 6x4 Leaf Suspension. (4285mm wheelbase)

Cab Chassis Arriving March 2024

Truck Use

6 WHEELS THERE OF 4 DRIVING Gross Combination Weight 60.0 tonnes

Core Components

JAPAN 2025 EMISSION REGULATION FOR FCR 460HP
ESCOT-VI 12 Speed Automated Transmission (Overdrive)
11 L. PROPRIETARY ENGINE
Single Reduction Tandem Axles
Rear Axle Ratio 4.50

Chassis

BATTERY BOX NORMAL FRONT SUSPENSION APPLICATION STANDARD Wheelbase 3600mm (C/L steer to C/L first drive) Front Parabolic Leaf Spring (stiffer than normal) 400 Litre LHS Rectangular Aluminium Fuel Tank 620mm High REAR FRAME LENGTH, 2745 MM TAIL LAMP LED

Going the Extra Mile









Quote No. HTr2023000315 Version Alternative.

Rims and Tyres Steer Tyre 295/80R22.5 Bridgestone R150Z Steel Rims Drive Tyre 11R22.5 Bridgestone M711AZ Steel Rims Bridgestone Brand Spare Rim/Tyre Same as Front

Powertrain Equipment

Rear Engine PTO With Splined Shaft Groove (Female) DIN 5462 Transmission PTO Prep Kit (dash switch & solenoid) LOW AIR INTAKE

Cab Interior

Steering wheel material - standard Decor Accent Strip - Standard Belt In Seat for Driver (Standard Seat Belt for Passenger) Auxiliary Passenger Seat Vinyl Floor Material

Cab Exterior

BACK OF CAB ACCESS, EATS Wiring Prep kit for Roof Warning Lamps Sleeper Cab Polar White With Fixed Rear Window Back of Cab Auxiliary Side Windows - Both Sides of cab Front Close View Mirror Standard Grill

Superstructure Preparations

BB ELECT. CENTER & CAB BB MODULE, 10 HIG & 4 LOW DIG. OUTLET

Safety Features

TRAFFIC SIGN RECOGNITION SYSTEM BRAKE LIGHT EMERGENCY Traffic Eye Brake (Emergency Braking) & Traffic Eye Cruise (Adaptive Cruise Control) ACC WITH STOP AND GO Lane Departure Warning System LANE CHANGE SUPPORT WITH COLLISION WARNING, BOTH SIDES

Going the Extra Mile









 Date
 11/10/2023

 Quote No.
 HTr2023000315

 Version
 2

 Alternative.
 1

Telematic Services

Telematics Gateway with 4G/LTE & WLAN DYNAFLEET FUEL & ENV 1Y PREPAID DYNAFLEET POSITIONING 1Y PREPAID

Internal Workshop

Factory Engine Driven PTO with PTO Programming to Suit 2 Way Tipper Application (Live Drive Set-Up)
Air & Electrics to Rear Rigid Includes ABS Harness
Window Tint
Seat Covers - Genuine UD Canvas - Quon
Floor Mats Carpet - New Quon
Dash Mat - New Quon
Weather Shields - New Quon Drivers Side RHS
Cab Gun Blower - Beside Drivers Seat
Battery - Isolation Switch
UHF Radio - Mini/Compact
Stone Guard - New Quon
Delivery to Shire Depot and Onsite Hand Over

External Workshop

Hardox 2 Way Tipping Body as Per Park Bodybuilders Quote Number: SK23-10-02

Vehicle Price Ex-GST:	\$ 266,494.00
GST:	\$26,649.00
Vehicle Price Incl. GST:	\$ 293,143.00
Trade-In Ex-GST:	
2013 UD CW26 380 6x4 2 Way Tipper Rego Number: Q272	- \$90,909.00
GST:	-\$9,091.00
Total Trade-In Price (Incl. GST)	-\$100,000.00
Stamp Duty: Local Government *Stamp Duty Exempt*	
License: At Customers Cost *Local Government Concession*	
Total Drive Away Price Incl. GST (Change Over):	\$ 193,143.00

Going the Extra Mile









Delivery Date

Delivery date will be affected as near as practicable to the date required by purchaser. Where delivery is made other than at the Truck Centre WA Pty Ltd dealership the purchaser will be responsible for risk between the dealership and the delivery point.

Trade In Valuations

Where a trade in valuation is made, the valuation is subject to reappraisal within 30 days from the date of initial appraisal. Also please note that unless stated by the client at the time of the valuation a spare Tyre, working jack and tool kit are assumed to be with the trade in and are expected to be with the trade at the time of change over. Furthermore, the trade in is valued as having a similar Tyre tread as when inspected.

Payment

Normal terms of trade are "Cash on Delivery" by Bank cheque or "EFT" into our nominated bank account.

Where the vehicle is to have modifications and/or body fitted, full settlement to take place two weeks after being advised that the truck is ready for delivery to body builder.

Prime Supplier

Truck Centre WA Pty Ltd limits its responsibility as the prime supplier to the cab chassis only. This proposal is submitted on the basis that the purchaser accepts that the prime supplier of all other equipment is the selected supplier of that equipment and that claims in respect of warranty, insurance or any other matter will be directed to the supplier of such equipment.

FINANCE

Truck Centre's resident finance specialists have more than 30 years combined industry experience. Whether offering the manufacturers own finance (Mack, UD, Volvo) or bank funding our finance specialists can tailor financial services packages to suit your business/cash flow needs. Our Dealership Finance Manager Rob Munro (0416 845 740) will be in contact shortly to discuss the financial services packages available.

Yours sincerely

Trent Harris

Date: 11-10-2023

Truck Centre (WA) Pty Ltd

Going the Extra Mile

UD is a brand of Volvo Group Australia Pty Ltd ABN 27 000 761 259 80 th







CW 26 460 (11 litre) 6x4 Leaf Suspension. (4285mm wheelbase) VP380815 – Truck 2



Quote ForShire of Quairading

By Trent Harris Truck Centre (WA) Pty Ltd

Going the Extra Mile









Your ref. VP380815

Shire of Quairading 10 Jennaberring Street QUAIRADING WA 6383

Quotation and Technical Specifications

Dear Sarah,

Truck Centre WA is pleased to provide the following quotation for your consideration. Please do not hesitate to contact me if you require any further information, or wish to modify the specification outlined.

1 X CW 26 460 (11 litre) 6x4 Leaf Suspension. (4285mm wheelbase)

Cab Chassis Arriving March 2024

Truck Use

6 WHEELS THERE OF 4 DRIVING Gross Combination Weight 60.0 tonnes

Core Components

JAPAN 2025 EMISSION REGULATION FOR FCR 460HP ESCOT-VI 12 Speed Automated Transmission (Overdrive) 11 L. PROPRIETARY ENGINE Single Reduction Tandem Axles Rear Axle Ratio 4.50

Chassis

BATTERY BOX NORMAL FRONT SUSPENSION APPLICATION STANDARD Wheelbase 3600mm (C/L steer to C/L first drive) Front Parabolic Leaf Spring (stiffer than normal) 400 Litre LHS Rectangular Aluminium Fuel Tank 620mm High REAR FRAME LENGTH, 2745 MM TAIL LAMP LED

Going the Extra Mile









Rims and Tyres

Steer Tyre 295/80R22.5 Bridgestone R150Z Steel Rims Drive Tyre 11R22.5 Bridgestone M711AZ Steel Rims Bridgestone Brand Spare Rim/Tyre Same as Front

Powertrain Equipment

Rear Engine PTO With Splined Shaft Groove (Female) DIN 5462 Transmission PTO Prep Kit (dash switch & solenoid) LOW AIR INTAKE

Cab Interior

Steering wheel material - standard Decor Accent Strip - Standard Belt In Seat for Driver (Standard Seat Belt for Passenger) Auxiliary Passenger Seat Vinyl Floor Material

Cab Exterior

BACK OF CAB ACCESS, EATS
Wiring Prep kit for Roof Warning Lamps
Sleeper Cab
Polar White
With Fixed Rear Window Back of Cab
Auxiliary Side Windows - Both Sides of cab
Front Close View Mirror
Standard Grill

Superstructure Preparations

BB ELECT. CENTER & CAB BB MODULE, 10 HIG & 4 LOW DIG. OUTLET

Safety Features

TRAFFIC SIGN RECOGNITION SYSTEM
BRAKE LIGHT EMERGENCY
Traffic Eye Brake (Emergency Braking) & Traffic Eye Cruise (Adaptive Cruise Control)
ACC WITH STOP AND GO
Lane Departure Warning System
LANE CHANGE SUPPORT WITH COLLISION WARNING, BOTH SIDES

Going the Extra Mile









Telematic Services

Telematics Gateway with 4G/LTE & WLAN DYNAFLEET FUEL & ENV 1Y PREPAID DYNAFLEET POSITIONING 1Y PREPAID

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UHF Radio - Mini/Compact
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GST:	\$26,649.00
Vehicle Price Incl. GST:	\$ 293,143.00
Trade-In Ex-GST:	
2012 UD GW26 400 6x4 2 Way Tipper Rego Number: Q5122	- \$81,818.00
GST:	-\$8,182.00
Total Trade-In Price (Incl. GST)	-\$90,000.00
Others But at a second state of the second sta	
Stamp Duty: Local Government *Stamp Duty Exempt*	1
License: At Customers Cost *Local Government Concession*	
Total Drive Away Price Incl. GST (Change Over):	\$ 203,143.00

Going the Extra Mile









Delivery Date

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Truck Centre's resident finance specialists have more than 30 years combined industry experience. Whether offering the manufacturers own finance (Mack, UD, Volvo) or bank funding our finance specialists can tailor financial services packages to suit your business/cash flow needs. Our Dealership Finance Manager Rob Munro (0416 845 740) will be in contact shortly to discuss the financial services packages available.

Yours sincerely

Trent Harris

Date: 11-10-2023

Truck Centre (WA) Pty Ltd

Going the Extra Mile

UD is a brand of Volvo Group Australia Pty Ltd

80 th





QUON 11-Litre

CW 26 400 | 460

6x4 Rigid



GH11TB - 294 kW (400 PS) @ 1600 rpm Power:

GH11TD - 338 kW (460 PS) @ 1700 rpm

GH11TB - 2000 Nm (1475 lb.ft) @ 950 rpm Torque:

GH11TD - 2250 Nm (1659 lb.ft) @ 1000 rpm

Transmission: ESCOT-VI automated manual transmission (AMT)

Leaf spring or electronically controlled air Rear

Suspension: suspension

Wheelbase: Refer weights and dimensions table

26,000 kg GVM:

GCM: 50,000 kg (400hp)

60,000 kg (460hp)

UD Trucks Australia

udtrucks.com/Australia

QUON UNIQUE FEATURES



NEW SMART FUEL EFFICIENT ENGINES WITH RESPECT FOR THE ENVIRONMENT GH11 engine: fuel efficient, powerful and clean



SMART UPTIME

Quon has been designed to further optimise uptime, with superior reliability and increased maintenance intervals.



SMART SAFETY

Active safety with mechanical and electronic features throughout, including safety for vulnerable road users.



SMART PRODUCTIVITY

Light weight chassis helping to maximise payload. New engines with improved horsepower and torque to increase productivity.



SMART DRIVABILITY

The cabin has been designed with the user's comfort in mind, with outstanding ergonomics and visibility allowing the driver to concentrate on driving

Last Published June 2023

GENERAL SPECIFICATIONS

ENGINE

GH11TB | GH11TD Model:

6 cylinder, 4 stroke diesel engine Description:

10.837 cc Displacement: 123 mm x 152 mm Bore x stroke:

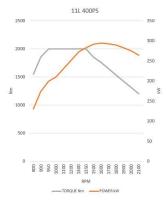
Compression ratio: 17 5:1

Max. governed

engine speed: 2,100 rpm

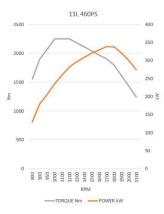
GH11TB400PS

294kW (400PS) @ 1,600rpm 2,000Nm (1475 lb-ft) @ 950 -1,350rpm



GH11TD460PS

338KW(460PS) @ 1,700rpm 2,250Nm (1659 lb-ft) @ 1,000 - 1,200rpm



SAFETY

Passive Safety: Highly rigid cabin

Side door beams

Front underrun protection system (FUPS) SRS driver steering wheel airbag Driver side seat belt with pre-tensioner Steering wheel & column with impact

absorption function

Traffic Eye Brake System **Active Safety:**

Traffic Eye Cruise Control with auto stop

and driver initiate go

LDWS (Lane Departure Warning System) Electronic Stability Control (UDSC) Automatic Hill Start Assist (HSA) Lane change support LHS & RHS Blind side information system LHS & RHS

Basic Safety: LED Headlamps

Disc brakes

Anti Locking Brake System Emergency Braking System UD Extra Engine Braking (UD EEB) Safe Brake Blending Immobiliser Two-step entry and exit

FUEL AND INTAKE SYSTEM

Fuel capacity: 400 litres

Injection type: High pressure common rail direct fuel

injection system

Chassis mounted primary filter and Filtration: engine mounted secondary filter

EMISSION CONTROL

Emission standard: pPNLT (equivilant to Euro 6 emission

requirements)

Adblue capacity:

Exhaust system: RHS chassis mounted box muffler

ELECTRICAL

Shift type:

Gear ratios:

Power: 24 volt, negative ground system

2 x 12 volt 165 Ah batteries **Battery capacity:**

Alternator: 150 amp

TRANSMISSION

Make: **UD Trucks**

Model: ESCOT-VI (AT02612F)

Description: Automated manual transmission (AMT)

12 forward & 2 reverse gears

Electronic shifter with fully automatic

or manual control

1st 11.73 2.70 2nd 8th 2.12 9.21 3rd 7.09 9th 1.63 **∆**th 5.57 10th 1.28 11th 5th 4.35 1.00 6th 3.41 12th 0.78 13.73 Rev 2 10.78

PTO capacity: 500 Nm @ 103% or 81% (PTR-FH6) 1000 Nm @ 115% or 90% (PTR-D)

FRONT AXLE AND SUSPENSION SYSTEM

Ground capacity: Axle type:

8,200 kg Reverse Elliot I-Beam

Suspension: Parabolic leaf spring with double acting shock absorbers

Spring dimensions:

90mm x 1460mm

Spring constant: 347.7 N/mm

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ralia Pty Ltd reserves the right to modify design and change equipment without previous notification. Please UD Trucks Dealer for the latest information about vehicle specifications. Last Published June 2023

REAR AXLE AND	SUSPENSION SYSTEM	INTERNAL CABI	N
Ground capacity: Axle type / model:	20,000 kg Single reduction, hypoid gear, with cross locks	Lighting:	Dual ON/OFF/DOOR interior lights Interior neon cabin lamp
Final reduction ratio:	4.13. 4.50	Seating capacity:	Two (three seats optional)
LEAF SUSPENSION Description:	Multi-leaf spring suspension, with rubber cushions	Driver's seat:	ISRI 6860/875 air suspended seat with integrated seat belt & adjustable arm res Adjustable height control & rebound damper. With split seat back adjustments
Leaf dimensions: AIR SUSPENSION	75mm x 1380mm		for recline & head rest position. Seat base tilt, seat cushion slide, seat air dump switch. Adjustable air bladders (4) for sid
Description: Shock absorbers:	8 air bag Telescopic double acting	Passenger seat/s:	bolsters, upper & lower lumbar Assistant seat with adjustable back &
Road friendly certification number: Control system:	RF2099 (air only) Electronic Controlled Air Suspension with	Sleeping capability:	head rest ADR 42/04 compliant sleeper bunk with mattress and full curtains
•	remote control mounted in cab (ECAS4)	Side windows:	Power operated door glass
BRAKES		Security:	Remote central locking with immobiliser
Туре:	Electronic braking system (EBS) with disc brakes on all axles	Air conditioning:	Fully automatic climate controlled air conditioning with recirculation filter
Front/Rear:	430 mm rotors / 430 mm rotors		3
Park brakes:	Hand-operated pneumatic spring park brake on drive axles	Multimedia unit:	8 inch high definition capacitive touchscreen with tilting function, AM-FN radio, digital radio & internet radio
Auxiliary brake:	Exhaust plus engine compression type (EEB)		(requires phone data), USB & auxiliary ports & PDF reader, standard WDR digita
Trailer connections:	Air and electrical connections to rear of chassis		reverse camera with microphone & infra- red function, four additional camera capable, Wi-Fi & phone tethering
STEERING			enabled, Bluetooth handsfree operation,
Type:	Recirculating ball and screw with hydraulic assist		Android connectivity, Apple connectivity with Siri inputs, truck specific satellite
Steering gear ratio:	24.1 - 26.8 : 1		navigation with 3 free map upgrades. Options available:
Column:	Adjustable, tilt and telescopic control		Cordless QI rated phone charging pocke
Steering wheel:	460 mm diameter with ignition key steering lock		tyre pressure monitoring & reverse senso
WHEELS & TYRE	S	Storage:	Multiple in-cab compartments
Wheels:	8.25in x 22.5in rim with 165mm offset and ISO 10 stud pattern (335mm PCD)	Power outlet: DIN accessory fitmen	24 volt 240W & 12 volt 120W in dash t: Two DIN sized compartments
Front tyres:	295/80 R22.5 Bridgestone R150Z	Floor covering:	Vinyl
Rear tyres:	11R 22.5 Bridgestone M711AZ		
Spare tyre:	295/80 R22.5 Bridgestone R150Z	EXTERNAL CABI	IN .
FRAME		Cab Description:	Forward control, pressed steel
Width:	850 mm	_	construction
Side rail dimensions:	300 mm x 90 mm x 8 mm	Mounting type:	Full floating, 4 bag air suspended cab with 4 dual acting shock absorbers and
Material:	Rolled high tensile carbon steel		dual automatic height control valves.
Tensile strength:	600MPa / 600N/mm ²	Cab paint:	Standard – Polar White
DRIVER INFORM.	ATION & CUSTOMISABLE	Inspection points: Bumper type:	Back of the cab and front panel 3 piece with steel corner panels
In Dash Warning	Visual warning lamps with audible	Mirrors:	Heated and electrically operated main
Systems:	warning tones, plus written warnings displayed in full colour on the information screen		mirrors with flat glass, wide vision and passenger-side downward facing spot mirrors
In Dash Driver Information:	Customisable live information includes:	Lamps:	LED head lamps (low beam) Bumper mounted fog lamps Roof mounted clearance lights
	On board fuel coaching with economy tips, fuel & AdBlue usage, instant fuel consumption, digital speedo, trip	Wipers:	Triple arm, 2 speed wipers with variable intermittent operation and integrated washers
	computer including: time, distance & distance to empty. Hour meter, coolant temp, engine oil temp, transmission oil temp, UDPC level, volt meter.	Reversing system:	Reverse beeper and digital infrared camera with microphone

UD Trucks Australia udtrucks.com/australia

DISCLAIMER: Imported and distributed by Volvo Group Australia Pty Ltd (ABN: 27 000 761 259). Photos for illustration purposes. Volvo Group Australia Pty Ltd reserves the right to modify design and change equipment without previous notification. Please consult with your UD Trucks Dealer for the latest information about vehicle specifications.

Last Published June 2023

GENERAL SPECIFICATIONS

FACTORY OPTIONAL EQUIPMENT

Tyres: 275/70 R22.5

Alcoa aluminium wheels Wheels:

Rear engine PTO: DIN 5462 or Flange SAE1410; 650 Nm

capacity

Driver Alert System Safety:

Driver Monitoring System

Cab Interior: Leather steering wheel, woodgrain dash,

centre console or 2nd passenger seat

Cab Exterior: Roof scoop, chrome grille, roof beacon prep kit, bumper spoiler, passenger door

peep window, cab auxilliary side windows

Additional 4,250mm, 4,700mm & 5,100mm Wheelbases:

Additional 400 litre fuel tank (V wheelbase only), front axle stabiliser.

Custom paint colours. Cab Paint:

Chassis:

UD CONNECT (FLEET MANAGEMENT)

Telematics hardware: In-cab GSM and GPS unit with SIM-card

connected to roof antenna

Subscription: 12 months included Packages: Fuel and Environment

Positioning

Key Reports: Total operational time and distance

Average speed and fuel consumption

Total CO² emission Vehicle utilisation Anticipating & braking Engine & gear utilisation Speed adaptation

Time idling (standstill)

WEIGHTS AND DIMENSIONS (approx.)

		Mas	s (kg)						i) 400	HP	Vehicle	e Dime	nsions	(mm)					
Variant	Wheelbase code	gvM*	GCM	Total Tare¹	WB	TWB	OL	wo	НО	FI	RT	AS	ROH	CA	GC ²	FHF ²	FHR ²	Turning radius (kerb to kerb)	UD order code
UD- Leaf	L T	26000 26000	50000 50000		3700 5350		7867 11167	2490 2490	2970 2970	2062 2062	1851 1851				249 249	1022 1026		6900 9300	CW26400LAL CW26400TAL
UD- A ir	V	26000	50000	7956	5800	6485	11467	2490	2970	2062	1851	1370	4145	5085	249	1027	1028	9900	CW26400VAA

			Ma	ıss (kg)					ii) 4	160HP		Vehicl	e Dime	ensions	s (mm)					
Variant	Wheelbase code	GVM*	GCM	Front Tare ¹	Rear Tare ¹	Total Tare ¹	WB	TWB	Jo	WO	НО	ь	RT	AS	ROH	CA	GC²	FHF ²	FHR ²	Turning radius (kerb to kerb)	UD order code
9.5	K	26000	60000	4374	3492	7866	3600	4285	7557	2490	2970	2062	1851	1370	2495	2745	249	1030	1038	6800	CW26460KAL
9 \$	₹	26000	60000	4379	3453	7832	3600	4285	7557	2490	2970	2062	1851	1370	2495	2745	249	1027	1091	6800	CW26460KAA

^{*}Rated GVM and axle capacities are subject to Federal, State and Territory legal requirements.

*Mass is an estimation only based on standard model, includes fluids (not Diesel fuel or AdBlue)

excludes driver and tools. Subject to ±3% tollerance.

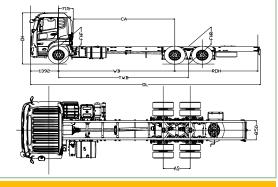
*Based on vehicle with standard wheels and tyres.

For alloy rims deduct 56kg from Front Tare and deduct 111kg from Rear Tare.

*For alloy rims add 18mm to both FT and RT measurements.







WARRANTY

Standard warranty⁺ Cab corrosion warranty* Extended warranty⁺

36 months / 500,000 kms 36 months / unlimited kms 60 months / 500,000 kms

⁺For details refer to your UD Trucks New Vehicle Warranty brochure

**Purchased by the owner and covers selected factory items only. For details refer to your UD Trucks New Vehicle Warranty brochure

UD Trucks Australia udtrucks.com/australia

AV Truck Services Pty Ltd

A.C.N. 009 090 466 ABN 17 009 090 466 Dealer Licence No. 9861 Motor Vehicle Repair Business Licence No. 1361

Address 485 Great Eastern Highway, Redcliffe, Western Australia 6104

Postal Address PO Box 180, Belmont, Western Australia 6984

Telephone No: (08) 9478 2299 Facsimile No: (08) 9277 9658 web: www.avtrucks.com.au

email: avtrucks@avtrucks.com.au

Quote Number: 1103

12/10/23

SHIRE OF QUAIRADING P O BOX 38 QUAIRADING WA 6383

Description	Price (exc. GST)	GST	Price (inc. GST)					
<u>Vehicle</u> S-Way 3 Axle Rigid 6x4 530Hp-AT (Active Space) -Tipper	249,191.80	24,919.18	274,110.98					
Option Vehicle Setup: ON								
Accessory Amber Beacons, and bar with OEM Rocker Switch and Programming Window Tint and OEM Weather Shield OEM switches for Electric Tarpaulin in the Cab GME 80 Channel UHF Supplied and Installed with Antenna mounted to light bar to not comp Custom Cars Heavy Duty Custom Seat Covers and OEM heavy duty rubber floor mats Park Body Builders	2,500.00 950.00 750.00 1,000.00 750.00 80,500.00	250.00 95.00 75.00 100.00 75.00 8,050.00	2,750.00 1,045.00 825.00 1,100.00 825.00 88,550.00					
<u>Delivery</u> PRE DELIVERY - IVECO S-WAY								
Registration SR3 Class - 3 Axels 1 Trailer (Rigid max 6 Axels) Registration Insurance / Admin fees	1,178.00 478.00		1,178.00 478.00					
DTY WA Stamp Duty	11,076.18		11,076.18					
Trade-In: QUON 26 380 Q 272	-45,090.90	-4,509.09	-49,599.99					
	TOTAL 303,283.08	29,055.09	332,338.17					

Item 14.3 - Attachment 9 Page 236

AV Truck Services Pty Ltd

A.C.N. 009 090 466 ABN 17 009 090 466 Dealer Licence No. 9861 Motor Vehicle Repair Business Licence No. 1361

Address 485 Great Eastern Highway, Redcliffe, Western Australia 6104

Postal Address PO Box 180, Belmont, Western Australia 6984

Telephone No: (08) 9478 2299 Facsimile No: (08) 9277 9658 web: www.avtrucks.com.au

email: avtrucks@avtrucks.com.au

Quote Number: 1104

12/10/23

Page 238

SHIRE OF QUAIRADING P O BOX 38 QUAIRADING WA 6383

Description S-Way 3 Axle Rigid 6x4 530Hp-AT (Active Space) -Tipper	Price (exc. GST 249,191.80		Price (Inc. GST) 274,110.98					
Vehicle Setup: ON								
Amber Beacons, and bar with OEM Rocker Switch and Programming Window Tint and OEM Weather Shield OEM switches for Electric Tarpaulin in the Cab GME 80 Channel UHF Supplied and Installed with Antenna mounted to light bar to not comp Custom Cars Heavy Duty Custom Seat Covers and OEM heavy duty rubber floor mats Park Body Builders PRE DELIVERY - IVECO S-WAY	2,500.00 950.00 750.00 1,000.00 750.00 80,500.00	95.00 75.00 100.00 75.00	2,750.00 1,045.00 825.00 1,100.00 825.00 88,550.00					
SR3 Class - 3 Axels 1 Trailer (Rigid max 6 Axels) Registration Insurance / Admin fees WA Stamp Duty	1,178.00 478.00		1,178.00 478.00					
Trade-In: QUON 26 400	-35,090.90		11,076.18 -38,599.99					
	TOTAL 313,283.08	30,055.09	343,338.17					

Item 14.3 - Attachment 9

Item 14.3 - Attachment 9



KEY FEATURES

Compliant to Euro VI STEP E Emission standard				
GPS Predictive Drive				
Advanced Emergency Braking System				
Adaptive Cruise Control				
Lane Departure Warning				
Full LED Headlights with cornering fog lights				
7" Infotainment system with Apple CarPlay®				
Climate control HVAC system				

Standard Warranty			
3 Years/750,000km (whichever	occurs first)		
Extended Warranty			
5 Years/I,000,000km (whicheve	r occurs first)		
		Driveline Only	Driveline Plu
Driveline		•	
Extra Driveline		•	•
MAINTENANCE & REPA	AIR CONTR	ACTS	
	Maintenance	Friction	Repair
Service Bond	•		
Friction	•	•	
Easy Road (complimentary for first year)	•	•	•

*Please refer to extended warranty standard inclusions list at your IVECO dealer.

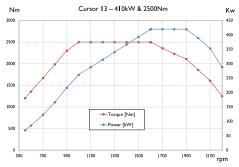




6x4 Rigid AS

ENGINE

Engine Model	Cursor 13	
Total Displacement	12,900cm ³	
Maximum Power	Standard: 530hp	Optional: 550hp
Maximum Fower	(387kW) @ 1600rpm	(410kW) @ 1700rpm
Massimas Inc.	Standard: 2400Nm	Optional: 2500Nm
Maximum Torque	@ 950rpm	@ 1000rpm





Injection type	Direct	
Fuel Injection system	Common rail	
Bore & Stroke	135 & 150mm	
	Hi-e SCR after-treatment system with	
A G T	DOC: Diesel Oxydation Catalyst	
After-Treatment System	DPF: Diesel Particulate Filter	
system	SCR: Selective Catalytic Reduction	
	CUC: Clean Up Catalyst	
Emission Compliance Euro VI STEP E		

TRANSMISSION

Description	Automated Manu	ial Transmission (AMT)	
Make & Model	del Hi-Tronix 16 TX 2640 TD		
Shifter type		ectronic shifter with sequential shifter	
	lst: 17.94	9th: 3.93	
	2nd: 14.68	10th: 3.22	
	3rd: 12.12	11th: 2.65	
	4th: 9.92	12th: 2.17	
Gear ratios:	5th: 8.28	13th: 1.81	
Hi-Tronix 16TX 2640 TD	6th: 6.78	14th: 1.49	
	7th: 5.58	15th: 1.22	
	8th: 4.57	16th: 1.00	
	Rev 1: 17.27	Rev 3: 3.78	
	Rev 2: 14.14	Rev 4: 3.10	

POWER TAKE-OFF

Rear engine PTO Provision	Equipped
Engine PTO (Optional)	Flange (DIN 10 - 6Hole)
Sandwich PTO (Optional)	Flange (120 ISO 8667)

Gearbox Power Take-off Opening	Equipped
PTO Control	Equipped with activation switch and electrics

REAR AXLE RATIO

D A. d. D. ti.	Standard: 3.09
Rear Axle Ratio	Optional: 3.4

PERFORMANCE

Engine RPM @ 100km/h	1617
Road speed limiter	100km/h, Conforms to ADR65
Gradeability ^I @ Rated GVM	88%
Gradeability ^I @ Rated GCM	35%

This is theoretically calculated. Actual performance may vary under different conditions.

AXLE & SUSPENSION

Front Axle Model (Standard)	5890/D OFF - Axle drop: 72mm
Front Axle Model (Optional)	5890/D ON - Axle drop: 142mm
Front suspension	Parabolic suspension with dampers
FA & suspension capacity	8000kg
FA group mass rating	7100kg (with tyres)
Front Stabiliser bar	Diameter: ø48mm/Roll rate: 5018Nm/Deg
Rear Axle Model & Type	MT23-I50/D - Tandem Single reduction
Rear suspension	8 Bellow air suspension with ECAS
	Stroke: Raise/lower - 125mm/-65mm
Rear dampers	Equipped
RA & suspension capacity	23000kg
RA group mass rating	21000kg (with tyres)
Rear Stabiliser bar	Diameter: ø60mm/Roll rate: 8247Nm/Deg
Axle load indicator	Equipped (with pneumatic suspension only)
Differential Cross Lock	Equipped
Road friendly suspension	RFCN: RF2103

BRAKES & AUXILIARY BRAKES

	Full air/Electronic Braking System (EBS)
Type/Control	- ABS (Anti-lock Braking System)
	- ASR (Anti-Skid Regulator)
	- DPI (Direct Brake Integration)
	- BAS (Brake Assistant System)
	- BVR (Brake Lining Wear Adjustment)
	- ARB (Hill Holder)
	- ESC (Enhanced Stability Control)
Front axle	Ventilated Disc: Diameter 432mm/
	Braking surface : 784cm ²
Rear axle	Ventilated Disc: Diameter 432mm/
	Braking surface : 784cm ²
Engine brake with 3 level retardation	Equipped
Transmission Intarder	Equipped
CHASSIS	
Dimensions	304.4×80×7.7mm
Chassis width (at rear)	771.4mm
Material	Steel
Tensile strength	610N/mm ²
Exhaust Pipe	Chassis mounted ATS & Horizontal pipe

Aluminium

Equipped Equipped



Air Tanks

Front tow hook
Towing cross member
(D=200kN)



6x4 Rigid AS

WHEELS & TYRES

Rim Type	10-Stud disc wheel (ISO type) PCD 335mm Finish: Brushed Alloy
Rim size	22.5" × 8.25"
Tyre size	Front 295/80R22.5
	Rear 295/80R22.5

FUEL & ADBLUE® TANK

AdBlue® Tank	50L
Fuel Tank with lockable cap	480L

FUEL SAVING FEATURES

GPS-Predictive Drive	Equipped	
Eco-Roll	Equipped	
EcoSwitch	Equipped	

SAFETY FEATURES

Electronic Stability Programme (ESP)	Equipped
Anti-lock Brake System (ABS)	Equipped
Anti-slip Regulator (ASR)	Equipped
Advanced Emergency Braking System (AEBS)	Equipped
Adaptive Cruise Control (ACC)	Equipped
Lane Departure Warning System (LDWS)	Equipped
Reverse Buzzer	Equipped
Daytime Running Lamp (DRL)	Equipped
ECE-R29 Cab Strength Certification	Equipped
ECE-R93 Front Underrun Protection (FUP)	Equipped

ELECTRICAL & ELECTRONICS

Voltage	24V System
Batteries	2x 12 Volt/220Ah Batteries
Battery position	Horizontal on side frame - LHS
Alternator	28Volt/I20A Smart Alternator
Fleet Management System data interface (FMS)	Equipped
Chassis mounted jump start plug	Equipped
CAN OPEN Bodybuilder interface	Equipped
LED Headlamp - Low beam	Equipped
LED Headlamp - High beam	Equipped
Daytime Running Lamp (DRL)	Equipped
Fog light with cornering & bending	Equipped
LED Rear lights	Equipped
Chassis mounted pneumatic horn	Equipped
7-pin trailer connection	Equipped

STEERING

steering column	Standard
Steering wheel	Soft touch steering wheel with
	following:
	- Controls for the information
	screen
	- Controls for the phone
	- Activation for voice recognition
	- Controls for ACC (Adaptive
	cruise control)
	- Controls for radio/media volume
	Optional: Leather steering wheel
Steering angle	Inside: 52° Outside: 36°

SERVICE INTERVALS

Engine oil change interval	/5,000km/12 Months
² Based on normal operating co	nditions and may be reduced when
operating under severe conditi	ons.

CAB EXTERIOR

Cab type	Low roof sleeper cab (AS)
Cab tilt mechanism	Servo assisted cab tilt mechanism

Cab mounting	Air suspended front and rear
	Automatic - Rain sensing 2 Speed with
Windscreen Wipers	Integrated Washer Nozzles
Front Bumper	Multi-piece hybrid (Plastic + metal) front
	bumper with foldable step
Rearview mirrors	2 x Motorised, heated flat main mirrors &
	convex spotters
	I x LHS kerb view & front view mirros
External Sunvisor	Equipped
Colour	White IC 194
Coloui	VVIIICE IC 171

CAB INTERIOR

CAD IIII ZIII CII	
Seating capacity	Two
Driver Seat	Standard: Fabric, Air suspended, Heated,
Driver Seat	3-Way adjustable seat
D C .	Standard: Fabric, Air suspended, Heated,
Passenger Seat	3-Way adjustable seat
Seat Belt	3-point Lap/Sash type
Sun visor & overhead	Facilities of an hooth delivery & Descendencials
consoles	Equipped on both driver & Passenger side
Sleeper berth with net	
protection - ADR 42	Equipped
Compliant	
	7" LCD HD touch screen display
	DAB + AM/FM radio
	USB input, Bluetooth® connectivity
	Smart phone mirroring
	Apple CarPlay®
Multimedia unit	Voice recognition
riuitimedia unit	In built Tom Tom Satellite navigation system
	Reverse/Side camera compatible
	Optional: Voice assist (Powered by Amazon
	Alexa®)
	USB charging ports (TYPE A)
	12 Volt power socket
HVAC System	Equipped - with climate control
Immobiliser	Equpped - with 3 x remote central lock keys
Power Windows	Equipped
Cup holders	Equipped
Interior lighting	LED Internal Lights
Ambience lighting	With ambience lighting
Rollup sun blinds	
for doors	Equipped
Electric roof hatch	Equipped
Refrigerator	50L+50L Refrigerator (Cool box + fridge/freezer)
Bunk Curtains	Equipped

GENUINE ACCESSORY OPTIONS

- Seat Covers
- 24 to 12 Volt Voltage Reducer
ailability and price.

IVECO TELEMATICS

Telematics Hardware	SIM) with provision for mobile cradle.
Smart connectivity pack	Upon subscription. Features include:
	- MYIVECO Smart report
	- MYIVECO Web portal
	- MYIVECO Vehicle monitoring &
	remote assistance
	- MYIVECO Easy Way app
Premium pack	Optional

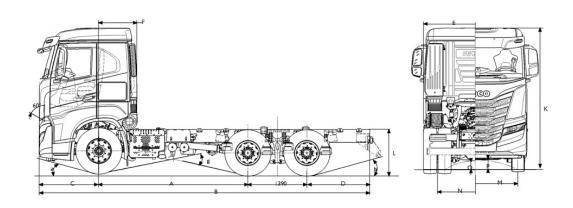




6x4 Rigid AS

MODEL AS230S53Z/P ON+

Application: Rigid



DIMENSIONS & WEIGHTS

Wheelbase	3500mm	3800mm
Overall length	8079mm	8349mm
Max width over fenders	2500mm	
Front axle to back of cab - including filter	940mm	
Frame height at end of frame, unladen	1098mm	
Front overhang	1410mm	
Rear overhang	1488mm	
Minimum ground clearance (front)	316mm (244mm with ON Setup)	
Minimum ground clearance (rear)	250mm	
Overall height to top of cab, unladen	3940mm (3878mm with ON Setup)	
Turning diameter kerb to kerb	17400mm	18100mm
Turning diameter wall to wall	19000mm	19700mm
Front track	2044mm	
Rear track	1820mm	
Approach angle (°)	14°	
Departure angle (°)	15°	
Ramp angle (°)	24°	
Total vehicle kerb weight*	8801kg	8821kg
Kerbweight on Front Axle*	5201kg	5220kg
Kerbweight on Rear Axle*	3591kg	3601kg
Gross Vehicle Mass (Plated)	27600kg	
Gross Combination Mass (Plated)	70000kg	
Notes:		

*Indicative chassis tare mass with Standard options, without fuel, Adblue® and driver. ±3% tolerance apply.

IVECO TRUCKS AUSTRALIA LIMITED ABN 86 004 065 061 LEVEL 10, 14 MASON STREET, DANDENONG, VICTORIA 3175 PO BOX 117 DANDENONG, VICTORIA 3175 TELEPHONE (03) 9238 2200 WWW.IVECO.COM.AU THE INFORMATION IN THIS DOCUMENT IS APPROXIMATE. IF AN EXACT WEIGHT OR DIMENSION IS REQUIRED PLEASE CONTACT VOIR LOCAL AUTHORISED VECO DEALER FOR THE LATEST INFORMATION ON THE VEHICLE BEFORE DECIDING TO PLACE AN ORDER. OVERSES IMAGES ARE SHOWN THROUGHOUT THIS DOCUMENT AND IMAGES MAY REFER TO EQUIPMENT THAT IS OPTIONAL. THE MODELS CASE USED CAN BE SUBJECT TO MODIFICATIONS WITHOUT ANY NOTICE BY THE MANUFACTURER. VEST23-644530R-SS. 092023.





REQUEST FOR TENDER

REQUEST FOR TENDER - RFT 01/2023

The Shire of Quairading is seeking to purchase two (2) 6-wheel Tip Truck, capable of at least 13-tonne payload, with side and end tipping capabilities.

The following specifications must also be included:

- GVM of between 20,000 and 30,00kg
- GCM of between 40,000 and 50,000kg
- · Tipping Body
 - o To be supplied only from Howard Porter or Bruce Rock Engineering
 - o Tipping action shall be of a side and end tipping configuration
 - Steel construction (preference may be given to a higher quality construction of tipping body taking into consideration budget allocations)
 - Minimum 5mm thick steel floor
 - Minimum 5mm thick steel front wall and sides
 - Minimum 5mm thick steel tail/side gate
 - o Hoist and Hydraulics
 - To suit make and model of truck
 - Must be under body mounted
 - Tipping activation controls (for both the truck and trailer) shall be located inside the cab of the truck in an easily accessible location for the driver.
- Supplier must provide a Parrot Beak Hitch at the rear of the truck with hose fitting configurations as per trade-in vehicles (the Shire will continue using existing trailers)
- Electric tarpaulins installed to tipper body prior to delivery with two control switches one to
 be located in truck cab on drivers' side in an easily accessible location and one to be located at
 rear of driver's side of the cab outside of the vehicle, operable when driver is standing on the
 ground.
- 2x LED beacons (Narva Pulse LED Strobe Part No. 85246A) to be installed at a location higher
 than the tray on top of the cab of the truck in an easily viewable position from the front and
 rear of the truck prior to delivery with a control switch (illuminated 'Beacon' rocker switch) to
 be located on drivers' side in an easily accessible and viewable location. Lights shall not be
 drilled into the roof of the cab of the truck but must retain the structural and waterproof
 integrity of the roof.
- Automatic transmission
- Window tinting on all appropriate windows with a weather shield installed on the driver's side window



REQUEST FOR TENDER

- 80 channel two-way radio installed within easy accessible location (not more than arm lengths from the seated position on the drivers side) for the driver.
- Heavy duty canvas seat covers (for both driver and passenger seats) and heavy duty rubber floor mats in the cab of the truck
- Price to be inclusive of delivery to Shire of Quairading depot with Handover of new vehicle provided by the successful supplier.
- The delivery of the vehicle without any of the items as outlined within the specifications above (or installed to the required specifications) will be sent back to the supplier at their cost (and redelivery of the amended vehicle). The cost of all remedial works to meet the required specifications as outlined above shall be entirely at the suppliers cost. In the case of a trade in vehicle with this quote, the trade in vehicle shall be retained (without cost penalty/reduction due to having to remedy the works for the new vehicle by the supplier) until such time as the new vehicle is delivered to the Shire of Quairading (depot) by the supplier.
- The supplier shall be deemed to have made themselves fully aware of the specifications of the new vehicle and trade-in vehicles. Relying on details provided by the Shire representative's either verbally or by correspondence shall not hold the Shire (or the representative) responsible for those details disclosed/provided.
- Canvassing of Shire Councillors shall instantly disqualify the suppliers submission.
- The trade-in vehicles are to be considered as-is-where-is and once traded is entirely at the suppliers consideration (no further correspondence/consideration shall be entered in to with the Shire of Quairading) once traded/purchased.
- The Shire may choose to not accept any tenders entirely at their own discretion.
- The Shire may choose to not accept the lowest tender entirely at their own discretion.
- The supplier should give an indication of the timeframe in which the new trucks will be ready for delivery to the Shire of Quairading as part of their response to this RFT.

The Shire will potentially be disposing of two trucks as part of this procurement and a trade-in price should be provided by the successful bidder. Details of the trade vehicles are below. An in-person inspection of the trade-in vehicles at the Shire's Depot is highly encouraged. Any further enquiries should be directed to the Shire's Executive Manager of Works and Services, Sarah Caporn on 0427 451 001 or sarah.caporn@quairading.wa.gov.au.





REQUEST FOR TENDER

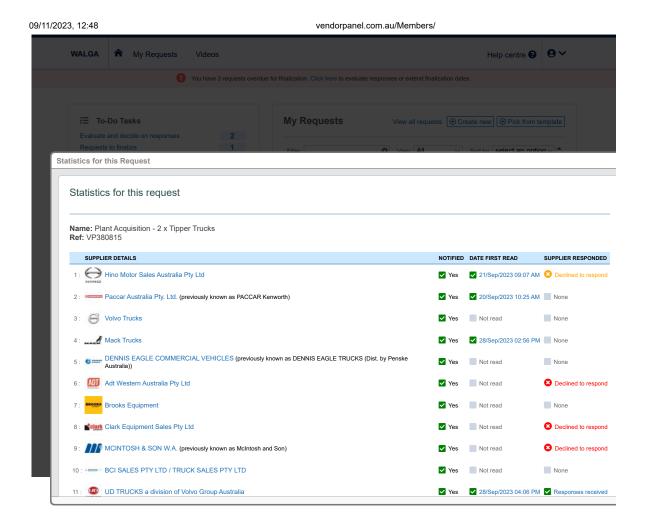
TRUCK 1:



TRUCK 2:















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ITEM 15 MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY

No matters for consideration

ITEM 16 URGENT COUNCILLOR'S BUSINESS

ITEM 17 CONFIDENTIAL ITEMS

No matters for consideration

ITEM 18 NEXT MEETING DATE

THE NEXT ORDINARY COUNCIL MEETING IS SCHEDULED TO TAKE PLACE ON THURSDAY 14 DECEMBER 2023 COMMENCING AT 2.00PM IN THE COUNCIL CHAMBERS, 10 JENNABERRING ROAD, QUAIRADING, WA.

ITEM 19 CLOSURE

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