

Ordinary Council Meeting

Notice of Meeting | 14th December 2023

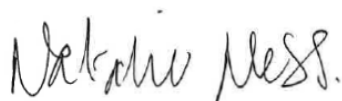
I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on 14th December 2023 commencing at 2.00pm

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

Date: 08 December 2023

Disclaimer

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

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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr TJ Stacey	Deputy Shire President
Cr BR Cowcill	
Cr RC 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 J Green	Acting Executive Manager Economic Development
Ms M Haeusler	Executive Officer

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Cr JN Haythornthwaite
Cr PD Smith

ITEM 3 PUBLIC QUESTIONS

No matters for consideration

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

No matters for consideration

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

No matters for consideration

ITEM 6 DECLARATIONS OF INTEREST

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

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

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

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

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

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 30 November 2023

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on the 30 November 2023 be confirmed as a true and accurate record.

BUSINESS ARISING

**ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO
RECOMMENDATIONS)**

No matters for consideration

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION**9.1 Local Emergency Management Committee Meeting – 4 December 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 Local Emergency Management Committee for its meeting on 4 December 2023.

The minutes for the Local Emergency Management 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 Risk Register 2023

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments 1. Risk Register 2023 [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

RECOMMENDATION LEMC 002-23/24

That the Local Emergency Management Committee recommend to Council that Council adopt the Risk Register 2023.

The attached document was created in 2022 to inform the review of the LEMA but to officers' knowledge was never endorsed by this committee or by Council.



RISK REGISTER 2023



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EXECUTIVE SUMMARY

This report provides a summary of the Local; Community based; Risk Assessment that was undertaken by the Shire of Quairading throughout a period of four years, 2013 – 2017. The Emergency Risk Management (ERM) process; mandated by the Emergency Management Act 2005 and as part of the process of the LEMA review; was designed to allow consistent and comparable risk assessments across all Local Governments.

This Emergency Risk Management Plan was designed as per the State Emergency Management Policy Statement 3.2.6 and undertaken in accordance with the Western Australian Emergency Risk Management Guideline, which is aligned with the Australian/New Zealand International Standard Organisation (**AS/NZS ISO 31000:2009**) Risk Management – Principles and Guidelines. Furthermore the ERM plan has been developed, led and administrated by the Local Emergency Management Committee of the Shire of Quairading.

The results of these risk assessments across four specific hazards Bushfire, Storm, Earthquake and Flood are demonstrated further in this document and are set out in descending order subject to the 'As Low As Reasonably Possible' (ALARP) Principle.

The report finds many of the Emergencies feared by the community have no treatment options available under the PPRR model and will simply be available to the community as awareness only. Further works will be undertaken on those risks that can potentially be mitigated using any of the model; Prevention, Preparedness or Response; with Treatment Options (TO) applied as the Local Government sees fit.

The Risk Assessments used in regards to these hazards is limited by the Shire knowledge and opinion of the Community in which the assessments were held. This can result in data that can be abnormally skewed either high or low on the ALARP scale, it should be noted however that field experts were used where possible during this process.

LOCAL RISK ASSESSMENT SUMMARY DOCUMENT

Hazards Assessed	Date of Risk Assessment Workshops
Bushfire	3 September 2015
Earthquake	10 December 2015
Storm	16 June 2016
Flood	1 June 2017
Risk Assessment Coordinator	Mr Daniel Birleson (Community Emergency Services Manager)
Risk Assessment Facilitator	Shire of Quairading (Local Government)

Tailored Risk Criteria elements used in the risk assessment workshops:	
Population	1020
Gross Area Product	\$89,000,000

SECTION ONE: BUSHFIRE HAZARD

1.1 Scenario Summary

(Please note weather/climate data derived from the Bureau of Meteorology Weather Stations based in Cunderdin, Beverley, Corrigin and Kellerberrin)

Temperature: 42.2° (Averaged from highest temperatures recorded in the weather data from November 2014, December 2014, January 2015 and February 2015 from all 4 weather stations)

Wind Speed: 32km/hr (Averaged from highest wind speeds (constant) recorded in the weather data from November 2014, December 2014, January 2015 and February 2015 from all 4 weather stations)

Wind Gusts: 78.5km/hr (Averaged from highest wind gusts recorded in November 2014, December 2014, January 2015 and February 2015 derived from Cunderdin Airfield only)

Relative Humidity: 8.2% (Averaged from Lowest RH recorded in the weather data from November 2014, December 2014, January 2015 and February 2015 derived from Corrigin and Cunderdin weather stations only)

Wind Direction: Oscillating East through to South South East (Most common wind directions derived from the wind data through November 2014 to February 2015, anecdotal evidence was also obtained)

There is a risk that at the end of November a fire will be started in the North North West of the Shire approximately 3km from Quairading town site in the vicinity of the Waste and Recycling Facility. The area surrounding this predominately broad acre farming, banksia woodlands and low scrub and contains a fuel weight of approximately 4.5 and 5.5 tonnes per hectare, this fuel is 100% cured. (Please note tonnage per hectare is derived from anecdotal knowledge and DFES publications)

The **Temperature** is 42.2°

The **Relative Humidity** is 8.2%

The **FDI** is 83

Constant Wind Speed is 32km/hr with **Gusts** of up to 78.5km/hr

Wind Direction oscillates between East – South South East (W – NNW origin) but primarily blowing in a South East – South, South East Direction.

Inputting this information into CSIRO Grassland Calculator for natural pasture places the **Rate of Spread** between 10.5 and 12km/hr.

Flame heights would be in excess of 4 metres.

The **Ember attack** would extend 500m in front of the fire front.

The Quairading town site will be **impacted**.

1.2 Risk Identification

Hazard	Risk	Risk Priority	Treat Options – If Applicable
Bushfire	There is a risk in the Shire of Quairading that a bushfire adjacent to or in the urban environment may cause injury or illness	1	
Bushfire	There is a risk that a Flood in the Shire of Quairading will impact the agricultural sector resulting in recovery costs and financial loss	2	
Bushfire	There is a risk in the Shire of Quairading that a bushfire will impact infrastructure limiting the ability to conduct core business (ie. Communication, emergency response etc.)	2	
Bushfire	There is a risk that a bushfire in the Shire of Quairading may cause financial loss to sections of the community through loss of or damage to private dwellings and commercial infrastructure	2	
Bushfire	There is a risk in the Shire of Quairading that a bushfire may affect community cohesiveness and quality of life	2	
Bushfire	There is a risk that a bushfire adjacent to or in the urban environment in the Shire of Quairading will require recovery works impacting their ability to maintain core services	2	
Bushfire	There is a risk that a bushfire in the Shire of Quairading may impact infrastructure (including road transport) resulting in repair costs or financial losses	2	
Bushfire	There is a risk in the Shire of Quairading that a bushfire adjacent to or in the urban environment may cause displacement	2	
Bushfire	There is a risk that a bushfire adjacent to or in the urban environment in the Shire of Quairading will cause closure and seriously disrupt normal business activity causing financial loss	2	
Bushfire	There is a risk in the Shire of Quairading that a bushfire adjacent to or in the urban environment may cause death	3	
Bushfire	There is a risk that a bushfire in the Shire of Quairading may cause damage to the environment disrupting historic use and impacting ecosystems	3	

Hazard	Risk	Risk Priority	Treat Options – If Applicable
Bushfire	There is a risk in the Shire of Quairading that bushfire suppression measures may cause damage to the environment	3	
Bushfire	There is a risk in the Shire of Quairading a bushfire will impact on flora	3	
Bushfire	There is a risk in the Shire of Quairading a bushfire will impact on fauna	3	
Bushfire	There is a risk in the Shire of Quairading that a bushfire adjacent to or in the urban environment may cause widespread impact on normal community activities	3	
Bushfire	There is a risk in the Shire of Quairading that a bushfire adjacent to or in the urban environment may cause increased psychological and welfare issues in the community	3	
Bushfire	There is a risk in the Shire of Quairading that a bushfire may impact cultural or heritage buildings	3	
Bushfire	There is a risk that a bushfire in the urban environment of the Shire of Quairading may cause delays or stoppages in the response by Health Services leading to injury, illness or death	4	

1.3 Risk Profile Analysis

The Shire of Quairading is prone to small scale bushfire throughout the periods encompassing Harvest (October – January) and Seeding (February – June) during these periods fires are started by machinery, inattention during burning operations or lightning strike.

The scenario posed is both plausible and possible in the conditions stated. The risk itself is real and has the potential to devastate the towns within the Shire. It should be noted during this process the committee found the process to be difficult, leading to low confidence levels. Further thought should be given to repeat the process on this Hazard.

The assessment has listed this risk with an average score of 2.5 making the risk broadly tolerable to the Shire of Quairading. Limited treatment options are available and consist broadly of the following:

- Training for Fire Brigades in all aspects of Bushfire Suppression and control
- Community Engagement in regards to the devastation of fire and the importance of insurance and pre-planning
- Investment in a knowledge management system with particular emphasis on recording and distribution of information most specifically on areas of high danger, complexity or exclusivity
- Focus on developments within recovery field with the introduction of new concepts and ideas

The following priorities were found to be of the most concern to the wider community within the Shire:

- Injury
- Community Displacement
- Economic loss within the Agricultural sector
- Economic loss within the Business Sector
- Loss of Core Local Government services

1.4 Attendance

Name	Agency
Cr D C Richards	Shire President, Chairman
Cr B Caporn	Deputy Shire President
Mr G A Fardon	Chief Executive Officer
Mr N Gelmi	Deputy Chief Bush Fire Control Officer
Mr D Birleson	Community Emergency Services Manager
Sgt S Hickman	Quairading Police OIC
Mr P Wright	Quairading District High School
Mr P G Hudson	Quairading Volunteer Fire and Rescue Service
Mr P Kevill	Quairading Volunteer Fire and Rescue Service
Mr M McBride	Department of Fire and Emergency Services (Area Officer Lower Wheatbelt)
Mrs J Spadaccini	Department of Child Protection and Family Services
Ms C Whyte	Community Development Officer

SECTION TWO: EARTHQUAKE

2.1 Scenario Summary

2.1.1 Glossary

Metamorphic – Metamorphic rocks are formed by extreme heat and temperature

Igneous - Igneous rock is formed through the cooling and solidification of magma or lava

Sedimentary – Sedimentary Rock is formed by the accumulation of particles

Gneiss – Type of rock

Schist – Type of Rock

Extrusion – Extrudes from the Earth's surface

Intrusion – Stays below the earth's surface but intrudes through the rock layers

Tectonic Plate - A tectonic plate (also called lithospheric plate) is a massive, irregularly shaped slab of solid rock, generally composed of both continental and oceanic lithosphere. Plate size can vary greatly, from a few hundred to thousands of kilometers across

Plate Boundary – Where the edge of the lithospheric plates meet

Intraplate – Within the lithospheric plate boundary's

Fault – A fault is a shear, fracture or other type of weakness within the lithospheric plates, sometimes these cause earthquakes. There are three different types of faults

Strike/Slip - is in the horizontal plane (generally does not cause surface alteration)

Normal – causes a scarp like effect where one side of the fault goes up the other down it works in the vertical plane

Reverse – causes shallow rises and dips, works in between the horizontal and vertical planes

Dyke – Is a vertical rock intrusion that cuts through horizontal strata. Often caused by and forming igneous rock.

Craton – Stable portion of the Lithospheric Plate

Richter Scale – The Richter Scale was developed in the 1930's and is used to measure the seismic amplitude of an earthquake. Please note that for every whole number in the Richter scale it is 31.6 times the amount of energy released, and each increase of 0.2 corresponds to a doubling of the energy released.

2.1.2 Background

The Shire of Quairading is located on the Yilgarn Craton which is made up of metamorphic, sedimentary and igneous rock. It has a long and complex geological history. While the Yilgarn Craton is considered stable it contains features such as faults and Dyke Swarms these are a form of weakness that can contribute to the damages caused by an earthquake, but not necessarily contribute to the earthquake occurring.

Most earthquakes occur on the Plate Boundaries when plates meet.

Intraplate earthquakes are rarer and occur inside the lithospheric plate boundary and are not completely understood. Meckering and Newcastle earthquakes are both examples of an Intraplate earthquake.

Meckering earthquake occurring in 1968 was a 6.9 on the Richter Scale and caused widespread damage to the town and surrounding areas. Areas as far away as Perth, Geraldton and Kalgoorlie were affected

The Newcastle earthquake in 1989 is another example of an intraplate earthquake it was a 5.6 on the Richter Scale and caused widespread damage. Areas as far away as Melbourne and the Gold Coast were affected.

2.1.3 Scenario

A magnitude 7.2 earthquake has struck an area to the south of Quairading in the vicinity of Bulyee and Harvey Rd Intersections. This is a shallow intraplate earthquake.

Unreinforced masonry and wooden frame buildings will collapse or be severely damaged (please note unreinforced masonry includes all double skin, single skin or timber frame houses).

Time: 4pm

Date: 11th December 2015

Weather: 32o, No rain expected

Earthquake: Strike/Slip combined with a normal fault indicating that some scarp like effects at the fault line. This runs in a southerly direction towards Lake Grace.

2.2 Risk Identification

Hazard	Risk	Risk Priority	Treat Options – If Applicable
Earthquake	There is a risk that a 7.2 Magnitude earthquake in the Shire of Quairading may cause displacement	3	
Earthquake	There is a risk that a 7.2 Magnitude earthquake in the Shire of Quairading will cause increased psychological and welfare issues in the community	3	
Earthquake	There is a risk that a 7.2 Magnitude earthquake may cause widespread impact on normal community activities	3	
Earthquake	There is a risk that a 7.2 Magnitude earthquake will cause damage to or destroy infrastructure	3	
Earthquake	There is a risk that a 7.2 Magnitude earthquake may cause financial loss to sections of the community through loss of or damage to private dwellings	3	
Earthquake	There is a risk that a 7.2 Magnitude earthquake that in the Shire of Quairading may cause financial loss to sections of the community through loss of or damage to commercial infrastructure (ie. Shopping Precinct)	3	
Earthquake	There is a risk that a 7.2 Magnitude earthquake in the Shire of Quairading may cause death	3	
Earthquake	There is a risk that a 7.2 Magnitude earthquake in the Shire of Quairading may cause injury	3	
Earthquake	There is a risk that a 7.2 Magnitude earthquake in the Shire of Quairading will impact main roads and transport routes resulting in reduced supplies and business closure	3	
Earthquake	There is a risk that a 7.2 Magnitude earthquake may affect community cohesiveness and quality of life	4	
Earthquake	There is a risk in the Shire of Quairading that a 7.2 magnitude earthquake may impact cultural or heritage buildings	4	
Earthquake	There is a risk that a 7.2 Magnitude earthquake may cause significant disruption to essential Local Government services	4	
Earthquake	There is a risk that a 7.2 Magnitude earthquake in the Shire of Quairading will require recovery works impacting their ability to maintain core services inability to provide services	4	

Hazard	Risk	Risk Priority	Treat Options – If Applicable
Earthquake	There is a risk that a 7.2 Magnitude earthquake will impact infrastructure limiting the ability to conduct core business (ie. Communication, emergency response Etc.)	4	
Earthquake	There is a risk in the Shire of Quairading that a 7.2 magnitude earthquake may impact road transport routes causing repair costs and financial losses	4	
Earthquake	There is a risk that a 7.2 Magnitude earthquake in the Shire of Quairading may overwhelm emergency health response leading to injury, illness or death	5	
Earthquake	There is a risk that a 7.2 Magnitude earthquake will cause damage to the environment	5	
Earthquake	There is a risk that a 7.2 Magnitude earthquake will cause permanent closure/disruption to industry	5	
Earthquake	The is a risk that a 7.2 Magnitude earthquake in the Shire of Quairading will cause permanent closure and/or serious disruption to normal business activity	5	

2.3 Risk Profile Analysis

The Shire of Quairading and the Western Australian Wheatbelt in general could be considered earthquake 'prone' due to the amount of earthquakes and tremors felt. In the Shire of Cunderdin 5 earthquakes were felt between the 18th and 19th April 2017 with the top magnitude being 3. The latest recorded earthquakes took place near Bencubbin on the 9th June 2017 where a cluster of 11 earthquakes occurred in a 24 hour period. The earthquakes; occurring around 10kms in depth; caused no damage on any of these occasions.

The scenario posed was well received with anecdotal evidence displayed by members of the committee who had experienced the Meckering Earthquake of 1969. Considered to be extremely rare with an Annual Reoccurrence Index of 0.00005 there are little treatment options that can be applied to assist the community with the risk posed by this hazard.

The assessment has listed this risk with an average score of 3.7 making it broadly tolerable to the Shire of Quairading. The following priorities were deemed to be of importance to the wider Shire Community:

- Community displacement, death and injury
- Damage to commercial infrastructure leading to economic loss

While treatment options are limited the following were deemed appropriate:

- Development of a knowledge and information management system that details 'at risk' areas including those of exclusivity, complexity or weakness
- Community Engagement stipulating safety advice for the wider community especially in the areas of Evacuation and Recovery

2.4 Attendance

Name	Agency
Cr B Caporn	Chair / Shire President
Mr G Taylor	Councillor
Mr G Fardon	Chief Executive Officer
Mr A McRae	Chief Bush Fire Control Officer
Mr I Wilson	St Johns Ambulance
Mr D Birleson	Community Emergency Services Manager (Secretary)
Sgt S Hickman	Quairading Police OIC
Mr P Wright	Quairading District High School
Mr P G Hudson	Quairading Volunteer Fire and Rescue Service
Mr P Kevill	Quairading Volunteer Fire and Rescue Service
Mr M McBride	Department of Fire and Emergency Services (Area Officer Lower Wheatbelt)

SECTION THREE: SEVERE STORM

3.1 Scenario Summary

Severe thunderstorms are localised events, usually affecting smaller areas than tropical cyclones and floods, so their devastating impact is often underestimated. These storms, which are more common than any other natural hazard, can occur anywhere in Australia. Each year, on average, severe thunderstorms are responsible for more damage (as measured by insurance costs) than tropical cyclones, earthquakes, floods or bushfires. Unfortunately, thunderstorms also kill people - between 5 and 10 deaths are caused by lightning strikes each year. More deaths occur when strong winds cause tree limbs to fall, debris to become projectiles and small boats in open water to capsize.

A severe thunderstorm is defined by the Bureau of Meteorology as one which produces:

- hail, diameter of 2 cm or more (\$2 coin size); or
- wind gusts of 90 km/h or greater; or
- flash floods; or
- tornadoes, or any combination of these.

3.1.1 Storm Scenario

A severe thunderstorm has impacted the Town Site of Quairading. The thunderstorm moved in a south, south easterly direction striking Quairading at 11:57am on the 17th November 2016 and lasting 1 hour. The storm contained:

Wind Speeds: 45km/hr

Wind Gusts: 126km/hr (Please note actual wind speeds recorded for York Storms; January 2011; as at Cunderdin Weather Station)

Rain: 90mm (Please note actual rainfall recorded on Cam Fraser's property 11th November 2015)

Timber frame and timber clad houses, outbuildings such as sheds and barns as well as older houses will potentially be collapsed or de-roofed

Multiple fires have been lit; due to lightning strikes

Crop damage due to hail and rain

Power supply reconnection will take a minimum of 4 days due to severity of damage to network

3.2 Risk Identification

Hazard	Risk	Risk Priority	Treat Options – If Applicable
Severe Storm	There is a risk that a Severe Storm in the Shire of Quairading will impact the agricultural sector resulting in recovery costs and financial loss	2	
Severe Storm	There is a risk that a Severe Storm in the Shire of Quairading may cause delays or stoppages in the response by Health Services leading to injury, illness or death	2	
Severe Storm	There is a risk that a severe storm in the Shire of Quairading may cause displacement	3	
Severe Storm	There is a risk that a severe storm in the Shire of Quairading will cause damage to or destroy critical infrastructure	3	
Severe Storm	There is a risk that a severe storm in the Shire of Quairading may cause increased psychological and welfare issues in the community	3	
Severe Storm	There is a risk that a severe storm in the Shire of Quairading may cause disruption of essential services	3	
Severe Storm	There is a risk that a Severe Storm in the Shire of Quairading will require recovery works impacting their ability to maintain core services	3	
Severe Storm	There is a risk that a severe storm in the Shire of Quairading will cause closure and seriously disrupt normal business activity for periods of 24 hours or more	3	
Severe Storm	There is a risk in the Shire of Quairading that a Severe Storm will impact infrastructure limiting the ability to conduct core business (ie. Communication, emergency response etc.)	3	
Severe Storm	There is a risk that in the Shire of Quairading a Severe Storm may cause financial loss to sections of the community through loss of or damage to commercial infrastructure (ie. Shopping Precinct)	3	
Severe Storm	There is a risk that in the Shire of Quairading a Severe Storm may cause financial loss to sections of the community through loss of or damage to private dwellings	3	
Severe Storm	There is a risk that a Severe Storm in the Shire of Quairading may cause Death	4	
Severe Storm	There is a risk that a Severe Storm in the Shire of Quairading will impact fauna	4	

Hazard	Risk	Risk Priority	Treat Options – If Applicable
Severe Storm	There is a risk that a Severe Storm in the Shire of Quairading will impact flora	4	
Severe Storm	There is a risk that a severe storm in the Shire of Quairading may cause damage to critical infrastructure resulting in financial costs	4	
Severe Storm	There is a risk to the Shire of Quairading that a Severe Storm may overwhelm emergency health response leading to injury, illness or death	4	
Severe Storm	There is a risk that a Severe Storm in the Shire of Quairading may cause widespread impact on normal community activities	5	
Severe Storm	There is a risk that a Severe Storm in the Shire of Quairading may affect community cohesiveness and quality of life	5	
Severe Storm	There is a risk in the Shire of Quairading that a severe storm may cause damage to areas of cultural significance and historical sites like Toapin Wier or the Dangin Townsite	5	

3.3 Risk Profile Analysis

Severe and unanticipated storms can occur with very little warning. Due to the geography of the Shire; low lying agricultural lands severe storms can cause fires due to lightning strike or inundation due to extensive rainfall these events pose a significant threat to the Shire of Quairading.

The scenario posed was well received anecdotal evidence was displayed with a film clip sourced during the 2011 Wheatbelt storms; further anecdotal evidence was relayed by the Committee by those who remembered Cyclone Albi, a decaying tropical cyclone which caused extensive wind damage and multiple bushfires throughout the Shire. This risk is deemed to be rare however the Wheatbelt and the Shire of Quairading can suffer through storms with at least five to ten large storms occurring throughout the year, while these are not deemed severe, substantial damage can take place.

The assessment has listed this risk with an average score of 3.47 making it broadly tolerable to the Shire of Quairading. The following priorities were deemed important by the wider community:

- Risk of economic loss to all areas of the economy
- Risk of overwhelming the response and health organisations
- Damage to infrastructure, properties and dwellings

While treatment options are limited the following were deemed appropriate:

- Development of a knowledge and information management system that details 'at risk' areas including those of exclusivity, complexity or weakness
- Community Engagement stipulating safety advice for the wider community especially in the areas of Preparation and Preparedness
- Development of 'overflow' plans for emergency response and recovery

3.4 Attendance

Name	Agency
Cr B Caporn	Chair / Shire President
Mr G Fardon	Chief Executive Officer
Mr D Birleson	Community Emergency Services Manager
Mr A McRae	Chief Bush Fire Control Officer
Mr W Davies	St John Ambulance
Mrs Y Grigg	Office of Emergency Management
Mr P Hudson	Quairading Volunteer Fire and Rescue Service
Mr A Duncan	Quairading Volunteer Fire and Rescue Service
Mr M McBride	Department of Fire and Emergency Services (Area Officer Lower Wheatbelt)

SECTION FOUR: FLOOD

4.1 Scenario Summary

4.1.1 Flood

Floods are defined by Geosciences Australia as:

“A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters from the unusual and rapid accumulation or runoff of surface waters from any source.”

This occurred in Shire of Quairading throughout late January and early February where 326mm (Quairading Airfield Weather Station) of rain occurred in a two week period causing the overflow and flooding of the major and minor water courses within the Shire; the Salt River displaying an unprecedented flow. Storm Inundation also occurred within the low lying areas of the Shire causing damage to roads and agricultural areas.

4.1.2 Flood Scenario

A series of severe storm cells travelling in a south easterly direction have struck the Shire of Quairading. The storm cells; the tail end of a large tropical storm; have struck over a two week period inundating the surrounding areas and Shire. Each cell contained unprecedented rainfall and over 400mm has fallen throughout the period, the Salt River and Mortlock River East have both broken their banks and all minor tributaries are flowing at full or above full capacities.

Severe inundation has occurred to some outlying properties and communities including those of Badjaling; which is isolated; and Doodenanning. All unsealed roads in the Shire have been closed for safety and to limit further damage, some sealed roads are also closed due to inundation including the main routes of access and egress into the town of Quairading:

- York-Quairading Rd near Dulbelling South Rd due to dam break and dangerous water flow
- Bruce Rock-Quairading Rd at the Pink Lake with water depth in excess of 400mm
- Cunderdin-Quairading and Quairading-Tammin Rd due to road damage, in some cases road destruction
- Quairading-Corrigin and Dangin-Mears with water depth through the Salt River areas in excess of 1200mm

The town site of Quairading has suffered inundation in low lying areas with damage and flooding to the bottom end of Macartney St and along Parker St; an evacuation centre has been opened

to assist these residents. Businesses on Jennaberring Rd have been closed to flooding caused by drainage issues.

Low lying areas have also been affected by pipe breakage and sewer leak caused by ground water, these areas have been quarantined to alleviate adverse health effects. Mains water has been cut to areas within town due to the same reason this; as yet; is unmapped.

Intermittent power outages have taken place throughout this time.

4.2 Risk Identification

Hazard	Risk	Risk Priority	Treat Options – If Applicable
Flood	There is a risk that a Flood in the Shire of Quairading may cause Death	2	
Flood	There is a risk that a Flood in the Shire of Quairading may cause injury or illness	2	
Flood	There is a risk that a Flood in the Shire of Quairading may cause delays or stoppages in the response by Health Services leading to injury, illness or death	2	
Flood	There is a risk that in the Shire of Quairading a Flood may cause financial loss to sections of the community through loss of or damage to private dwellings	2	
Flood	There is a risk that in the Shire of Quairading a Flood may cause financial loss to sections of the community through loss of or damage to commercial infrastructure (ie. Shopping Precinct)	2	
Flood	There is a risk that a Flood in the Shire of Quairading will cause closure and seriously disrupt normal business activity causing financial loss	2	
Flood	There is a risk that a Flood in the Shire of Quairading may impact infrastructure resulting in repair costs or financial losses	2	
Flood	There is a risk that a Flood in the Shire of Quairading will impact the agricultural sector resulting in recovery costs and financial loss	2	
Flood	There is a risk in the Shire of Quairading that a flood may impact road transport routes causing repair costs and financial losses	2	
Flood	There is a risk that a Flood in the Shire of Quairading will require recovery works impacting their ability to maintain core services	2	
Flood	There is a risk that a Flood in the Shire of Quairading will impact main roads and transport routes resulting in reduced supplies and business closure	3	
Flood	There is a risk that a Flood in the Shire of Quairading will result in erosion disrupting historic use areas and impacting ecosystems	4	
Flood	There is a risk to the Shire of Quairading that a flood may overwhelm emergency health response leading to injury, illness or death	4	
Flood	There is a risk in the Shire of Quairading that a flood may impact cultural or heritage buildings	4	

Hazard	Risk	Risk Priority	Treat Options – If Applicable
Flood	There is a risk that a Flood in the Shire of Quairading may cause displacement	5	
Flood	There is a risk that a Flood in the Shire of Quairading may cause widespread impact on normal community activities	5	
Flood	There is a risk that a Flood in the Shire of Quairading may affect community cohesiveness and quality of life	5	
Flood	There is a risk in the Shire of Quairading that a Flood will impact infrastructure limiting the ability to conduct core business (ie. Communication, emergency response etc.)	5	
Flood	There is a risk that a Flood in the Shire of Quairading will impact flora	5	
Flood	There is a risk that a Flood in the Shire of Quairading will impact native vegetation inclusive of Declared Rare Flora (DRF)	5	
Flood	There is a risk that a Flood in the Shire of Quairading may increase (In size) saline rich areas disrupting historic use and impacting ecosystems	5	
Flood	There is a risk that a flood in the Shire of Quairading will impact fauna	5	

4.3 Risk Profile Analysis

Due to flash flooding and storm inundation in the Shire of Quairading in January/February of this year it was decided to include this risk within the Emergency Risk Management process and develop the assessment.

While flooding is considered low risk, due to the timeframe in which it occurred the assessment ran well with anecdotal evidence being supplied from the committee through recent experience.

The assessment has listed this risk with an average score of 3.15 making the risk broadly tolerable to the Shire of Quairading. The following priorities were deemed important by the wider community:

- Risk of illness, injury, death or displacement
- Risk of economic loss to all areas of the economy
- Damage to infrastructure, properties and dwellings

While treatment options are limited the following were deemed appropriate:

- Development of a knowledge and information management system that details 'at risk' areas including those of exclusivity, complexity or weakness
- Development of a Flood Management Plan
- Community Engagement stipulating safety advice for the wider community especially in the areas of Preparation and Preparedness

4.4 Attendance

Name	Agency
Cr B Caporn	Chair / Shire President
Mr D Birleson	Community Emergency Services Manager
Mr T Merillo	Shire of Quairading
Mrs J Spadaccini	Department of Child Protection and Family Services
Mr M McBride	Department of Fire and Emergency Services (Area Officer Lower Wheatbelt)
Mr J Hancock	Western Australian Police (OIC Quairading)
Mr P Hudson	Quairading Volunteer Fire and Rescue Service
Ms A Kerr	Quairading District High School
Mr A McRae	Chief Bush Fire Control Officer
Mr D Richardson	Community Paramedic St. John Ambulance
Mr T Sandercock	St John Ambulance Representative

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING

No matters for consideration

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Monthly Financial Statements - November 2023

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. Monthly Financial Statement - November 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 30 November 2023.

IN BRIEF

- Monthly financial statements for the period ending 30 November 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 November 2023.
- Admin Allocations have been run for the months of July 2023 to November 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.

There has been no change to the Perth CPI for November.

	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 % with no change as at 30 November 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	<i>Low</i> <i>23-24 Budget Adopted by Council</i>
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 Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

The monthly financial statements have been updated using the Bob Waddell monthly statements model developed for smaller rural and regional Councils.

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

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

The current aged creditors balance as of 30 November 2023 is \$1,637.38 made up of 2 invoices.

The current aged debtors balance as of 30 November 2023 is \$360,582.12 with the majority of this balance being 2 Main Roads Invoices.

We are still working with IT Vision to correct some allocation issues from the incorrect set up of Definitiv payroll system and understand that this should be finalised in the next 2 weeks.

\$39,695.36 of interest has been received from our Reserve Accounts to date. This has not been accounted for in this financial statement as it requires a bank transfer which can not be completed until the maturity of 2 Term Deposits on 31/12/2023.



SHIRE OF QUAIRADING

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

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 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	63%	437,716	348,527	276,258	(72,269)
Capital Grants, Subsidies and Contributions	18%	2,273,037	241,476	416,033	174,557
	26%	2,710,753	590,003	692,290	102,287
Rates Levied	100%	2,642,443	2,642,443	2,641,941	(502)

		Prior Year 30 November 2022	Current Year 30 November 2023
Financial Position			
Adjusted Net Current Assets	110%	\$ 3,004,989	\$ 3,302,995
Cash and Equivalent - Unrestricted	87%	\$ 2,790,501	\$ 2,416,866
Cash and Equivalent - Restricted	113%	\$ 3,618,477	\$ 4,093,439
Receivables - Rates	122%	\$ 544,300	\$ 662,005
Receivables - Other	280%	\$ 230,417	\$ 644,585
Payables	260%	\$ 231,646	\$ 602,872

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

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

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

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

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

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

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

CRITICAL ACCOUNTING ESTIMATES

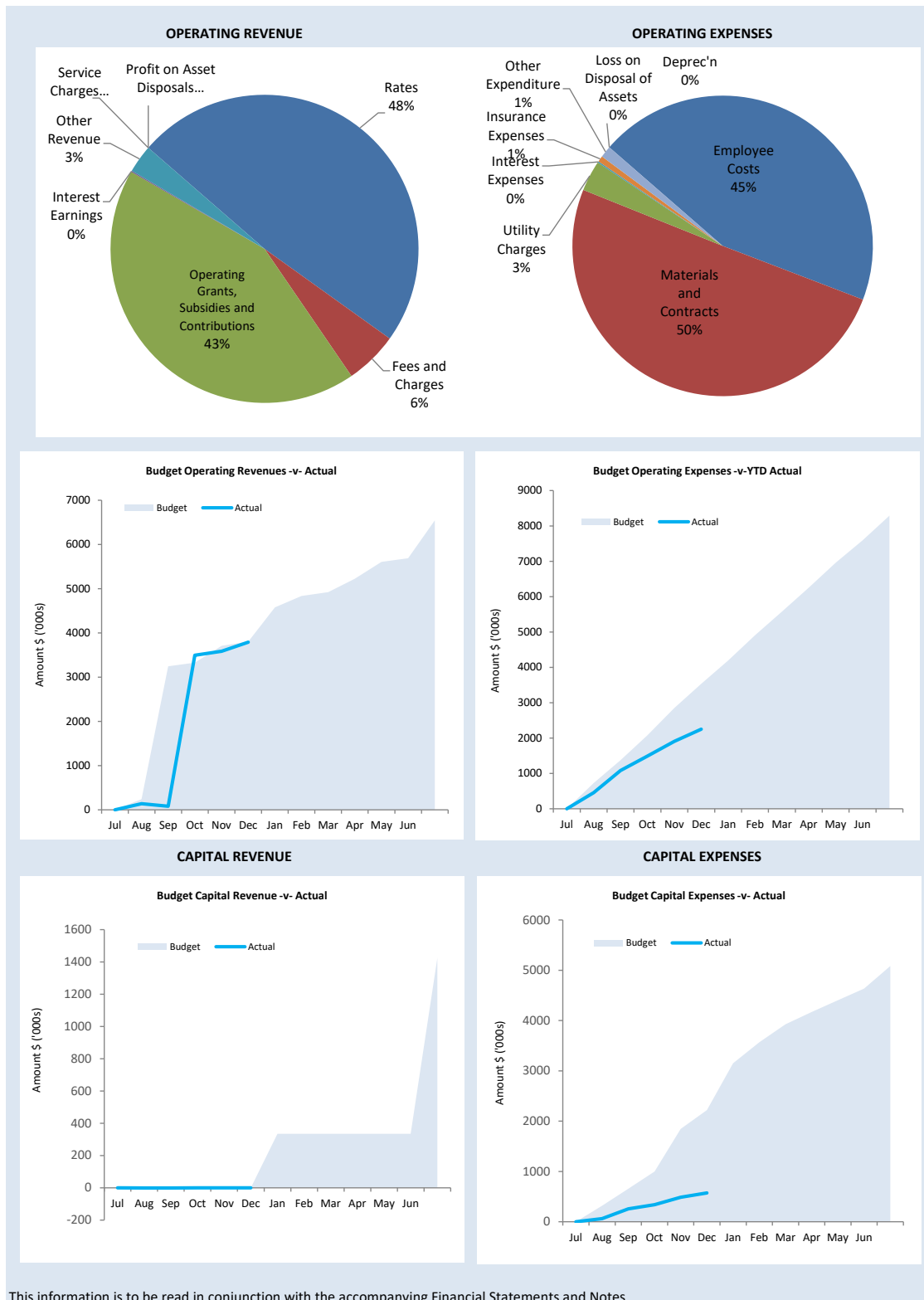
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

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

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

SUMMARY GRAPHS



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**SHIRE OF QUAIRADING
KEY TERMS AND DESCRIPTIONS**

FOR THE PERIOD ENDED 30 NOVEMBER 2023

STATUTORY REPORTING PROGRAMS

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

	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	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 PURPOSE FUNDING To collect revenue to allow for the provision of services that are not fully funded by specific fees and charges.	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 control.
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.

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

BY PROGRAM

	Note	Adopted Annual Budget \$	Amended Annual Budget (d) \$	Amended YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
OPERATING ACTIVITIES									
Revenue from operating activities									
Governance		500	500	205	0	(205)	(100%)	▼	
General Purpose Funding - Rates	6	2,642,443	2,642,443	2,642,443	2,641,941	(502)	(0%)	▼	
General Purpose Funding - Other		225,455	225,455	151,205	22,734	(128,471)	(85%)	▼	\$
Law, Order and Public Safety		311,062	311,062	141,329	64,799	(76,530)	(54%)	▼	\$
Health		25,500	25,500	25,205	117	(25,088)	(100%)	▼	\$
Education and Welfare		65,380	65,380	27,185	24,617	(2,568)	(9%)	▼	
Housing		146,657	146,657	61,015	66,685	5,670	9%	▲	
Community Amenities		208,201	208,201	87,850	173,133	85,283	97%	▲	\$
Recreation and Culture		27,255	27,255	7,375	33,077	25,702	348%	▲	\$
Transport		234,207	234,207	197,170	187,482	(9,688)	(5%)	▼	
Economic Services		351,384	351,384	204,675	160,002	(44,673)	(22%)	▼	\$
Other Property and Services		33,576	33,576	14,555	5,917	(8,638)	(59%)	▼	
		4,271,619	4,271,619	3,560,212	3,380,505				
Expenditure from operating activities									
Governance		(733,282)	(733,282)	(356,047)	(281,762)	74,285	21%	▲	\$
General Purpose Funding		(123,625)	(123,625)	(45,653)	(45,755)	(102)	(0%)	▼	
Law, Order and Public Safety		(665,259)	(665,259)	(274,473)	(184,015)	90,458	33%	▲	\$
Health		(488,216)	(488,216)	(203,280)	(117,077)	86,203	42%	▲	\$
Education and Welfare		(290,574)	(290,574)	(121,307)	(83,944)	37,363	31%	▲	\$
Housing		(200,279)	(200,279)	(84,596)	(58,250)	26,346	31%	▲	\$
Community Amenities		(633,700)	(633,700)	(263,940)	(230,045)	33,895	13%	▲	\$
Recreation and Culture		(1,177,485)	(1,177,485)	(471,401)	(283,185)	188,216	40%	▲	\$
Transport		(2,876,369)	(2,876,369)	(1,199,941)	(583,432)	616,509	51%	▲	\$
Economic Services		(1,054,670)	(1,054,670)	(420,473)	(313,375)	107,098	25%	▲	\$
Other Property and Services		(45,874)	(45,874)	(93,213)	(75,922)	17,291	19%	▲	\$
		(8,289,331)	(8,289,331)	(3,534,324)	(2,256,763)				
Operating activities excluded from budget									
Add back Depreciation		3,152,353	3,152,353	1,312,920	0	(1,312,920)	(100%)	▼	\$
Adjust (Profit)/Loss on Asset Disposal	7	32,777	32,777	13,650	0	(13,650)	(100%)	▼	\$
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		0	0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
		3,188,687	3,188,687	1,326,570	0				
Amount attributable to operating activities		(829,025)	(829,025)	1,352,458	1,123,743				
INVESTING ACTIVITIES									
Inflows from investing activities									
Capital Grants, Subsidies and Contributions	13	2,273,037	2,273,037	241,476	416,033	174,557	72%	▲	\$
Proceeds from Disposal of Assets	7	335,000	335,000	0	0	0			
Proceeds from financial assets at amortised cost - self supporting loans		0	0	0	0	0			
		2,608,037	2,608,037	241,476	416,033				
Outflows from investing activities									
Land Held for Resale	8	0	0	0	0	0			
Land and Buildings	8	(645,045)	(645,045)	(329,063)	(33,098)	295,965	90%	▲	\$
Plant and Equipment	8	(1,030,405)	(1,030,405)	(543,617)	(4,382)	539,235	99%	▲	\$
Furniture and Equipment	8	(35,000)	(35,000)	(35,000)	(14,245)	20,755	59%	▲	\$
Infrastructure Assets - Roads	8	(1,839,526)	(1,839,526)	(626,928)	(127,618)	499,310	80%	▲	\$
Infrastructure Assets - Drainage	8	0	0	0	0	0			
Infrastructure Assets - Footpaths	8	0	0	0	0	0			
Infrastructure Assets - Other	8	(1,217,948)	(1,217,948)	(647,731)	(351,899)	295,832	46%	▲	\$
Infrastructure Assets - Bridges	8	0	0	0	0	0			
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0			
		(4,767,924)	(4,767,924)	(2,182,339)	(531,242)				
Amount attributable to investing activities		(2,159,887)	(2,159,887)	(1,940,863)	(115,209)				
FINANCING ACTIVITIES									
Inflows from financing activities									
Proceeds from new borrowings	9	0	0	0	0	0			
Transfer from Reserves	10	1,088,825	1,088,825	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0	0			
		1,088,825	1,088,825	0	0				
Outflows from financing activities									
Repayment of borrowings	9	(64,364)	(64,364)	(26,805)	(32,832)	(6,027)	(22%)	▼	
Payments for principal portion of lease liabilities	9	(31,797)	(31,797)	(13,151)	(8,761)	4,390	33%	▲	
Transfer to Restricted Cash - Other		0	0	0	0	0			
Transfer to Reserves	10	(220,000)	(220,000)	0	0	0			
		(316,161)	(316,161)	(39,956)	(41,593)				
Amount attributable to financing activities		772,664	772,664	(39,956)	(41,593)				
MOVEMENT IN SURPLUS OR DEFICIT									
Surplus or deficit at the start of the financial year	1	2,246,437	2,336,055	2,336,055	2,336,055	0	0%		
Amount attributable to operating activities		(829,025)	(829,025)	1,352,458	1,123,743	(228,715)	(17%)	▼	
Amount attributable to investing activities		(2,159,887)	(2,159,887)	(1,940,863)	(115,209)	1,825,654	(94%)	▲	
Amount attributable to financing activities		772,664	772,664	(39,956)	(41,593)	(1,637)	4%	▼	
Surplus or deficit at the end of the financial year	1	30,189	119,807	1,707,694	3,302,995	1,595,301	93%	▲	

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 15 for an explanation of the reasons for the variance.

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

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

SHIRE OF QUAIRADING

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 NOVEMBER 2023

NATURE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGEES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION

Depreciation expense raised on all classes of assets.

FINANCE COSTS

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

OTHER EXPENDITURE

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

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

BY NATURE

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
OPERATING ACTIVITIES									
Revenue from operating activities									
Rates	6	2,642,443	2,642,443	2,642,443	2,641,941	(502)	(0%)	▼	
Grants, Subsidies and Contributions	12	437,716	437,716	348,527	276,258	(72,269)	(21%)	▼	\$
Fees and Charges		616,835	616,835	253,640	302,780	49,140	19%	▲	\$
Service Charges		0	0	0	0	0			
Interest Revenue		118,855	118,855	49,485	(6,395)	(55,880)	(113%)	▼	\$
Other Revenue		413,189	413,189	248,382	159,735	(88,647)	(36%)	▼	\$
Profit on Disposal of Assets	7	42,582	42,582	17,735	0	(17,735)	(100%)	▼	\$
Gain FV Valuation of Assets		0	0	0	0	0			
		4,271,619	4,271,619	3,560,212	3,374,319				
Expenditure from operating activities									
Employee Costs		(2,269,697)	(2,269,697)	(927,155)	(999,963)	(72,808)	(8%)	▼	
Materials and Contracts		(2,175,621)	(2,175,621)	(1,002,560)	(1,131,102)	(128,542)	(13%)	▼	\$
Utility Charges		(268,450)	(268,450)	(111,510)	(74,080)	37,430	34%	▲	\$
Depreciation		(3,152,353)	(3,152,353)	(1,312,920)	0	1,312,920	100%	▲	\$
Finance Costs		(13,248)	(13,248)	(5,505)	(3,080)	2,425	44%	▲	
Insurance Expenses		(199,849)	(199,849)	(99,888)	(14,405)	85,483	86%	▲	\$
Other Expenditure		(134,755)	(134,755)	(43,401)	(27,946)	15,455	36%	▲	\$
Loss on Disposal of Assets	7	(75,359)	(75,359)	(31,385)	0	31,385	100%	▲	\$
Loss FV Valuation of Assets		0	0	0	0	0			
		(8,289,331)	(8,289,331)	(3,534,324)	(2,250,576)				
Operating activities excluded from budget									
Add back Depreciation		3,152,353	3,152,353	1,312,920	0	(1,312,920)	(100%)	▼	\$
Adjust (Profit)/Loss on Asset Disposal	7	32,777	32,777	13,650	0	(13,650)	(100%)	▼	\$
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		0	0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
		3,188,687	3,188,687	1,326,570	0				
Amount attributable to operating activities		(829,025)	(829,026)	1,352,458	1,123,743				
INVESTING ACTIVITIES									
Inflows from investing activities									
Capital Grants, Subsidies and Contributions	13	2,273,037	2,273,037	241,476	416,033	174,557	72%	▲	\$
Proceeds from Disposal of Assets	7	335,000	335,000	0	0	0			
Proceeds from financial assets at amortised cost - self supporting loans	9	0	0	0	0	0			
		2,608,037	2,608,037	241,476	416,033				
Outflows from investing activities									
Land Held for Resale	8	0	0	0	0	0			
Land and Buildings	8	(645,045)	(645,045)	(329,063)	(33,098)	295,965	90%	▲	\$
Plant and Equipment	8	(1,030,405)	(1,030,405)	(543,617)	(4,382)	539,235	99%	▲	\$
Furniture and Equipment	8	(35,000)	(35,000)	(35,000)	(14,245)	20,755	59%	▲	\$
Infrastructure Assets - Roads	8	(1,839,526)	(1,839,526)	(626,928)	(127,618)	499,310	80%	▲	\$
Infrastructure Assets - Drainage	8	0	0	0	0	0			
Infrastructure Assets - Footpaths	8	0	0	0	0	0			
Infrastructure Assets - Other	8	(1,217,948)	(1,217,948)	(647,731)	(351,899)	295,832	46%	▲	\$
Infrastructure Assets - Bridges	8	0	0	0	0	0			
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0			
		(4,767,924)	(4,767,924)	(2,182,339)	(531,242)				
Amount attributable to investing activities		(2,159,887)	(2,159,887)	(1,940,863)	(115,209)				
FINANCING ACTIVITIES									
Inflows from financing activities									
Proceeds from new borrowings		0	0	0	0	0			
Transfer from Reserves	10	1,088,825	1,088,825	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0	0			
		1,088,825	1,088,825	0	0				
Outflows from financing activities									
Repayment of borrowings	9	(64,364)	(64,364)	(26,805)	(32,832)	(6,027)	(22%)	▼	
Payments for principal portion of lease liabilities	9	(31,797)	(31,797)	(13,151)	(8,761)	4,390	33%	▲	
Transfer to Restricted Cash - Other		0	0	0	0	0			
Transfer to Reserves	10	(220,000)	(220,000)	0	0	0			
		(316,161)	(316,161)	(39,956)	(41,593)				
Amount attributable to financing activities		772,664	772,664	(39,956)	(41,593)				
MOVEMENT IN SURPLUS OR DEFICIT									
Surplus or deficit at the start of the financial year	1	2,246,437	2,336,055	2,336,055	2,336,055	0	0%		
Amount attributable to operating activities		(829,025)	(829,026)	1,352,458	1,123,743				
Amount attributable to investing activities		(2,159,887)	(2,159,887)	(1,940,863)	(115,209)				
Amount attributable to financing activities		772,664	772,664	(39,956)	(41,593)				
Surplus or deficit at the end of the financial year	1	30,189	119,807	1,707,694	3,302,995				

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

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

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

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

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

	30 June 2022	30-Sep-23
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	6,755,895	6,510,305
Trade and other receivables	618,078	1,306,590
Other financial assets	0	0
Inventories	416,668	472,480
Contract assets	837,395	837,395
Other assets	29,766	4,463
TOTAL CURRENT ASSETS	8,657,802	9,131,233
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	23,772,002
Infrastructure	100,177,609	100,657,126
Right-of-use assets	23,588	23,588
TOTAL NON-CURRENT ASSETS	124,383,889	124,915,132
TOTAL ASSETS	133,041,692	134,046,365
CURRENT LIABILITIES		
Trade and other payables	1,318,548	630,933
Other liabilities	511,526	705,632
Lease liabilities	20,898	12,137
Employee related provisions	163,697	163,697
TOTAL CURRENT LIABILITIES	2,080,774	1,545,671
NON-CURRENT LIABILITIES		
Lease liabilities	9,437	0
Borrowings	343,723	277,618
Employee related provisions	20,291	24,681
TOTAL NON-CURRENT LIABILITIES	373,452	302,299
TOTAL LIABILITIES	2,454,226	1,847,970
NET ASSETS	130,587,466	132,198,395
EQUITY		
Retained surplus	42,898,658	44,438,433
Reserve accounts	4,093,439	4,093,439
Revaluation surplus	83,642,307	83,642,307
TOTAL EQUITY	130,634,404	132,174,180

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

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

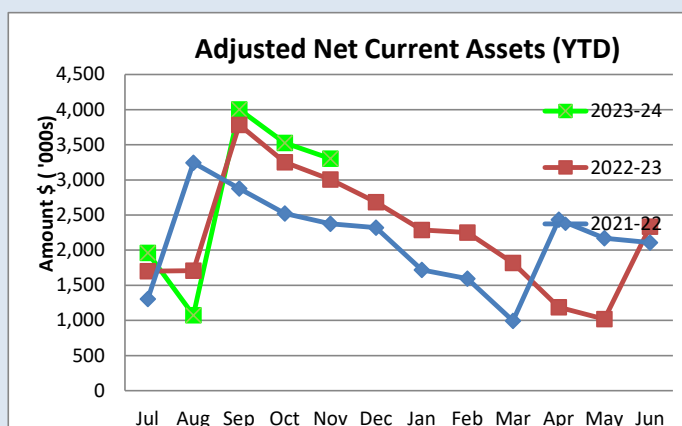
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 30/11/2022	Year to Date Actual 30/11/2023
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,662,456	2,790,501	2,416,866
Cash Restricted - Reserves	2	4,093,439	3,618,477	4,093,439
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	0	247,385	544,300	662,005
Receivables - Other	3	370,693	230,417	644,585
Other Financial Assets	3	0	902	0
Other Assets Other Than Inventories	4	867,161	187,957	841,859
Inventories	4	10,828	11,593	66,640
		8,251,962	7,384,147	8,725,393
Less: Current Liabilities				
Payables	5	(1,222,052)	(231,646)	(602,872)
Contract Liabilities	11	(511,526)	(343,928)	(705,632)
Bonds & Deposits	14	(96,496)	(133,948)	(28,061)
Loan Liability	9	(66,106)	(33,299)	(33,274)
Lease Liability	9	(20,898)	(18,552)	(12,137)
Provisions	11	(163,697)	(217,996)	(163,697)
		(2,080,774)	(979,369)	(1,545,671)
Less: Cash Reserves	10	(4,093,439)	(3,618,477)	(4,093,439)
Add Back: Component of Leave Liability not Required to be funded		171,302	167,739	171,302
Add Back: Loan Liability		66,106	33,299	33,274
Add Back: Lease Liability		20,898	18,552	12,137
Less : Loan Receivable - clubs/institutions		0	(902)	0
Net Current Funding Position		2,336,055	3,004,989	3,302,995

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$3.3 M

Last Year YTD

Surplus(Deficit)

\$3. M

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

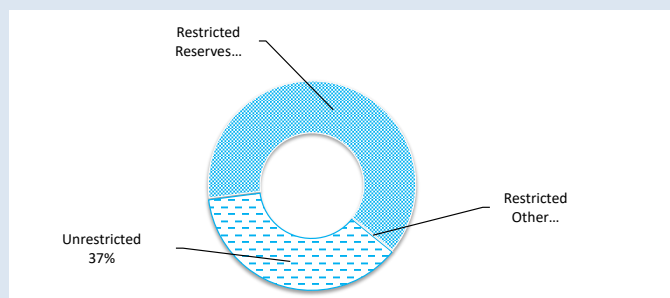
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	663			663	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	1,746,923			1,746,923	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%	17/02/2023
Municipal - Term Deposit Investment 2	318,781			318,781	Westpac	5.16%	17/02/2023
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	2,416,866	4,093,439	0	6,510,305			

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
\$6.51 M	\$4.09 M

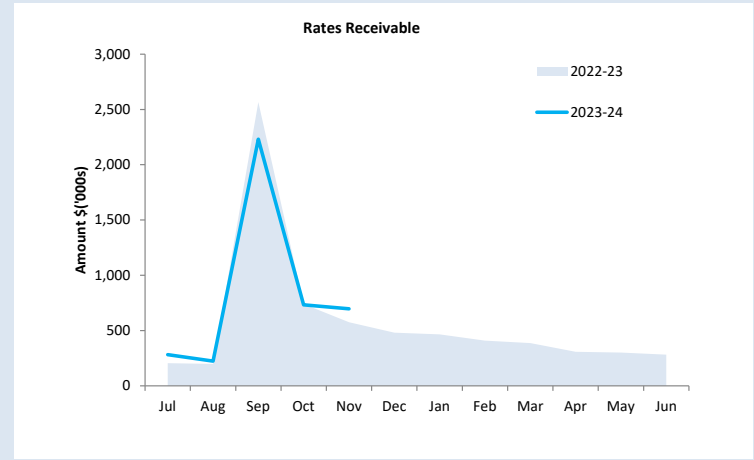
SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2023	30 Nov 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)	(2,349,273)
Equals Current Outstanding	282,891	697,511
	282,891	697,511
% Collected	89.96%	77.11%

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.

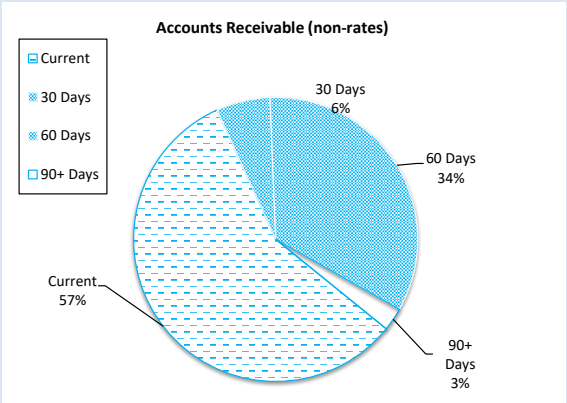


Collected	Rates Due
77%	\$697,511

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	206,952	22,111	121,971	9,549	360,582
Percentage	57%	6%	34%	3%	
Balance per Trial Balance					
Sundry Debtors					345,740
Receivables - Other					298,845
Total Receivables General Outstanding					644,585
Amounts shown above include GST (where 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.



Debtors Due
\$644,585
Over 30 Days
43%
Over 90 Days
3%

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

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 Jul 2023	Asset Increase	Asset Reduction	Closing Balance 30 Nov 2023
Other Current Assets	\$	\$	\$	\$
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	55,812	0	66,640
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				1,314,338
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

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

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

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

CONTRACT ASSETS

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

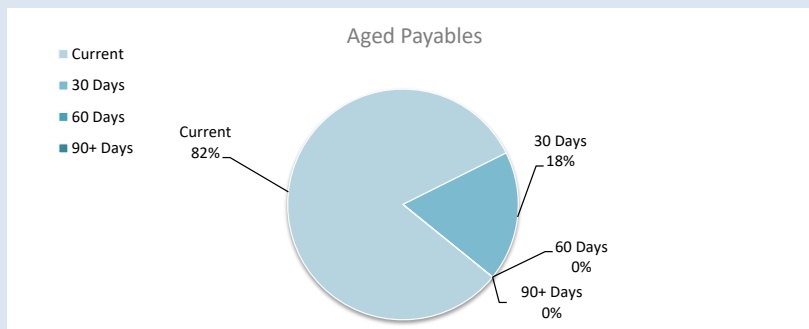
SHIRE OF QAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES
NOTE 5
Payables

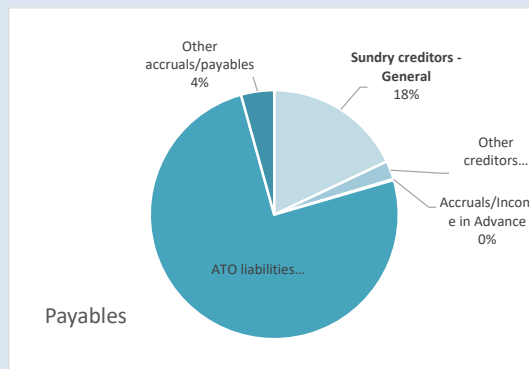
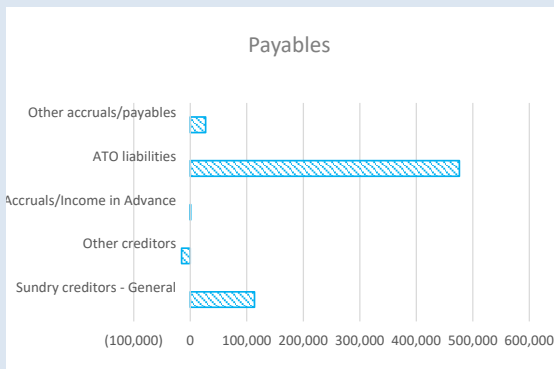
Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	1,339	298	0	0	1,637
Percentage	81.8%	18.2%	0%	0%	
Balance per Trial Balance					
Sundry creditors - General					113,837
Other creditors					(15,281)
Accruals/Income in Advance					780
ATO liabilities					476,265
Other accruals/payables					27,271
Total Payables General Outstanding					602,872
Amounts shown above include GST (where applicable)					

KEY INFORMATION

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



Creditors Due
\$602,872
Over 30 Days
18%
Over 90 Days
0%



SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES

NOTE 6

RATE REVENUE

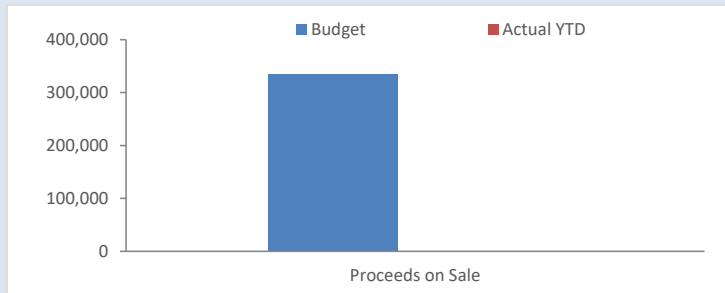
RATE TYPE	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross rental valuations											
GRV - Residential	0.153020	316	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 Payment	Minimum \$										
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

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

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

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

KEY INFORMATION



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

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2023

INVESTING ACTIVITIES

NOTE 8

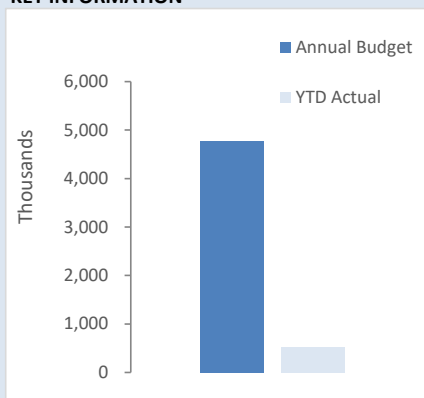
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	645,045	329,063	645,045	33,098	(295,965)
Plant and Equipment	1,030,405	543,617	1,030,405	4,382	(539,235)
Furniture and Equipment	35,000	35,000	35,000	14,245	(20,755)
Infrastructure Assets - Roads	1,839,526	626,928	1,839,526	127,618	(499,310)
Infrastructure Assets - Footpaths	0	0	0	0	0
Infrastructure Assets - Other	1,217,948	647,731	1,217,948	351,899	(295,832)
Capital Expenditure Totals	4,767,924	2,182,339	4,767,924	531,242	(1,651,097)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,273,037	241,476	2,273,037	416,033	174,557
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	335,000	0	335,000	0	0
Council contribution - Cash Backed Reserves					
Various Reserves	1,088,825	0	1,088,825	0	0
Council contribution - operations	1,071,062	1,940,863	1,071,062	115,209	(1,825,654)
Capital Funding Total	4,767,924	2,182,339	4,767,924	531,242	(1,651,097)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

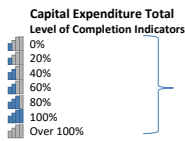
KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.77 M	\$0.53 M	11%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.27 M	\$0.42 M	18%

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

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS



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

% of
Completion

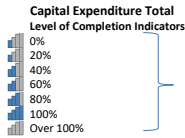
Level of completion indicator, please see table at the top of this note for further detail.

				Adopted		Amended			
				Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over	
Assets				\$	\$	\$	\$	\$	
Buildings									
Health									
0.00		Arthur Kelly Village - Common Area - Building (Capital)	4070712 514 BC7702	(10,000)	(10,000)	(10,000)	0	10,000	
		Total - Health		(10,000)	(10,000)	(10,000)	0	10,000	
Education & Welfare									
0.07		Arthur Kelly Village - Common Area - Building (Capital)	4080614 514 BC8600	(51,750)	(51,750)	(21,545)	(3,409)	18,136	
0.00		Daycare Centre - Building (Capital)	4080312 514 BC8301	(11,000)	(11,000)	(9,163)	0	9,163	
0.00		Frail Aged Lodge (Parker House) - Building (Capital)	4080612 514 BC8610	(33,400)	(33,400)	(13,900)	0	13,900	
		Total - Education & Welfare		(96,150)	(96,150)	(44,608)	(3,409)	41,199	
Housing									
0.00		1 (Lot 325) Edwards Way - Building (Capital)	4090114 514 BC9114	(350,000)	(350,000)	(145,775)	0	145,775	
0.00		Doctor's Residence - Building (Capital)	4090212 512 BC9211	(10,000)	(10,000)	(4,165)	0	4,165	
0.00		7 Edwards Way - Police House - Building (Capital)	4090214 514 BC9208	(8,000)	(8,000)	(3,330)	0	3,330	
		Total - Housing		(368,000)	(368,000)	(153,270)	0	153,270	
Community Amenities									
0.00		Recycling Centre - Building (Capital)	4100112 512 BC10102	(10,650)	(10,650)	(4,435)	0	4,435	
		Total - Community Amenities		(10,650)	(10,650)	(4,435)	0	4,435	
Recreation And Culture									
0.00		Swimming Pool Plant Room - Building (Capital)	4110212 512 BC11205	(50,000)	(50,000)	(41,665)	0	41,665	
0.12		Museum Upgrade	4110612 512 BC11601	(15,000)	(15,000)	(6,245)	(1,818)	4,427	
0.00		Balkulling School	4110712 512 BC11703	(25,000)	(25,000)	(10,410)	0	10,410	
		Total - Recreation And Culture		(90,000)	(90,000)	(58,320)	(1,818)	56,502	
Economic Services									
0.00		Caravan Park Toilets & Ablutions - Building (Capital)	4130212 512 BC13244	(20,245)	(20,245)	(8,430)	0	8,430	
		Total - Economic Services		(20,245)	(20,245)	(8,430)	0	8,430	
Other Property & Services									
0.56		Administration Building - Building (Capital)	4140212 512 BC14201	(50,000)	(50,000)	(50,000)	(27,871)	22,129	
0.56		Total - Other Property & Services		(50,000)	(50,000)	(50,000)	(27,871)	22,129	
0.05		Total - Buildings		(645,045)	(645,045)	(329,063)	(33,098)	295,965	
Plant & Equipment									
Transport									
0.00		Works Supervisors Vehicle	4120330 530 PE12301	(70,000)	(70,000)	(70,000)	0	70,000	
0.00		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)	(2,915)	0	2,915	
0.00		6 Wheel Tip Truck	4120330 530 PE12317	(292,702)	(292,702)	0	0	0	
		Total - Transport		(1,030,405)	(1,030,405)	(543,617)	(3,636)	539,981	
0.00		Total - Plant & Equipment		(1,030,405)	(1,030,405)	(543,617)	(3,636)	539,981	
Furniture & Equipment									
Other Health									
0.34		Strengthening Medicare Grant Funded Expenditure	4070720 520 OH7701	(25,000)	(25,000)	(25,000)	(8,390)	16,610	
		Total - Other Health		(25,000)	(25,000)	(25,000)	(8,390)	16,610	
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	
0.41		Total - Furniture & Equipment		(35,000)	(35,000)	(35,000)	(14,245)	20,755	
Infrastructure - Roads									
Transport									
0.00		Old Beverley West Road (RZR)	4120146 540 R2R007	(108,163)	(108,163)	(18,004)	0	18,004	
1.00		Balkulling North Road (RZR)	4120146 540 R2R017	0	0	0	(7,665)	(7,665)	
0.00		Stockpool Road (RZR)	4120146 540 R2R106	(128,253)	(128,253)	(21,350)	0	21,350	
0.01		Badjalang North Road (RZR)	4120145 540 R2R014	(139,734)	(139,734)	(23,264)	(1,956)	21,308	
0.00		RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.92 - 9.3	4120149 540 RRG166	(37,959)	(37,959)	(15,805)	0	15,805	
0.35		RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.92 - 5.92	4120149 540 RRG166A	(62,780)	(62,780)	(26,145)	(21,733)	4,413	
0.13		RRG - Quairading - Corrigin Road (Capital) 23/24 SLK 20.47 - 23.02	4120149 540 RRG166B	(690,086)	(690,086)	(287,405)	(87,727)	199,678	
0.00		Dangin - Mears Road - WSNF Expenditure	4120162 540 WSNF010	(359,398)	(359,398)	(149,685)	0	149,685	

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


















INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS



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

% of
Completion

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

Level of completion indicator, please see table at the top of this note for further detail.					Adopted		Amended			
		Account Number	Balance Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over	
Assets										
					\$	\$	\$	\$	\$	
0.01		Dangin - Mears Road - WSN Development Expenditure	4120162	540	WSF010D	(132,600)	(132,600)	(55,225)	(1,363)	53,862
0.00		Drainage Construction General (Budgeting Only)	4120165	540	DC000	(85,675)	(85,675)	(14,262)	0	14,262
0.00		Minchin Road - Drainage Capital	4120166	540	DC063	(31,626)	(31,626)	(5,261)	0	5,261
0.00		Punch Road - Drainage Capital	4120166	540	DC143	(31,626)	(31,626)	(5,261)	0	5,261
0.00		Squiers Road - Drainage Capital	4120166	540	DC176	(31,626)	(31,626)	(5,261)	0	5,261
Total - Transport						(1,839,526)	(1,839,526)	(626,928)	(120,444)	506,484
0.07		Total - Infrastructure - Roads				(1,839,526)	(1,839,526)	(626,928)	(120,444)	506,484
Infrastructure - Other										
Law, Order & Public Safety										
0.00		Caroling Water Tank - Fire Water	4050790	590	EM5701	(16,877)	(16,877)	(16,877)	0	16,877
Total - Law, Order & Public Safety						(16,877)	(16,877)	(16,877)	0	16,877
Community Amenities										
0.00		Cemetery Upgrade (Capital)	4100790	590	OC10703	(28,613)	(28,613)	(11,915)	0	11,915
0.63		Electric Car Charging Station (Capital)	4100790	590	OC10704	(16,145)	(16,145)	(13,448)	(10,168)	3,280
Total - Community Amenities						(44,758)	(44,758)	(25,363)	(10,168)	15,195
Recreation And Culture										
0.06		Construction Hall Carpark LRCI Funded Expenditure	4110190	590	OC11101	(359,693)	(359,693)	(149,805)	(22,908)	126,897
0.00		Greater Sports Ground (GSG) - Netball/Basketball Courts (Capital)	4110390	590	OC11335	(393,347)	(393,347)	(163,820)	0	163,820
0.96		Community Park - LRCI Funded Expenditure	4110390	590	LRC11322	(320,273)	(320,273)	(266,876)	(306,827)	(39,951)
0.00		New Park Kwirradung Koorat	4110390	590	PC11323	(30,000)	(30,000)	(12,495)	0	12,495
0.40		OTH CUL - Infrastructure Other (Capital)	4110790	590		(30,000)	(30,000)	(12,495)	(11,996)	499
Total - Recreation And Culture						(1,133,313)	(1,133,313)	(605,491)	(341,731)	263,760
Economic Services										
0.00		Standpipe Controller 1	4130890	590	OC13801	(23,000)	(23,000)	0	0	0
Total - Economic Services						(23,000)	(23,000)	0	0	0
0.29		Total - Infrastructure - Other				(1,217,948)	(1,217,948)	(647,731)	(351,899)	295,832
0.11		Grand Total				(4,767,924)	(4,767,924)	(2,182,339)	(523,322)	1,659,017
Summary by Balance Sheet Category										
		Land Held For Resale (Current)	340			0	0	0	0	0
		Land Held For Resale (Non Current)	507			0	0	0	0	0
		Land - Freehold	508			0	0	0	0	0
		Buildings - Specialised	512			(180,895)	(180,895)	(125,350)	(29,689)	95,661
		Buildings - Non Specialised	514			(464,150)	(464,150)	(203,713)	(3,409)	200,304
		Furniture & Equipment	520			(35,000)	(35,000)	(35,000)	(14,245)	20,755
		Plant & Equipment	530			(1,030,405)	(1,030,405)	(543,617)	(3,636)	539,981
		Infrastructure - Roads	540			(1,839,526)	(1,839,526)	(626,928)	(120,444)	506,484
		Infrastructure - Footpaths & Cycleways	560			0	0	0	0	0
		Infrastructure - Other	590			(1,217,948)	(1,217,948)	(647,731)	(351,899)	295,832
						(4,767,924)	(4,767,924)	(2,182,339)	(523,322)	1,659,017

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

FINANCING ACTIVITIES
NOTE 9

LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2023	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport													
Loan 118 - Depot Building	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

Particulars/Purpose	01 Jul 2023	New Financing			Lease Financing Principal Repayments			Lease Financing Principal Outstanding			Lease Financing Interest Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, Order & Public Safety													
Lease 2 - CESM Vehicle	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)	(394)	0	93	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					

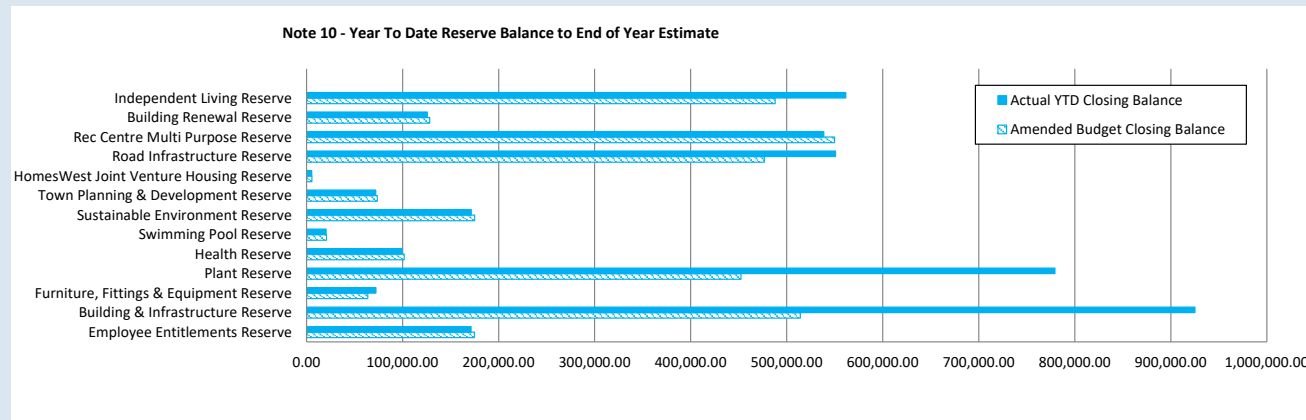
SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES
NOTE 10
CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlements Reserve	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



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

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2023	Liability Increase	Liability Reduction	Closing Balance 30 Nov 2023
		\$	\$	\$	\$
Other Liabilities					
- Contract Liabilities	12	37,618	0	(36,166)	1,452
- Capital Grant/Contribution Liabilities	13	473,908	291,998	(87,727)	678,179
Total Other liabilities		511,526	291,998	(123,893)	679,632
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
Total current unspent grants, contributions and reimbursements		511,526	291,998	(123,893)	679,632
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					843,328

Amounts shown above include GST (where applicable)

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

CONTRACT LIABILITIES

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

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2023

NOTE 12

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Grant, Subsidies and Contributions Liability					Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Nov 2023	Current Liability 30 Nov 2023	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
General purpose funding									
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	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	27,730	33,292
Bushfire Volunteers Grant Program	0	0	0	0	0	0	0	0	0
Health									
Strengthening Medicare Grant	0	0	0	0	25,000	25,000	25,000	25,000	0
Education and welfare									
Youth Week Grant	1,257	0	0	1,257	1,257	0	0	0	0
Recreation and culture									
Grant - Toddler Learn to Swim	0	0	0	0	0	2,000	2,000	0	0
NADC National Australia Day Grant	1,352	0	(1,352)	0	0	0	0	0	13,352
NAIDOC Week Grant	1,239	0	(1,239)	0	0	1,350	1,350	0	1,239
Volunteering WA Grant	477	0	(282)	195	195	0	0	0	282
Transport									
Direct Grant (MRWA)	0	0	0	0	0	171,105	171,105	171,105	174,575
	37,618	0	(36,166)	1,452	26,452	431,090	431,090	345,417	273,206
Contributions									
Education and welfare									
Quairading Rotary Annual Contribution	0	0	0	0	0	250	250	100	0
Recreation and culture									
Rainmakers Contribution to El Toro (error)	0	0	0	0	0	500	500	0	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 costs	0	0	0	0	0	5,876	5,876	2,445	2,052
	0	0	0	0	0	6,626	6,626	2,545	3,052
TOTALS	37,618	0	(36,166)	1,452	26,452	437,716	437,716	347,962	276,258

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

NOTE 13
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital Grants, Subsidies and Contributions Liability					Capital Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Nov 2023	Current Liability 30 Nov 2023	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
South Caroling Water Tank	0	0	0	0	0	8,439	8,439	8,438	0
Electric Car Charging Station (Capital)	0	0	0	0	0	6,926	6,926	2,880	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	184,011	(87,727)	96,284	96,284	460,028	460,028	0	87,034
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	291,998	(87,727)	678,179	678,179	2,199,810	2,199,810	241,476	348,993
Capital Contributions									
Community amenities									
Rural Youth Contribution - Community Park	0	0	0	0	0	73,227	73,227	0	73,227
	0	0	0	0	0	73,227	73,227	0	73,227
Total capital grants, subsidies and contributions	473,908	291,998	(87,727)	678,179	678,179	2,273,037	2,273,037	241,476	422,219

SHIRE OF QUAIRADING

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

**NOTE 14
BONDS & DEPOSITS AND TRUST FUNDS**

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

Trust funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2023	Amount Received	Amount Paid	Closing Balance 30 Nov 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	6,895.00	(4,106.00)	7,955.00
Unclaimed Monies	1,152.50	0.00	0.00	1,152.50
Department of Transport Licensing	3,014.31	160,735.35	(162,298.90)	1,450.76
TransWA	0.00	0.00	0.00	0.00
Other Bonds & Deposits	83,064.17	1,050.00	(700.00)	83,414.17
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	171,390.35	(167,254.90)	100,631.46
Trust Funds				
Nil	0.00	0.00	0.00	0.00
Sub-Total	0.00	0.00	0.00	0.00
	96,496.01	171,390.35	(167,254.90)	100,631.46

KEY INFORMATION

SHIRE OF QUAIRADING

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

NOTE 15

EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

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

Favourable Variance. ▲
Unfavourable Variance. ▼

Community Amenities	Var. \$	Var. %	Var. ▲ ▼	Significant Var. \$	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
General Purpose Funding - Other	(128,471)	(85%)	▼	\$	Timing	
Law, Order and Public Safety	(76,530)	(54%)	▼	\$	Timing	Negative variance a combination of CESM/BRMP reimbursement not being received and positive Mitigation Activity Fund Grant being received earlier than budgeted.
Health	(25,088)	(100%)	▼	\$	Timing	
Community Amenities	85,283	97%	▲	\$		Timing of budget allocation for Domestic Refuse Collection Charges.
Governance	74,285	21%	▲	\$	Timing	
Law, Order and Public Safety	90,458	33%	▲	\$	Timing	
Health	86,203	42%	▲	\$	Timing	Positive variance due to Other Health - Maintenance operation costs tracking lower than budgeted.
Education and Welfare	37,363	31%	▲	\$	Timing	
Housing	26,346	31%	▲	\$	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	33,895	13%	▲	\$	Timing	Positive Variance due to various Community Amenities - Maintenance Operational costs tracking lower than budgeted.
Recreation and Culture	188,216	40%	▲	\$	Timing	Positive variance due to Other Recreation & Sports Maintenance & Operational costs tracking lower than budgeted.
Transport	616,509	51%	▲	\$	Timing	Positive variance due to Depreciation not yet processed in year.
Economic Services	107,098	25%	▲	\$	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	17,291	19%	▲	\$	Timing	Negative variance due to Other Property and Services tracking higher than budgeted.
INVESTING ACTIVITIES						
Land and Buildings	295,965	90%	▲	\$	Timing	Projects not yet completed, see capital Works Note 8.
Plant and Equipment	539,235		▲	\$	Timing	Projects not yet completed, see capital Works Note 8.
Furniture and Equipment	20,755	59%	▲	\$	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Roads	499,310	80%	▲	\$	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Other	295,832	46%	▲	\$	Timing	Projects not yet completed, see capital Works Note 8.

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

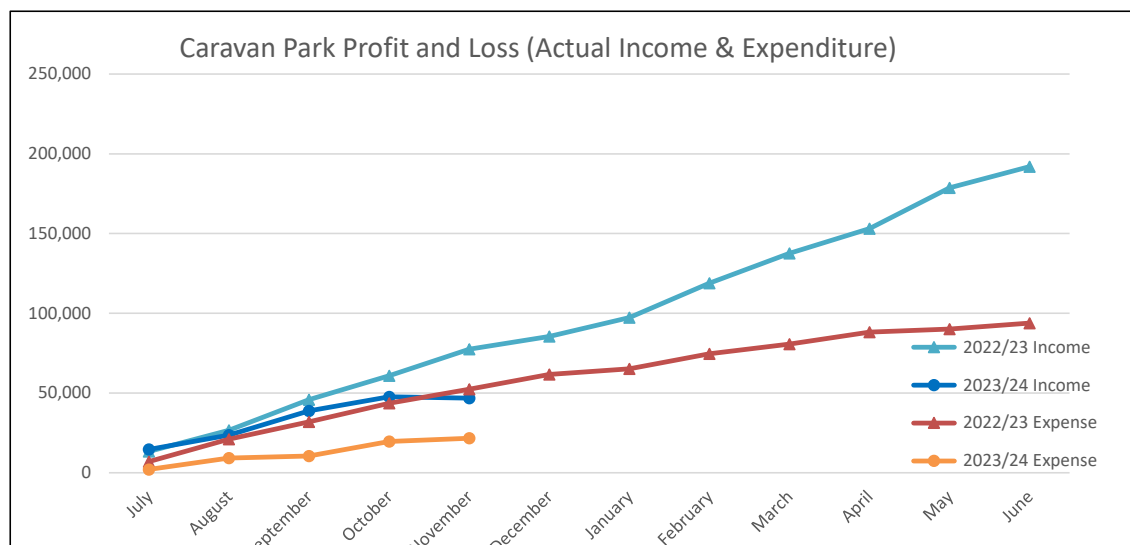
NOTE 16
BUDGET AMENDMENTS

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



SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023NOTE 17
CARAVAN PARK

Caravan Park Profit and Loss	YTD Booking s	YTD Actual	YTD Budget (Amended)	YTD Var %	Annual Budget (Original)	Annual Budget (Amended)	Annual (Amd) Var %
INCOME							
Caravan Park Charges	38	\$ 24,742.17	\$ 24,990.00	99%	\$ 60,000.00	\$ 60,000.00	41%
Cabin and Unit Charges	30	\$ 21,971.98	\$ 54,145.00	41%	\$ 130,000.00	\$ 130,000.00	17%
Fees, Charges & Reimbursements		\$ 100.46	\$ -	0%	\$ -	\$ -	0%
TOTAL INCOME	68	\$ 46,814.61	\$ 79,135.00	59%	\$ 190,000.00	\$ 190,000.00	25%
EXPENDITURE							
Caravan Park							
Salaries & Wages		\$ 1,171.32	\$ 19,530.00	6%	\$ 46,900.00	\$ 46,900.00	2%
Materials & Contracts		\$ 8,510.71	\$ 4,840.00	176%	\$ 11,640.00	\$ 11,640.00	73%
Utilities & Insurance		\$ 2,950.56	\$ 5,695.00	52%	\$ 13,700.00	\$ 13,700.00	22%
Caravan Park Total		\$ 12,632.59	\$ 30,065.00	42%	\$ 72,240.00	\$ 72,240.00	17%
Cabins (3x 2 bedroom Cabins)							
Salaries & Wages		\$ 1,141.19	\$ 10,035.00	11%	\$ 24,120.00	\$ 24,120.00	5%
Materials & Contracts		\$ -	\$ 1,050.00	0%	\$ 2,532.00	\$ 2,532.00	0%
Utilities & Insurance		\$ 3,510.48	\$ 4,555.00	77%	\$ 10,764.00	\$ 10,764.00	33%
Cabins Total		\$ 4,651.67	\$ 15,640.00	30%	\$ 37,416.00	\$ 37,416.00	12%
Caretaker Reception							
Salaries & Wages		\$ 540.32	\$ 1,450.00	37%	\$ 3,484.00	\$ 3,484.00	16%
Materials & Contracts		\$ 189.75	\$ 370.00	51%	\$ 892.00	\$ 892.00	21%
Utilities & Insurance		\$ 2,171.22	\$ 2,826.00	77%	\$ 6,672.00	\$ 6,672.00	33%
Caretaker Reception Total		\$ 2,901.29	\$ 4,646.00	62%	\$ 11,048.00	\$ 11,048.00	26%
Units (4x 1 bedroom units)							
Salaries & Wages		\$ 870.39	\$ 3,625.00	24%	\$ 8,710.00	\$ 8,710.00	10%
Materials & Contracts		\$ -	\$ 350.00	0%	\$ 844.00	\$ 844.00	0%
Utilities & Insurance		\$ 582.35	\$ 484.00	120%	\$ 1,111.00	\$ 1,111.00	52%
Units Total		\$ 1,452.74	\$ 4,459.00	33%	\$ 10,665.00	\$ 10,665.00	14%
TOTAL EXPENDITURE		\$ 21,638.29	\$ 54,810.00	39%	\$ 131,369.00	\$ 131,369.00	16%
Closing Funding Surplus(Deficit)		\$ 25,176.32	\$ 24,325.00	103%	\$ 58,631.00		43%



SHIRE OF QUAIRADING | 29

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION**12.1 Business Support Grants Program 2023-24 - Round 1****Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Chloe Nella, Special Projects Officer**Attachments**
1. Business Support Grant Assessment [↓](#) 
2. Grant Application - Janine Anderson [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

1. That Council accepts the Officer's Report on the Business Grants and supports the Grant Assessment Document submitted by the Special Projects Officer.
2. That Council provides funding for the received application from The Makers Keep to the value of \$4,843.00.

IN BRIEF

- The Business Support Grants Policy and process was reviewed by Council on the 27-07-2023.
- One application was received to the value of \$4,843.00.
- Details of the application have been provided for consideration and recommendation to Council.
- This application was evaluated based on criteria in the Grant Guidelines.

MATTER FOR CONSIDERATION

Councillors need to decide whether to support this venture through the Shire's Business Support Grants Program.

BACKGROUND

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

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

Round 1 opened on the 1st of October and closed on 30th November and was promoted via the Shire Facebook page, website, Banksia Bulletin, Passion Sheet and email distribution list. The Shire received one application from The Makers Keep. With support from the Quairading Farmer's Coop, the Makers Keep is reopening a gift shop and will include a café.

The Makers Keep believe re-opening of the shop which will now include a café will have a positive economic and social impact on the community. It will visually fill a void in Heal Street and provide an alternative to existing café/gift outlets with a local slant.

This application:

Grant Type	Number	Amount
Business Grant	1	\$4,843.00
Grand Total	1	\$4,843.00

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Business Support Grants Policy

FINANCIAL IMPLICATIONS

Nil – 2022-23 Financial year

Submitted for 2022-23 Budget deliberations

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 5.1 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
- 5.4 Governance & Leadership:** Implement systems and processes that meet legislative and audit obligations

CONSULTATION

The Business Support Grants Program is advertised regularly through the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

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 <i>Further refinements through reviews to the Grant Process will reduce risk to Council and the Businesses through better planning and delivery of Projects supported by the Shire.</i>
Health	Low
Reputation	Low <i>The Shire will be seen to be actively engaging with and supporting local enterprises.</i>
Operations	Low
Natural Environment	Low

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

COMMENT

- One grant application was received and assessed.
- Assistance was provided to the applicant to ensure the application was completed correctly.
- The grant application meets the selection criteria outlined in the Business Support Grants Policy.



SHIRE OF QUAIRADING

ASSESSMENT CRITERIA

2023-24 BUSINESS SUPPORT GRANTS PROCESS

Business Support Grant Assessment 2023-24

DECEMBER REQUESTS SUMMARY

Business	Amount	Project	Criteria 1		Criteria 2		Criteria 3		Weighted Total
			Score	Weighted	Score	Weighted	Score	Weighted	
The Maker's Keep	\$4,843.00	Stanlee Fridge	4.5	0.4	5	0.2	4	0.4	4
TOTAL REQUESTED		\$4,843.00							

Criteria	Weighting
Criteria 1 - community	40%
Criteria 2 - Organisation	20%
Criteria 3 - Project planning	40%

BUDGET BREAKDOWN SUMMARY

Council's position is to fund to a maximum of 50% of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.

	Council		Business		External		Total		Comment
Business	Amount	%	Amount	%	Amount	%	Amount	%	
The Maker's Keep	\$4,843.00	24.00%	\$8,544	43.00%	\$6,359.21	33.00%	\$19,746.21	100	Meets grant policy

Grant Type:	BUSINESS SUPPORT GRANTS
--------------------	--------------------------------

Applicant Information			
Name of Club/ Organisation	The Makers Keep		
Contact Person	Janine Anderson	Position	Owner
Contact Phone	0400 085 235		
Project Description	New fridge to support the re-opening of her business makers Keep which will now include a Café.		

Criteria 1 – Community (40%)	SCORE	4.5
• Does the request align with Shire's Strategic Community Plan?	Yes 2.1 (promoting economic growth)	
• Identified and demonstrated need?	Economic and social impact on the Quairading Community and support with Tourism (especially on weekends).	
• Benefits to the Community	Gift shop reopening Additional coffee shop and food option for locals and tourists. Support from the Co-op	

Criteria 2 – Organisation (20%)	SCORE	5
• Business Type and purpose	Gift and art shop – will now include a Cafe	
• Registered Business/ABN	Yes	
• Capacity to Complete Project <i>(strong v weak)</i>	Strong – support from Coop	

Criteria 3 – Project Planning (40%)	SCORE	4
• Planning and design of project	Well planned and documented. Support from the Co-op (joint venture)	
• Management and delivery of project (incl. schedule)	Proven strong management and planning. All information included in application.	
• Use of local suppliers	Yes, as much as it can be,	
• Project Budget Breakdown – Total Project Cost	\$19,746.21	
Applicant Business	\$8,544.00	
Council	\$4,843.00	
Other External Funding	\$6,359.21	
• Capacity to meet any ongoing costs of project	Yes, committed in general budget.	

Comments:	This project will contribute to local economic diversification and support economic development in town by providing increased employment opportunities for residents, a place where locals and tourists can gather, capture more local spending and contribute towards making an essential local business resilient and sustainable into the future.
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Business Support Grants 2023-24 Application Form Up to \$5000

PURPOSE: Council's Annual Business Support Grants Program is a strategic tool developed to support and encourage the sustenance of existing business, the development of new business / industry and the use of innovative and bespoke business models.

GRANTS AVAILABLE: Council grant funding up to \$5,000 (per application, per annum) is available to assist current or potential local businesses to sustain existing business, develop new business and / or pilot innovative business models. Two rounds per year – closing 30th April and 30th November.

FUNDING CONDITIONS:

1. Applications must be based withing Shire of Quairading.
2. Applications must hold an Australian Business Number.
3. All successful project activities and events are to be completed within 12 months of the funding being awarded.
4. Applications must verify that the funded project could not be covered by insurance.
5. The program will not support organisations that are political or that have a political purpose, government departments or agencies, grant making bodies or have a primary focus on fundraising.
6. Requests for funding or support cannot be for a project / activity that has already occurred.
7. The grant will not fund any reoccurring business / operational costs.
8. The Applicant must have all insurances, permits and licences for business operation.
9. Organisations may not apply for funding under the Business Support Grant program if they have also received funding under the Shire Community Grants Program in the same year.

SUBMISSION INFORMATION:

1. Contact the Shire's Special Projects Officer, Chloe Nella on 9645 2400 or chloe.nella@quairading.wa.gov.au to discuss your project and eligibility.
2. Applications must be completed in full and signed by the Director / Manager of the Business.
3. Lodge your application form with the Shire's Administration Office either in person or via email shire@quairading.wa.gov.au
4. Organisations may provide additional relevant material where they feel that this will aid in the decision-making process.
5. You will be notified in writing on the outcome of your application.

Late applications will not be accepted.



Business Support Grants 2023-24 Application Form Up to \$5000

APPLICANT DETAILS

Name of Business	The Maker's Keep
Contact Person	Janine Anderson
Position	Owner
Phone Number	0400085235
Email Address	janineterri@outlook.com.au
Postal Address	PO Box 103 Quairading WA 6383
ABN:	64635286833
Are you registered for GST?	no
Please provide your Bank BSB and Account Number	036172 172997

The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.

Please provide Employee numbers for the previous financial year.			
Part-Time		Full-Time	
Casual	Myself as sole trader	Volunteer	
Have you received support from Council previously?		Yes	
Year: 2021		Amount: 3,600.00	

PROJECT DETAILS:

PROJECT TITLE: The Maker's Keep Café Fitout
Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-
<ul style="list-style-type: none"> • The main services your business provides; • Why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?); • How your business is going to manage and deliver your project; • Attach any supporting documentation such as quotes, project plans, photos or diagrams to illustrate your request.
<p>My business is a gift and art shop. It also engages with creative professionals and provides workshops regularly throughout the year. I previously had a shop front that closed earlier this year, I have continued to operate my business by selling products online and providing workshops.</p> <p>With support from the Quairading Co-op, the Maker's Keep is going to reopen not only as a gift shop but also as a café. The Co-op are generously assisting in the refurbishment of the old pharmacy space that includes repainting, provision of hot water, electricity points and the fitout.</p> <p>The goal is to be open, if it permits by Feb 2024</p>
<p>Describe how your event or project will deliver benefit to your business and the Quairading community. How does your proposal contribute to the betterment of quality of life of local residents/customers?</p> <p>The <i>Strategic Community Plan 2021-2031</i> provides long-term vision for the community, and the key strategies and outcomes Council and wider Quairading community will focus on. Include whether your project should complement one of the outcomes listed in the Plan (<i>starting on Page 15</i>).</p> <p>I believe by re-opening of the shop and now including a café will have a positive economic and social impact on the community. It will visually fill a void in Heal Street and provide an alternative to existing café / gift outlets with a local slant. Aside from social benefits of having a clean, safe and accessible gathering space, it is my plan to engage a minimum of two staff members upon opening which pertains directly to points 2.1 and 2.4 of the strategic plan.</p> <p>2.1 - Promote the economic and Business Growth Strategy for current businesses and sustainable attraction of new industry and work towards initiatives in our economic and business growth plans</p> <p>2.4 Encourage local workforce participation</p>



[Click Here to view the Shire's Strategic Community Plan](#)

MILESTONES & TIMEFRAME:

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date	Completion Date
Asbestos removal and accesibility adjustments	Contractor for Quairading Famers Co-op	Dec 2023	Dec 2023
Plumbing and electrical fitouts	Contractor for Quairading Farmers Co-op	Jan 2024	Feb 2024
Final fitout	Myself and contractors for Quairading Farmers Co-op	Jan 2024	Feb 2024

PROJECT BUDGET & COSTINGS:

Please ensure all relevant quotes/plans are attached to your application. Employee costs may only be used as an 'in-kind' contribution if the project implementation requires an increase of employee hours or the employment of a new staff member. .

Item/Activity	Supplier	Council Funding (ex GST)	Business Funding (ex GST)	External Funding (ex GST)
PP Crossback chair x 16	Chair Force	\$	\$	\$ 712.00
Refrigeration	Stanlee	\$ 4,843.00	\$	\$
Sinks and Benches	Bunnings	\$	\$	\$ 1,639.96
Cooking Equipment	Stanlee	\$	\$	\$ 1,211.25
Counter, storage and point of sales	Bella and Blanc Square	\$	\$ 8,554.00	\$
Sub-Total Budget		\$ 4,843.00	\$ 8,544.00	\$ 6,359.21
Total Budget		\$ 19,746.21		

External Funding – Grants / Loans / Donations	
Please provide details of any other funding your group has applied for or received that will contribute to this project:	
Name of organisation/funding source/type	Status (e.g. Received, pending)
Quairading Farmers Coop	See attached letter

BUDGET BREAKDOWN:		
Description	Funding amount (ex GST)	Percentage (%)
Business	\$ 8554	44%
External Funding (Grants / Loans / Donations)	\$ 6359.21	32%
Council	\$ 4843	24%
Total	\$ 19746.21	100%

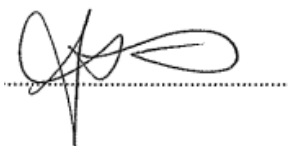
How will you acknowledge the support received from the Shire of Quairading?	Instagram Post and acknowledgment sign in café
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DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.



I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.



Name: Janine Anderson -----

Signed:

Date: 2/11/2023

12.2 Community Grants Program 2023-24 - Round 1**Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Chloe Nella, Special Projects Officer**Attachments**
1. Community Grant Assessment [↓](#) 
2. Grant Application - P&C [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

1. That Council accepts the Officer's Report on Round 1 of the 2023-24 Community Grants and supports the Grant Assessment Document submitted by the Special Projects Officer.
2. That Council provides funding for the received application from Quairading P & C to the value of \$2,500.00

IN BRIEF

- The Community Grant Policy was reviewed, updated, and endorsed by Council in June 2023. This review implemented small and large grants.
- One application was received for round 1 to the value of \$2,500.00.
- Details of the application have been provided for consideration and recommendation to Council.
- This application was evaluated based on criteria in the Community Grants Policy.

MATTER FOR CONSIDERATION

Councillors need to decide whether they support the P & C's project.

BACKGROUND

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

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

Round 1 opened on the 1st of October and closed on 30th November. Shire was only accepting small grant applications. Shire received one application from the Quairading DHS – P&C Association.

The Quairading P&C wish to introduce a Faction Uniform to the School. At present, it is optional for students to wear a coloured shirt to represent their factions at school carnivals. Shirts must be sourced externally and usually from a store in Perth which makes sourcing shirts difficult and expensive for families.

An official faction shirt will have many benefits to the students and to the school:

- foster and enhance the public image of the school.
- Assist in building school and team spirit.
- ensure students are safely dressed for specific school activities.
- encourage equity by removing competitive “fashion” items among students.

A grant from the shire will help the P&C be able to introduce the new uniform item at low cost to our school families, making it affordable, especially for multi-student families. The shirts will also be readily available in the local uniform shop, reducing the need for families to travel.

This application:

Grant Type	Number	Amount
Small Grant	1	\$2,500.00
Grand Total	1	\$2500.00

More information on the application, can be found in the attachments.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Community Grants Policy

FINANCIAL IMPLICATIONS

Nil – 2023-24 Financial year

Submitted for 2023-24 Budget deliberations.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.1 Community:** Work collaboratively with local and regional service providers to engage the community as active citizens.
- 1.2 Community:** Provide social and cultural activities for all members of the community
- 1.4 Community:** Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience
- 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

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Will reduce risk to Council and the Clubs / Organisations through better planning and delivery of Projects supported by the Shire.</i>
Health	Low
Reputation	Low <i>With the introduction of Policy and Scheme, this has increased transparency and accountability of Council, the clubs and organisations.</i>
Operations	Low
Natural Environment	Low

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

COMMENT

One grant application was received and assessed.



Community Grants Program Assessment

Small Grants | 2023



SHIRE OF QUAIRADING

2023-24 COMMUNITY GRANTS PROCESS

ASSESSMENT CRITERIA

Community Grant Assessment 2023-24

Summary

Club	Grant	Amount	Project
Quairading DHS – P & C Association	Small	\$2,500.00	Seeking funds to purchase faction uniform for students at the school.
TOTAL REQUESTED		\$2,500.00	

SHIRE OF QUAIRADING

2023-24 COMMUNITY GRANTS PROCESS

ASSESSMENT CRITERIA

Community Grant Assessment 2023-24

Applicant Information			
Name of Club/ Organisation	Quairading DHS – Quairading P & C Asspciation		
Contact Person	Jo Mills	Position	Secretary
Contact Phone	0404 034 274		
Project Description	Seeking funds to purchase faction uniform for students at the school.		

Criteria 1 – Community (40%)	SCORE	5
• Does the request align with Shire's Strategic Community Plan?	Yes S1.1 & S1.2.	
• Identified and demonstrated need?	Not all students can access faction shirts. By everyone accessing these shirts will assist building school and team spirit.	
• Benefits to the Community / School	It will help foster and enhance the public image of the school and the wider Quairading community. In addition, encourage equity by removing competitive fashion items among students.	

Criteria 2 – Organisation (20%)	SCORE	5
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	AGM & regular meetings. Highly functional community group that has been active for many years to the benefit of the School and community.	
• Membership Numbers	Strong numbers	
• Financial Management <i>(strong v weak)</i>	Strong	
• Capacity to Complete Project <i>(strong v weak)</i>	Strong and endorsed by the School Board.	

Criteria 3 – Project Cycle (40%)	SCORE	5
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$6,136.80	
Applicant Group / Club	\$3,636.80	
Council	\$2,500.00	
Other External Funding	\$0	
• Capacity to meet any ongoing costs of project	Yes	



Community Grants Application Form

- Small Grants \$500 - \$2,500

- Major Grants: \$2,500 - \$5,000

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

GRANTS AVAILABLE:

1. Small grants: Financial assistance provided from Council for between \$500 and \$2,500 ex GST. Based on one half from Council, and one half from the applicant. Groups can only apply for one small grant per year. Two rounds per year – closing 30th April and 30th November.
2. Major projects and Events: Financial assistance provided from Council to cover requests for financial support over \$2,500 and up to \$5,000 ex GST. Based on one half from Council and one half from the applicant. Groups can only apply for one major grant a year. One round per year – closing 30th April.

WHO IS ELIGIBLE: Only not-for-profit organisations providing a service or undertaking activities within the Shire of Quairading are eligible to apply. Businesses, for profit organisations and individuals are not eligible to apply for these grants.

FUNDING CONDITIONS:

1. Applicant groups must be based within the Shire of Quairading.
2. All successful project activities and events are to be completed by the end of the financial year in which funding was awarded.
3. Applicants should demonstrate a link to the Shire's strategic plans and strong community benefit for their project or event.
4. Incorporation is desirable but not essential.
5. Verification by applicant that funding request could not be covered by insurance.
6. Funding will not be awarded to private businesses or individuals.
7. Requests for funding or support cannot be for a project / event / activity that has already occurred.
8. Budget allocation for the Community Grants Program will be determined during the Council's Annual Budgeting Process.
9. Allocation of grant funding, partial or entire, will be at the sole discretion of the Council
10. All Groups that receive funding will have to provide the following after their project's completion or by no later than 31st July of the next financial year:
 - Completed Acquittal Form (to be provided);
 - Proof the project, activity or event took place (e.g. photographs etc.);
 - Proof of expenditure (e.g. copy of financial records and invoices paid); and
 - Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.)

SUBMISSION INFORMATION:

1. Contact the Shire's Special Projects Officer, Chloe Nella on 9645 2400 or chloe.nella@quairading.wa.gov.au to discuss your project and eligibility.

Shire of Quairading – Small Grants

2. Applications must be completed in full and signed by an office holder of the organisation.
3. Lodge your application form with the Shire's Administration Office either in person or via email shire@quairading.wa.gov.au
4. Organisations may provide additional relevant material where they feel that this will aid in the decision-making process.
5. You will be notified in writing on the outcome of your application.

Late applications will not be accepted.



Community Grants Application Form

- Small Grants \$500 - \$2,500

- Major Grants: \$2,500 - \$5,000

APPLICANT DETAILS

Name of Organisation	Quairading DHS P&C Association
Contact Person	Jo Mills
Position	Secretary
Phone Number	0404 034 274
Email Address	Chad.mills@bigpond.com
Postal Address	1455 Mills Rd, Aldersyde WA 6306
Organisation's ABN:	42383255882
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	036-172 760326

The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.

Please provide membership numbers for the previous financial year.			
Adults	10	Juniors	0
Volunteers	25	Paid Staff	0
Have you received support from Council previously?	Yes		
Year: 2022	Amount: \$1500		
Does your organisation receive any other source of funding? If yes, what?	No		
What is your club's current financial position?	Transaction Account \$10,213.54	Cash Reserves \$10,506.28	

PROJECT / EVENT DETAILS:

<p>PROJECT TITLE: Click or tap here to enter text.</p>
<p>Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-</p> <ul style="list-style-type: none"> • The main services / activities your Club / Organisation provides and how this project / event works to progress those • How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?); • How your organisation is going to manage and deliver your project; • Attach any supporting documentation such as project plans, photos or diagrams to illustrate your request.
<p>Parents and Citizens' Associations (P&Cs) are established under the School Education Act 1999 for the purpose of supporting a strong government school system for the benefit of all students.</p> <p>The Quairading P&C has several roles within the school community including:</p> <ol style="list-style-type: none"> 1. Encouraging parents to participate in developing the school's educational policy. 2. Developing parent participation and involvement in the school. 3. Be the forum for parents to discuss issues pertaining to the school and its community and for gathering opinions. 4. Promote and support communication and cooperation within the school community and to bring educational matters to the attention of the wider community. 5. Have representation on the School Council. 6. Fundraise to provide extra resources for the benefit of school students. <p>The Quairading P&C wish to introduce a Faction Uniform to the School. At present, it is optional for students to wear a coloured shirt to represent their factions at school carnivals. Shirts must be sourced externally and usually from a store in Perth which makes sourcing shirts difficult and expensive for families.</p> <p>An official faction shirt will have many benefits to the students and to the school:</p> <ul style="list-style-type: none"> • foster and enhance the public image of the school • assist in building school and team spirit • ensure students are safely dressed for specific school activities • encourage equity by removing competitive "fashion" items among students <p>A grant from the shire will help the P&C be able to introduce the new uniform item at low cost to our school families, making it affordable, especially for multi-student families. The shirts will also be readily available in the local uniform shop, reducing the need for families to travel.</p> <p>The Quairading DHS Council recently resolved to re-name our two factions 'Wooyan' (blue) and 'Nodjam' (green) to acknowledge the traditional Ballardong Noongar language and the school's presence on Noongar land. The Council also approved the introduction of a faction uniform to be sold out of the P&C uniform shop at the Term 3, 2023 meeting.</p> <p>After much research into available faction uniforms, the P&C have found a cost effective, sun-safe collared polo that is readily available, in stock and ready to ship. We wanted to pick a shirt that was good quality, washes well and would last through several generations of children within families to make them as affordable as possible.</p> <p>The polo shirt will be embroidered with the school logo and faction names on the left chest. A quote has been sourced and is included in our application.</p>

Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire's Strategic Plans and Policies?

The *Strategic Community Plan 2021-31* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (*starting on Page 15*).



[Click Here to view the Shire's Strategic Community Plan](#)

Our project supports several outcomes in the Shire of Quairading's Strategic Community Plan.

1.1 Work collaboratively with local and regional service providers to engage the community as active citizens.

This project actively supports youth development, an important outcome both the Shire and school community contribute to. School uniforms provide a "level playing field" that makes everyone appear the same. Uniforms prevent competition and discrimination about clothing between pupils, as well as improving discipline in a more holistic way and potentially reducing bullying.

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

This project, if funded, will increase participation in important school carnivals such as the Faction Swimming and Faction Athletics Carnivals. We believe, the introduction of a faction uniform will contribute to a student's sense of place and they will be more likely to participate if all their classmates are participating in the same uniform.

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

The Quairading DHS P&C is entirely volunteer-run and does not receive any additional income for projects and the services it provides. The committee work tirelessly to fundraise to keep this important school organisation going for the benefit of students and families. By funding our faction uniform project, the Shire is also contributing towards strengthening the sustainability of the P&C and its ability provide an important new uniform to the school.

MILESTONES & TIMEFRAME:

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date	Completion Date
Order uniforms	Jen Green	January 2024	January 2024
Stock uniform shop	Amy Wilson	February 2024	February 2024
Advertising campaign to parents	Jen Green	February 2024	February 2024
Launch uniforms at first Faction Carnival in 2024	School	March 2024	March 2024

PROJECT BUDGET & COSTINGS:

Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of \$20/hour.

Item/Activity	Supplier	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
Faction Polo Shirts x 300 including embroidery and shipping	Splash Alley/LW Reid	\$ 2500	\$ 3636.80	\$ 0.00
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Sub-Total Budget		\$ 2500	\$ 3636.80	\$ 0.00
Total Budget		\$6136.80		

External Funding – Grants / Loans / Donations

Please provide details of any other funding your group has applied for or received that will contribute to this project:

Please list any external funding: No additional external funding has been applied for.

BUDGET BREAKDOWN:

Description	Funding amount (ex GST)	Percentage (%)
Applicant Club / Organisation	\$ 3636.80	59
External Funding (Grants / Loans / Donations)	\$ 0.00	0
Council	\$ 2500.00	41
Total	\$ 6136.80	100%

How will you acknowledge the support received from the Shire of Quairading?

The P&C will acknowledge Shire funding through several avenues including the local Banksia Bulletin publication and through our social media pages. At the first Faction Carnival, the Shire will be acknowledged in the carnival program and verbally at presentations.

CHECKLIST OF REQUIREMENTS:

- Is your organisation incorporated?
 - ☒ Yes - please attach a copy of your incorporation certificate.
 - ☐ No – your application will be deemed ineligible.
- Do you have public liability insurance:
 - ☒ Yes – please attach a current copy of public liability insurance certificate.
 - ☐ No: your application will be deemed ineligible.
- Please provide a list of your executive / committee
 - ☒ Yes – please attach a copy.
 - ☐ No - your application will be deemed ineligible.

4. Minutes of meeting that show motion to apply for funding / do you have a copy of minutes where the event or program was endorsed by the committee.
☒ Yes – please attach a copy of minutes.
☐ No – your application will be deemed as ineligible.
5. Provide a copy of the organisation’s financial statement or proof of account balances on all accounts.
☒ Yes – please attach statement or proof of balances.
☐ No – your application will be deemed ineligible.

DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Jo Mills

Signed: *J. Mills*

Date: 6/11/2023

Account Transactions

Quairading District High School P & C Assn For the period 1 January 2023 to 31 October 2023

DATE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE
QDHS P&C Assoc Cash Reserve					
Opening Balance			10,397.67	-	10,397.67
31 Jan 2023	Westpac		10.48	-	10,408.15
28 Feb 2023	Westpac		9.38	-	10,417.53
31 Mar 2023	Westpac		11.45	-	10,428.98
28 Apr 2023	Westpac		10.80	-	10,439.78
31 May 2023	Westpac		13.28	-	10,453.06
30 Jun 2023	Westpac		12.74	-	10,465.80
31 Jul 2023	Westpac		13.77	-	10,479.57
31 Aug 2023	Westpac		13.79	-	10,493.36
29 Sep 2023	Westpac		12.92	-	10,506.28
Total QDHS P&C Assoc Cash Reserve			108.61	-	10,506.28
Closing Balance			10,506.28	-	10,506.28
QDHS P&C Assoc Solutions One					
Opening Balance			12,830.08	-	12,830.08
4 Jan 2023	Deposit at counter		405.00	-	13,235.08
6 Jan 2023	Quairading Farmers Co Op	EFT	-	268.48	12,966.60
18 Jan 2023	RSM Digital		-	11.00	12,955.60
30 Jan 2023	LW Reid	EFT	-	37.40	12,918.20
1 Feb 2023	Gladys Miller	U4	25.00	-	12,943.20
10 Feb 2023	Country Wide Insurance	EFT	-	820.00	12,123.20
13 Feb 2023	WASCA	EFT	-	199.00	11,924.20
20 Feb 2023	RSM Digital		-	11.00	11,913.20
3 Mar 2023	Deposit at counter	deposit	400.00	-	12,313.20
10 Mar 2023	Brendan Simpson	EFT	-	100.00	12,213.20
10 Mar 2023	Shondelle Stone	EFT	-	100.00	12,113.20
17 Mar 2023	Kerrie Young	6357690	100.00	-	12,213.20
20 Mar 2023	RSM Digital		-	12.00	12,201.20
27 Mar 2023	Rotary International	6357689	500.00	-	12,701.20
28 Mar 2023	Larissa Honey	U9	70.00	-	12,771.20
30 Mar 2023	Permaplete	EFT	-	928.62	11,842.58
3 Apr 2023	Skye Winter	U11	75.00	-	11,917.58
3 Apr 2023	Sandra Russell	EFT	-	98.00	11,819.58
4 Apr 2023	D Lubach	U12	30.00	-	11,849.58
6 Apr 2023	Amy Wilson	U14	50.00	-	11,899.58
14 Apr 2023	Jo Hayes	EFT	-	100.00	11,799.58
18 Apr 2023	RSM Digital		-	12.00	11,787.58
19 Apr 2023	Kokatha - fund for Thompson	6357688	455.00	-	12,242.58
28 Apr 2023	Bek Van Der Wacht	U18	50.00	-	12,292.58
28 Apr 2023	Skye Winter	U19	85.00	-	12,377.58
1 May 2023	Scott Fairhead	U13	50.00	-	12,427.58

Account Transactions

DATE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE
11 May 2023	Dept of Communities	EFT	330.00	-	12,757.58
12 May 2023	Quairading DHS	23-6	268.40	-	13,025.98
12 May 2023	Deposit at counter	deposit	271.00	-	13,296.98
17 May 2023	Jo Mills	U22	35.00	-	13,331.98
17 May 2023	Shae Johnston	U20	100.00	-	13,431.98
18 May 2023	RSM Digital		-	12.00	13,419.98
30 May 2023	Judith Yarran	U24	25.00	-	13,444.98
5 Jun 2023	Bek Van Der Wacht	6357693	20.00	-	13,464.98
5 Jun 2023	Penny Johnston	6357692	25.00	-	13,489.98
5 Jun 2023	Rosie Duncan	6357691	50.00	-	13,539.98
8 Jun 2023	Permaplete	EFT	-	2,256.87	11,283.11
9 Jun 2023	Amy Wilson	U26	145.00	-	11,428.11
9 Jun 2023	Jen Green	U32	65.00	-	11,493.11
9 Jun 2023	PFD	EFT	-	971.45	10,521.66
9 Jun 2023	Bec Wilson	U30	20.00	-	10,541.66
12 Jun 2023	Wyalkatchem DHS	6357694	32.50	-	10,574.16
12 Jun 2023	WACCSO	EFT	-	668.31	9,905.85
12 Jun 2023	Scott Fairhead	6357698	6.00	-	9,911.85
12 Jun 2023	Mandeep Dhillon	U16	60.00	-	9,971.85
13 Jun 2023	Cunderdin DHS	6357696	72.50	-	10,044.35
14 Jun 2023	Kellerberrin DHS	6357695	84.50	-	10,128.85
14 Jun 2023	Sophie Davies	6357699	25.00	-	10,153.85
14 Jun 2023	Dowerin DHS	6357697	138.00	-	10,291.85
15 Jun 2023	Wajarri Group	Invoice 24	208.00	-	10,499.85
16 Jun 2023	Cash float	Chq 201227	-	300.00	10,199.85
19 Jun 2023	RSM Digital		-	12.00	10,187.85
22 Jun 2023	Jonathan Hippisley	U35	50.00	-	10,237.85
23 Jun 2023	Deposit at counter	deposit	337.50	-	10,575.35
30 Jun 2023	WA Return Recycling	EFT	6.60	-	10,581.95
30 Jun 2023	Jo Mills	EFT	-	99.00	10,482.95
3 Jul 2023	WA Return Recycling	EFT	15.10	-	10,498.05
10 Jul 2023	Qdg Jnr Football Club	23-2	356.66	-	10,854.71
11 Jul 2023	Dept of Communities	23-5	315.00	-	11,169.71
17 Jul 2023	WA Return Recycling		10.70	-	11,180.41
17 Jul 2023	WA Return Recycling	EFT	8.50	-	11,188.91
18 Jul 2023	RSM Digital		-	12.00	11,176.91
18 Jul 2023	Jo Mills	6357702	8.00	-	11,184.91
18 Jul 2023	Jaime Garrett	6357701	16.00	-	11,200.91
20 Jul 2023	Jen Green	6357706	60.00	-	11,260.91
20 Jul 2023	Lara Hayes	6357705	120.00	-	11,380.91
20 Jul 2023	Mel Pointet	6357704	60.00	-	11,440.91
20 Jul 2023	Scott Fairhead	6357703	16.00	-	11,456.91
21 Jul 2023	Deposit at counter	6357709	514.00	-	11,970.91
21 Jul 2023	WA Return Recycling		26.30	-	11,997.21
21 Jul 2023	Stacey Harris	6357708	120.00	-	12,117.21

Account Transactions

DATE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE
24 Jul 2023	Jen Green		75.00	-	12,192.21
24 Jul 2023	Deposit at counter	deposit	1,130.00	-	13,322.21
24 Jul 2023	WA Return Recycling		25.60	-	13,347.81
24 Jul 2023	WA Return Recycling		19.50	-	13,367.31
24 Jul 2023	Jo Mills	6357711	60.00	-	13,427.31
24 Jul 2023	Bec Wilson	6357712	60.00	-	13,487.31
25 Jul 2023	Quairading Farmers Co Op	EFT	-	259.88	13,227.43
26 Jul 2023	Dept of Transport		-	943.05	12,284.38
26 Jul 2023	Scott Fairhead	6357716	120.00	-	12,404.38
26 Jul 2023	Renee Anderson	6357715	60.00	-	12,464.38
27 Jul 2023	Meagan Hall	6357718	60.00	-	12,524.38
27 Jul 2023	Shae Johnston	6357717	120.00	-	12,644.38
28 Jul 2023	Renee Newbey	6357720	120.00	-	12,764.38
28 Jul 2023	Mondelez Cadbury	EFT	-	2,459.78	10,304.60
28 Jul 2023	WA Return Recycling		17.70	-	10,322.30
28 Jul 2023	Sarah Caporn	6357719	120.00	-	10,442.30
31 Jul 2023	WA Return Recycling		22.30	-	10,464.60
31 Jul 2023	WA Return Recycling		14.70	-	10,479.30
4 Aug 2023	WA Return Recycling		8.00	-	10,487.30
4 Aug 2023	Deposit at counter	Deposit	540.00	-	11,027.30
7 Aug 2023	WA Return Recycling		8.40	-	11,035.70
7 Aug 2023	Emma Wilson	6357731	120.00	-	11,155.70
7 Aug 2023	Joy Collard	6357732	120.00	-	11,275.70
8 Aug 2023	WA Return Recycling		9.80	-	11,285.50
8 Aug 2023	Amy Wilson	6357733	120.00	-	11,405.50
8 Aug 2023	Meagan Hall	6357735	16.00	-	11,421.50
8 Aug 2023	Jaime Garrett	6357734	12.00	-	11,433.50
9 Aug 2023	Deposit at counter	Deposit	918.00	-	12,351.50
9 Aug 2023	Float	Ch201229	-	480.00	11,871.50
11 Aug 2023	Deposit at counter	Deposit	447.00	-	12,318.50
14 Aug 2023	WA Return Recycling		9.20	-	12,327.70
14 Aug 2023	WA Return Recycling		1.90	-	12,329.60
14 Aug 2023	Emma Wilson	6357741	50.00	-	12,379.60
14 Aug 2023	Sarah Caporn	6357742	45.00	-	12,424.60
16 Aug 2023	Deposit at counter	deposit	2,633.20	-	15,057.80
16 Aug 2023	WA Return Recycling		10.50	-	15,068.30
16 Aug 2023	Rosie Duncan	6357743	30.00	-	15,098.30
18 Aug 2023	Quairading Farmers Co Op	EFT	-	42.66	15,055.64
18 Aug 2023	WA Return Recycling		5.30	-	15,060.94
18 Aug 2023	RSM Digital		-	12.00	15,048.94
18 Aug 2023	Grange Insurance	EFT	-	112.00	14,936.94
18 Aug 2023	WA Return Recycling		0.10	-	14,937.04
21 Aug 2023	WA Return Recycling		49.20	-	14,986.24
23 Aug 2023	Scott Fairhead	6357745	26.00	-	15,012.24
23 Aug 2023	Jaime Garrett	6357746	15.00	-	15,027.24

Account Transactions

DATE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE
24 Aug 2023	Stacey Harris	6357748	7.00	-	15,034.24
24 Aug 2023	Renee Anderson	6357749	6.00	-	15,040.24
24 Aug 2023	Stacey Harris	6357748	5.50	-	15,045.74
25 Aug 2023	Deposit at counter	6357744	48.00	-	15,093.74
25 Aug 2023	Emma Kimpton	6357759	75.00	-	15,168.74
28 Aug 2023	Quairading Rotary	6357750	1,500.00	-	16,668.74
28 Aug 2023	WA Return Recycling		10.90	-	16,679.64
30 Aug 2023	Scott Fairhead	6357751	18.00	-	16,697.64
30 Aug 2023	Skye Winter	6357752	30.00	-	16,727.64
31 Aug 2023	MAL Automotive	EFT	-	8,042.29	8,685.35
1 Sep 2023	Kylie Squiers	6357755	15.00	-	8,700.35
1 Sep 2023	Stacey Harris	6357754	7.00	-	8,707.35
4 Sep 2023	WA Return Recycling	EFT	9.60	-	8,716.95
4 Sep 2023	WA Return Recycling	EFT	12.60	-	8,729.55
6 Sep 2023	Quairading DHS	EFT	-	4,675.37	4,054.18
7 Sep 2023	Lara Hayes	EFT	-	75.54	3,978.64
8 Sep 2023	Deposit at counter	Deposit	546.00	-	4,524.64
12 Sep 2023	WA Return Recycling	EFT	44.30	-	4,568.94
12 Sep 2023	WA Return Recycling	EFT	29.20	-	4,598.14
15 Sep 2023	Jo Mills	6357756	7.00	-	4,605.14
18 Sep 2023	RSM Digital		-	12.00	4,593.14
21 Sep 2023	Lisa Bassal	6357760	179.00	-	4,772.14
2 Oct 2023	WA Return Recycling		10.40	-	4,782.54
9 Oct 2023	Tessa Little	U41	50.00	-	4,832.54
10 Oct 2023	Katie Hughes	U42	70.00	-	4,902.54
10 Oct 2023	Jett Costantini	U45	50.00	-	4,952.54
10 Oct 2023	Jennifer Mohammed	U43	190.00	-	5,142.54
10 Oct 2023	Renee Newbey	U46	105.00	-	5,247.54
11 Oct 2023	Alice Collard	6357757	2,000.00	-	7,247.54
16 Oct 2023	Tessa Little	U50	54.00	-	7,301.54
16 Oct 2023	Karla Wyatt	6357762	20.00	-	7,321.54
17 Oct 2023	Kim Roberts	U49	80.00	-	7,401.54
18 Oct 2023	RSM Digital		-	12.00	7,389.54
18 Oct 2023	Wongan Cubbyhouse	6357761	266.90	-	7,656.44
19 Oct 2023	QDHS	EFT	-	266.90	7,389.54
19 Oct 2023	Cash float	CHQ201230	-	410.00	6,979.54
23 Oct 2023	Deposit at counter	6357758	3,194.00	-	10,173.54
27 Oct 2023	Lara Hayes	6357763	40.00	-	10,213.54
Total QDHS P&C Assoc Solutions One			22,216.06	24,832.60	10,213.54
Closing Balance			10,213.54	-	10,213.54
Total			22,324.67	24,832.60	(2,507.93)

A820833

Form 5



Certificate of Incorporation

Associations Incorporation Act 1895-1982
Section 3 (3)

These are to Certify that QUAIRADING DISTRICT HIGH SCHOOL PARENTS
 AND CITIZENS' ASSOCIATION INCORPORATED

has this day been incorporated as an Association under the provisions of
 the Associations Incorporation Act, 1895-1982.

Dated this fourth day of April 19 84 .



25628/4/83—2M—H/1139

Deputy COMMISSIONER FOR CORPORATE
 AFFAIRS.

P&C Annual General Meeting Minutes

Thursday 16 March 2023

Meeting opened: 2:10pm

Present: Jo Mills, Stacey Harris, Lara Hayes, Sarah Caporn, Cara Thomas, Bec Wilson, Larissa Honey

Apologies

Minutes of previous meeting: Handed round and taken as read.

Motion: To confirm the minutes.

Moved: Stacey Harris Seconded: Jo Mills CARRIED

Business arising from minutes:

- Nothing arising that still needs to be addressed.

ELECTION OF OFFICE BEARERS

All positions were declared clear and vacant.

President: Sarah Caporn

Nominated Stacey Harris , seconded Jo Mills , endorsed by consensus.

Vice President: Stacey Harris

Nominated Jo Mills , seconded Sarah Caporn , endorsed by consensus.

Treasurer: Jo Mills

Nominated Sarah Caporn , seconded Lara Hayes , endorsed by consensus.

Secretary: Lara Hayes

Nominated Bec Wilson , seconded Stacey Harris , endorsed by consensus.

Uniform Shop: Amy Wilson

Nominated Lara Hayes , seconded Jo Mills , endorsed by consensus.

Canteen Coordinator/Carnival Caterer: Skye Winter

REPORTS

President's Report (Anthony Horton, Tabled)

Treasurer (Jo Mills, Tabled):

Motion: To accept Treasurer's report.

Moved Sarah Caporn , seconded Stacey Harris , carried.

Appointment of Auditor (Jo Mills)

Jo reported that she had the books audited by Mel Mills and that no issues were raised.

Meeting closed: 2:30pm.

P&C Meeting Minutes**Date 1 November 2023****Meeting opened:** 3:40PM**Present:** Jo Mills, Lara Hayes, Stacey Harris, Jen Green, Amy Wilson, Bec Wilson, Scott Walker, Mandeep Dillon, Shae Johnston, Emma Wilson**Apologies:** Meagan Hall, Sarah Caporn, Pauline Wray**Minutes of previous meeting:** Confirmed minutes of 22 June 2023 as true and accurate record.**Moved:** Stacey Harris **Seconded:** Lara Hayes **CARRIED****Correspondence In:** Nil**REPORTS****Treasurer** Jo Mills, Report tabled**Moved:** Jo Mills **Seconded:** Stacey Harris **CARRIED****Principal Report:** Mandeep Dillon spoke on behalf of Pauline Wray.**GENERAL BUSINESS****End of year celebrations:** The P&C will provide funds to cover end of term sausage sizzle to be held with the student Slime Day.**Fundraisers:** Thank you to Jen Green and Stacey Harris and helpers for coordinating the recent fundraisers (Curtain Raisers Bar & Funeral).**P&C Sundowner:** Shae Johnston put forward the idea of holding a Sundowner at the start of Term 1 2024 to welcome and encourage parents to join P&C. A discussion was also held on changing the meeting times to suit parents – Survey? Further input required.**Actions List following meetings:** An “Actions List” will be included in future Minutes to remind members of research or tasks required.**Uniform Shop:** It was agreed that Uniforms will not be provided to parents with existing overdue accounts to the Uniform Shop.**Faction Shirts Grant Application:** The P&C Committee will apply to the Shire of Quairading for a Grant to assist in covering the costs of purchasing new Faction Shirts as part of the uniform.**Moved:** Stacey Harris **Seconded:** Lara Hayes **CARRIED****Funding Requests:** Nil**Meeting closed:** 4:29PM



Partnering with P&Cs to
advance public education

CERTIFICATE of MEMBERSHIP

**Quairading District High School
Parents and Citizens Association Inc.**

Valid 1/07/2023 – 30/06/2024

Affiliation Invoice Paid:	A23501
Amount paid:	\$668.31
Date Received:	12/06/2023

Affiliation includes \$20 million Public Liability Insurance and Volunteer Accident Insurance, other insurance, such as Workers' Compensation Insurance, is not included.

Attached is a Certificate of Currency for these policies. For more information or for additional policies or advice, particularly if you plan to hold a large event such as a fete please contact Grange Insurance pandc@grangeinsurance.com.au or phone 9201 8000.

For information on the services provided by WACSSO visit www.wacssso.wa.edu.au

PANIA TURNER
WACSSO President



Level 2, Unit 9, 375 Charles St
NORTH PERTH WA 6017
P O Box 624
MT HAWTHORN WA 6915

Tel (08) 9201 8000
info@grangeinsurance.com.au
ABN 16 115 775 141
AFSL 292523

CERTIFICATE OF CURRENCY

From: Joe Barbaro

We hereby confirm that we have arranged the insurance cover mentioned below:

WA Council Of State School Organisations
PO Box 6295
EAST PERTH WA 6892

Date: 1/09/2023

Our Reference: WACSSO23

Page 1 of 3

Class of Policy: Public and Products Liability
Insurer: Underwritten by Certain Underwriters at Lloyd's
London, UK
ABN:
The Insured: WA Council Of State School Organisations
And Affiliated Organisations

Policy No: 170417
Invoice No: 145023
Period of Cover:
From 15/09/2023
to 15/09/2024 at 4:00 pm

Details:

See attached schedule for a description of the risk insured

IMPORTANT INFORMATION

The Proposal/Declaration:

- ☐ is to be received and accepted by the Insurer
- ☒ has been received and accepted by the Insurer

The total premium as at the above date is:

- ☐ to be paid by the Insured
- ☐ part paid by the Insured
- ☒ paid in full by the Insured
- ☐ paid by monthly direct debit
- ☐ Premium Funding
- ☐ This policy is premium funded

Grange Insurance Solutions confirm that this Certificate of Currency/Insurance is valid as at the date of issue. Policy coverage is subject to acceptance of a fully completed Proposal/Declaration by the Insurer and payment of total premium.

Class of Policy:	Public and Products Liability	Policy No:	170417
The Insured:	WA Council Of State School Organisations And Affiliated Organisations	Invoice No:	145023
		Our Ref:	WACSSO23

This policy has been placed through

ATC Insurance Solutions Pty Ltd
ABN 25 121 360 978
451 Little Bourke St, Melbourne, Vic

ATC Insurance Solutions Pty Ltd is an underwriting agency who has placed the policy with
Underwritten by Certain Underwriters at Lloyd's
London, UK

Public & Products Liability Insurance

Insured:	WA Council of State School Organisations Inc. and all Affiliated School Organisations		
Including:	Quairading District High School		
Insured Activities:	<p>Professional body of Affiliated Western Australian P&C Associations. Insured activities include advocacy, developing & influencing ideas supporting education, running of school canteens & uniform shops, and the organisation of fundraising activities which may include fetes/festivals/exhibitions.</p> <p>Activities may also include outings, organised games, op shops, camps and excursions, fundraising such as walkathons and picnics events/festivals held at your place of occupancy.</p> <p>Excluding any P&C organised events/festivals held at Third Party Premises where more than 500 attendees are expected at any one time unless specifically agreed by endorsement detailed within this document. (Some activities are excluded as per policy wording).</p>		
Description of Risk	The Insured's Legal Liability in respect of Third Party Bodily Injury & Third Party Property Damage.		
Limit of Liability	Public Liability	\$20,000,000	Any one occurrence
	Products Liability	\$20,000,000	Any one occurrence, and in the aggregate
Excess	\$1,000 each and every occurrence		
Additional Excess:	\$25,000 Injury to Labour Hire and/or Subcontractor		
Situation of Risk	Anywhere in the world excluding USA & Canada		
Underwriter:	Certain Underwriter at Lloyd's of London		

Special Provisions and Endorsements:

Products

We will not cover any claims directly or indirectly arising out of or in connection with your products if they are:
Second-hand electrical goods unless appropriately tested and tagged.

Class of Policy:	Public and Products Liability	Policy No:	170417
The Insured:	WA Council Of State School Organisations And Affiliated Organisations	Invoice No:	145023
		Our Ref:	WACSSO23

Claims for Personal Injury to Labour Hire and/or Subcontractors Excess

It is hereby agreed and declared that any claims for personal injury to labour hire personnel, subcontractors or contractors who are performing services on behalf of the Insured will be subject to an excess of \$25,000 each and every claim.

Contractors/Sub-Contractors Endorsement

It is hereby agreed and understood that all Contractors, Subcontractors, security, stall holders and third-party performers have their own liability insurance with a minimum limit of indemnity of \$10,000,000 unless specifically stated elsewhere in this Policy.

It is the responsibility of the Insured to check that such cover is in force and to obtain and retain a copy of certificates of currency. All relating records are to be kept on file by the Insured and made available to the Insurer at any time on reasonable notice of the Insurer.

In the event of breach of the above conditions, We may reduce or refuse Our liability under this Policy to the extent of any prejudice suffered by Us arising from the breach of the above conditions.

Event Organisers Condition

It is hereby agreed and understood that the following activities or similar activities must be carried out or arranged on behalf of the Insured by bona-fide Contractor(s) or Sub-Contractor(s) that, if regulations require, is licensed, with Public Liability insurance valid for the duration of the event and such insurance must be to a minimum limit of indemnity of \$20,000,000.

- (a) Erection of stands, stages, platforms, rigs or other similar structures;
- (b) Security or crowd control or stewarding;
- (c) Work above 3 metres in height from the stage or floor or ground;
- (d) Use of fireworks or pyrotechnics;
- (e) Installation of temporary seating;
- (f) Amusement rides;
- (g) Use of inflatables of any kind;

It is the responsibility of the Insured to check that such cover is in force and to obtain and retain a copy of certificates of currency. All relating records are to be kept on file by the Insured and made available to the Insurer at any time on reasonable notice of the Insurer.

In the event of breach of the above conditions, We may reduce or refuse Our liability under this Policy to the extent of any prejudice suffered by Us arising from the breach of the above conditions.



Level 2, Unit 9, 375 Charles St
NORTH PERTH WA 6017

P O Box 624
MT HAWTHORN WA 6915

Tel (08) 9201 8000
info@grangeinsurance.com.au

ABN 16 115 775 141
AFSL 292523

CERTIFICATE OF CURRENCY

From: Joe Barbaro

We hereby confirm that we have arranged the insurance cover mentioned below:

WA Council Of State School Organisations
PO Box 6295
EAST PERTH WA 6892

Date: 1/09/2023

Our Reference: WACSSO23

Page 1 of 3

Class of Policy: Voluntary Workers Personal Accident
Insurer: Tokio Marine & Nichido Fire Insurance Co. Ltd
ABN:
The Insured: WA Council Of State School Organisations And
Affiliated School Organisations

Policy No: 0072921
Invoice No: 145017
Period of Cover:
From 15/09/2023
to 15/09/2024 at 4:00 pm

Details:

See attached schedule for a
description of the risk insured

IMPORTANT INFORMATION

The Proposal/Declaration:

- ☐ is to be received and accepted
by the Insurer
- ☒ has been received and accepted
by the Insurer

The total premium as at the
above date is:

- ☐ to be paid by the Insured
- ☐ part paid by the Insured
- ☒ paid in full by the Insured
- ☐ paid by monthly direct debit

Premium Funding

- ☐ This policy is premium funded

Grange Insurance Solutions confirm that this Certificate of Currency/Insurance is valid
as at the date of issue. Policy coverage is subject to acceptance of a fully
completed Proposal/Declaration by the Insurer and payment of total premium.

Class of Policy:	Voluntary Workers Personal Accident	Policy No:	0072921
The Insured:	WA Council Of State School Organisations And Affiliated School Organisations	Invoice No:	145017
		Our Ref:	WACSSO23

This policy has been placed through

Accident & Health International Underwriting P/L
ABN 26 053 335 952
190 St Georges Tce, Perth, WA

Accident & Health International Underwriting P/L is an underwriting agency who has placed the policy with

Tokio Marine & Nichido Fire Insurance Co. Ltd

Voluntary Workers Group Personal Accident Policy

Insured:	WA Council of State School Organisation Inc and Affiliate P&C Organisations
Occupation:	School Parent Association/ Organisations
Insured Persons:	All Voluntary Workers of the Insured
Scope of Cover:	The coverage afforded by this policy shall only apply whilst an Insured Person is engaged in voluntary work authorised by and under the control of the Insured including direct uninterrupted travel to and from such voluntary work.
Age Limit:	16-85 years

Aggregate Limit of Liability	\$1,000,000
Aggregate Limit of Liability per Event for Charter/Non-scheduled flights	\$1,000,000
Maximum Age Limit (sub-limits may apply)	85

Death and Capital Benefits	\$200,000
Income Multiplier	7

Weekly Injury Benefit	\$1,000
Income Limitation	85%
Deferral period	7 Days
Benefit Period	104 Weeks
Benefit Period ages 60 - 64	52 Weeks
Benefit Period ages 65 - 69	26 Weeks
Benefit Period ages 70 and over	Nil

Broken/Fractured Bones Benefit	\$2,000
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Page 3 of 3

Class of Policy:	Voluntary Workers Personal Accident	Policy No:	0072921
The Insured:	WA Council Of State School Organisations And Affiliated School Organisations	Invoice No:	145017
		Our Ref:	WACSSO23

Non Medicare Medical Expenses	\$1,000
Expense Limitation	85%
Excess	\$50
Accidental HIV Infection Lump Sum Benefit	\$10,000
Childcare Benefit	\$5,000
Coma Benefit	\$3,000
Benefit Period	30 days
Daily Benefit	\$100
Domestic Help Benefit	\$500
Expense Limitation	100%
Deferral Period	7 days
Benefit Period	26 weeks
Driver Services Benefit	\$1,000
Family Accommodation and Transport Expenses Benefit	\$2,000
Financial Advice Benefit	\$2,500
Home and Vehicle Modification Benefit	\$5,000
Partner Employment Training Benefit	\$5,000
Out of Pocket ExpensesBenefit	\$500
Retraining and Rehabilitation Expenses Benefit	\$5,000
Student Tutorial Benefit	\$500
Expense Limitation	100%
Deferral period	7 Days
Benefit Period	26 Weeks
Unexpired Membership Benefit	\$500

Privacy

We are committed to protecting your privacy. We use the information you provide us to quote on your application for a policy, to provide the insurance, administer the policy and assess and manage any claims. We only provide personal information to our underwriters and reinsurers (and their representatives) and those we appoint to assist us with claims under your policy.

If you do not provide us with full information, we cannot properly quote for your insurance and we cannot insure you. You can check the personal information we hold about you at any time. Such application should be directed to AHI in writing where it will be considered by their internal Privacy Disputes Department.

If you provide us with personal information about anyone else, we rely on you to have their consent if you will be providing their information to us, and that you have told them to whom we may provide it, the purposes for which we will use it and that they can access it. If the information is sensitive, we rely on you to have obtained their consent on these matters.

For more information about our Privacy Policy, please visit our website to obtain a copy:

www.ahiinsurance.com.au

We reserve the right to amend these terms if new claims with a date of loss prior to the Expiry Date are submitted.

Splash Alley Group of Online Stores ABN : 11 608 537 079

Invoice Number : QU_QDHS



Splash Alley (Head Office)
41 Mayfair Street
Mount Claremont
WA 6010

Date : 6 Nov 2023

Webstore Order # 511061225

LWREID A National Distributor

All enquires directed to Splash Alley Head Office Administration only Email : info@splashalley.com Phone : 1300 380 047

SOLD TO:

Quairading District High School P&C
JEN GREEN
14 REID ST
QUAIRADING WA, 6383
aj_green@outlook.com

SHIP TO:

Quairading District High School P&C
JEN GREEN
14 REID ST
QUAIRADING WA, 6383
+61418922414

Payment Method: transfer

Please ensure the below items are as ordered - Items sent as ordered to be returned and will be subject to administrative and restocking fees
Clients forwarding goods to any third party must check goods or require the third party to check goods are correct prior to any decoration

Products	Model	Tax	Price (ex)	Total (ex)	Total (inc)
20 x 52205 Higgins Classic Plain Polo -Size: 6 -Colour: Kelly	52205	10.00%	13.59	271.80	298.98
20 x 52205 Higgins Classic Plain Polo -Colour: Mid Blue -Size: 6	52205	10.00%	13.59	271.80	298.98
20 x 52205 Higgins Classic Plain Polo -Colour: Mid Blue -Size: 8	52205	10.00%	13.59	271.80	298.98
20 x 52205 Higgins Classic Plain Polo -Colour: Kelly -Size: 8	52205	10.00%	13.59	271.80	298.98
20 x 52205 Higgins Classic Plain Polo -Colour: Kelly -Size: 10	52205	10.00%	13.59	271.80	298.98
20 x 52205 Higgins Classic Plain Polo -Colour: Mid Blue -Size: 10	52205	10.00%	13.59	271.80	298.98
15 x 52205 Higgins Classic Plain Polo -Colour: Kelly -Size: 12	52205	10.00%	13.59	203.85	224.24
15 x 52205 Higgins Classic Plain Polo -Colour: Mid Blue -Size: 12	52205	10.00%	13.59	203.85	224.24
15 x 52205 Higgins Classic Plain Polo -Colour: Kelly -Size: 14	52205	10.00%	13.59	203.85	224.24
15 x 52205 Higgins Classic Plain Polo -Colour: Mid Blue	52205	10.00%	13.59	203.85	224.24

Splash Alley appreciates your business

Webstore Number : 511061225

Invoice Number : QU_QDHS

How To Pay This Invoice

Our Preferred Method of Payment is by Direct Deposit

Reference Number to be Webstore or Invoice

Direct Deposit :



BSB : 302-162 Account Number : 1235927 Acc Name : Splash Alley

Credit Cards :



www.paymate.com/PayMate/ExpressPayment?mid=francoisg

All Cheques / Money orders to be made out to Splash Alley are required to be posted to Splash Alley (Head Office) C/O O 43 Axbridge Grange, Alkimos WA 6038
All enquires are to be directed to Splash Alley Head Office Administration only Email : info@splashalley.com Phone : 1300 380 047

6 Nov 2023

Note : All sales are subject to this Web Store (Splash Alley's) terms and conditions
Payment on any invoice issued is acknowledged as the purchaser agreeing to these terms and conditions.

Page 1

-Size: 14					
15 x 52205 Higgins Classic Plain Polo	52205	10.00%	13.59	203.85	224.24
-Colour: Kelly					
-Size: 16					
15 x 52205 Higgins Classic Plain Polo	52205	10.00%	13.59	203.85	224.24
-Colour: Mid Blue					
-Size: 16					
15 x 52205 Higgins Classic Plain Polo	52205	10.00%	17.40	261.00	287.10
-Colour: Mid Blue					
-Size: S (+3.81)					
15 x 52205 Higgins Classic Plain Polo	52205	10.00%	17.40	261.00	287.10
-Colour: Kelly					
-Size: S (+3.81)					
15 x 52205 Higgins Classic Plain Polo	52205	10.00%	17.40	261.00	287.10
-Colour: Kelly					
-Size: M (+3.81)					
15 x 52205 Higgins Classic Plain Polo	52205	10.00%	17.40	261.00	287.10
-Colour: Mid Blue					
-Size: M (+3.81)					
15 x 52205 Higgins Classic Plain Polo	52205	10.00%	17.40	261.00	287.10
-Colour: Kelly					
-Size: L (+3.81)					
15 x 52205 Higgins Classic Plain Polo	52205	10.00%	17.40	261.00	287.10
-Colour: Mid Blue					
-Size: L (+3.81)					
1 x Embroidery SET-UP - Quairading DHS Logo 6.5cm wide x 8cm high [8K] - FREE for 30+ items		10.00%	0.00	0.00	0.00
300 x Embroidery - Quairading DHS Logo 6.5cm wide x 8cm high [8K] - Left Chest		10.00%	4.35	1,305.00	1,435.50
1 x Delivery - Free to Embroidery Stock Value over \$700 +		10.00%	0.00	0.00	0.00
1 x Delivery / Sorting / Handling of completed order to client		10.00%	75.00	75.00	82.50
Subtotal:					5,799.90
Postcode Shipping(Deliver to Postcode:6383)					0.00
Quantity Discount:					243.09
Tax:					579.99
TOTAL:					6,136.80

Splash Alley appreciates your business

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Invoice Number : QU_QDHS

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BSB : 302-162 Account Number : 1235927 Acc Name : Splash Alley

Credit Cards :



www.paymate.com/PayMate/ExpressPayment?mid=francoisg

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ITEM 13 MATTERS FOR CONSIDERATION – HEALTH & BUILDING

No matters for consideration

ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES**14.1 Weed Control Policy**

Responsible Officer	Natalie Ness, Chief Executive Officer
Reporting Officer	Sarah Caporn, Executive Manager, Works & Services
Attachments	1. Weed Control Policy ↓ 
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

1. That Council adopt the Weed Control Policy.
 2. That Council rescind the Rural Road Weed Control Policy.
-

IN BRIEF

A weed is a plant that is growing in an area where it is not wanted.

Weed control is important to ensure public safety, aesthetics, and biodiversity health, within parks, gardens and natural reserves.

Under the *Biosecurity Agriculture Management Act 2007*, WA local governments are responsible for weed control within their boundaries.

Local Governments are also required to adhere to the exemptions and regulations for clearing native vegetation Under Part V of the *Environmental Protection Act 1986*.

The Rural Road Weed Control Policy has been revised and rewritten to address weed control across the Shire more broadly and not just in road reserves.

It is proposed to replace the Rural Road Weed Control Policy with the Weed Control Policy.

MATTER FOR CONSIDERATION

A new Weed Control Policy for the Shire of Quairading.

BACKGROUND

The Rural Road Weed Control Policy was reviewed by Council at its December 2022 OCM.

At that time, Council questioned the arrangements or infringements needed if a landowner was to undertake weed control or clearing on the road reserve. Officers have sourced further information, and this has been strengthened in the attached Policy.

When reviewing the Policy for Council for this meeting, the EMWS thought it would be better to provide for weed management across the Shire more generally and not just in road reserves so the policy has been written with this in mind.

Most of the information remains as it was in the former Policy with a bit more rigour around clearing regulations and application of weed control methods to areas other than a road reserve.

STATUTORY ENVIRONMENT

Local Government Act 1995

Environmental Protection Act 1986

Biosecurity and Agriculture Management Act 2007

POLICY IMPLICATIONS

Road Reserve Weed Control Policy

FINANCIAL IMPLICATIONS

Weed control is a cost already captured as part of the Annual Budget allocations.

Officers intend to undertake better weed control on our rural roads in coming years with approved herbicides with a residual impact which will improve mitigation of weeds over a longer period of time.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 3.1 Built Environment:** Safe, efficient and well maintained road and footpath infrastructure
- 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
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 4.3 Natural Environment:** Demonstrate sustainable practices of water, energy and waste management

CONSULTATION

No formal consultation has been undertaken with regards to this Policy. Much of the Policy is dictated by Government legislation.

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.

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

Poor or no construction of roads results in public safety dangers and high-level liability consequences for Elected Members, Executive and the Shire as a whole.

RISK ASSESSMENT

Financial	<p>Low</p> <p>Better weed management means that operational costs are lowered across the assets.</p>
Health	<p>Medium</p> <p>Application of herbicides is not without risk to both operators and general public. All precautions will be taken to minimise this risk including correct equipment, procedures and practices, PPE and signage.</p>
Reputation	<p>Medium</p> <p>Weed control is something often raised by public and residents to the Shire Front Counter. The Shire is conscious of maintaining a clear and tidy townsite free from weeds prior to fire season. We also need to ensure road verges are well maintained for the travelling public.</p>
Operations	<p>Medium</p> <p>Good weed management practices help operational staff achieve Council's goal for Service Levels in our public assets.</p>
Natural Environment	<p>Medium</p> <p>Best practices will be maintained to ensure that only target species are impacted for weed management. Council needs to meet a range of legislative requirements in the management of areas with native vegetation.</p>

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

COMMENT

Nil

WEED CONTROL POLICY



WEED CONTROL POLICY

PURPOSE

Weeds represents a threat to the conservation values of natural ecosystems. Weeds invade native plant communities and out-compete them causing a reduction in plant diversity and resulting in a loss of habitat for native animals.

The Shire carries out weed management across a range of assets such as parks, garden beds, natural areas, road verges, pathways, drainage areas, fence lines and median strips.

The process of biological invasion by weeds begins with their introduction, then their establishment and local infestation, survival, reproduction, and widespread dispersal, eventually finishing with full infestation of their potential range.

A diverse range of methods to monitor, prevent and control the spread of weeds are used, such as:

- Herbicide applications
- Mechanical slashing / whipper-snipping
- Hand removal
- Mulching to suppress weed growth
- Appropriate plant selection to smother the weeds, eg ground covers
- Turf management programs (mowing, fertilising, watering)
- Cleaning of machinery and equipment between sites
- Staying to delegated pathways and tracks, to reduce the spread of weeds

Roadsides are particularly vulnerable to weed invasion as they have a larger perimeter (or “edge”) to area ratio. As edges are particularly prone to degradation, the greater the length of the ‘edges’, the greater the opportunities for degradation. The roadside edges are subject to high levels of disturbance, and the spread of weeds is encouraged by any disturbance including burning, clearing, grazing, cultivation of firebreaks, and service installation.

OBJECTIVE

The objectives of this Policy are to:

- Eradicate or greatly reduce weed populations within Shire assets such as in drainage channels or along rural Road Reserves.
- Encourage Shire staff and landholders to seek out and adhere to industry guidelines and standards as specified in relevant codes of practice and other documents for weed control.
- Encourage local landholders to conduct appropriate weed management practices.
- Reduce the risk of fire in the road reserves.

WEED CONTROL POLICY



- Comply with relevant legislation including the *Environmental Protection Act 1986*.

DEFINITIONS**Weed**

A weed is any plant that is growing where it is not wanted.

Road Reserve

The road reserve includes the road, remnant vegetation up to an adjacent properties fence line.

Landholders

The holder or proprietor of land.

Environmentally Sensitive Area (ESA)

There are a number of areas around Western Australia of environmental significance within which the exemptions in the Clearing Regulations do not apply. These areas are referred to as environmentally sensitive areas (ESAs) and are declared under section 51B of the *Environmental Protection Act 1986* and described in the Environmental Protection (Environmentally Sensitive Areas) Notice 2005.

Clearing Regulations

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

POLICY

Weed control within the Shire of Quairading is to be managed in accordance with the guidelines and procedures detailed below and in Annexure A.

GUIDELINES

Herbicides used within the Shire, including Glyphosate, are registered and approved by the Department of Health for use and applied in accordance with the label instructions.

When assessing the best method of weed control, factors to consider include;

- Preventing trip hazards in paths or lawns
- Ensuring kerbing, paths and other infrastructure is not obscured or damaged
- Reducing hazardous weeds like Caltrop (prickles)
- Reducing fire risk
- Improving biodiversity within bushland areas by allowing natural regeneration of native plants
- Maintaining parks, gardens and natural areas to required service levels and standards.

The large majority of works that is conducted by the Shire occurs in open rural and park areas, drainage swales, road edge lines and footpaths. Visible signage is to be erected when conducting spraying works to notify the public of spraying occurring so they can choose to navigate around or temporarily avoid these areas if they wish.

WEED CONTROL POLICY



The Shire may also use additives (surfactants) when applying herbicide to increase absorption time of the plant and reduce risk of it washing away. Herbicide is also not applied in windy conditions, high temperatures or when rain is forecast to avoid any off-target risks.

When spraying in environmentally sensitive areas, only those chemicals that are specific to those areas are used. All operators wear the correct personal protective equipment.

The Shire may also conduct slashing works before and/or after weed spraying to remove vegetation biomass to reduce the potential of high fuel loads and thus reducing the risk of bush fires. This process slows down the weed growth and delays or removes the production of flowering which leads to seed set, which then assists with the controlling of the spread of weeds in the longer term. During both slashing and spraying activities care is taken to avoid native vegetation.

The Shire will also investigate viable alternative options to assist with controlling weeds as researched and developed by the Western Australian Local Government Integrated Weed Management Working Group for application by WA Local Governments more broadly as part of their weed control programmes.

Any resident with a chemical sensitivity or who doesn't wish to have herbicide sprayed near their property can register their verge as "No Spray" and commit to managing their own weed management on and in front of their properties to help Council reduce its reliance on herbicide.

Adjacent landowners are encouraged to adhere to Guide to the Exemption for Clearing Native Vegetation as published by the Department of Water and Environmental Regulation (https://www.der.wa.gov.au/images/documents/your-environment/native-vegetation/Guidelines/4guide_transport_corridors_native_veg.pdf)

Annexure A – Procedures**STATUTORY ENVIRONMENT**

Local Government Act 1995

Environmental Protection Act 1986

Biosecurity Agriculture Management Act 2007

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Graeme Fardon	16/12/10	125-10/11	New Policy		
02	Graeme Fardon/ Allan Rourke	20/12/18	115-18/19	<i>Policy Review Project – 15/12/2018</i>		

WEED CONTROL POLICY



03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review - Minor Amendment	Dec 2020	
04	Sarah Caporn	07/12/2023		Replaced the former Rural Road Weed Control Policy with Weed Control Policy	Dec 2023	

Annexure A

1. General weed management for Council Employees

1.1 Herbicide spraying

Off-target spraying may kill native understory and create an altered environment for weeds to invade.

Risk can be minimised by:

- (a) Restricting spraying to the road shoulder and around road furniture,
- (b) Not spraying on wet or windy days,
- (c) Not using residual herbicides along watercourses, and
- (d) Not using non-selective herbicides near susceptible plants.

1.2 Alternative Weed Control Strategies

Weeds can be managed using many different methods. The most effective management of weeds is usually achieved by a combination of methods with follow-up over a number of years. The stage that a weed has reached in the invasion process determines the best approach for its control.

The three main approaches to weed management are:

- (a) Prevention of establishment,
- (b) Early detection and eradication, and
- (c) Management of existing populations.

Prevention

This is the most effective means of control. Establishing workable prevention mechanisms is much more cost-effective than controlling established populations.

Prevention mechanisms include:

- (a) Cleaning machinery between jobs,
- (b) Only using clean, weed-free fill materials, including stockpiles,
- (c) Marking turn-around points for maintenance works to prevent longitudinal spread
- (d) Through mowing or grading,
- (e) Revegetation of disturbed areas, and
- (f) Minimising or avoiding disturbance in areas of native vegetation.

Early Detection and Eradication

WEED CONTROL POLICY



The second most cost-effective means of weed control is early detection and eradication. Eradication of newly established populations is possible only if detection mechanisms are in place to identify them.

Management of Existing Populations

Managing existing weed infestations can involve eradication, control or containment depending upon the extent and severity of infestations, and the resources available to manage the program. Mulching, burning, cultivation, introduction of competition, grazing, biological control, and chemicals are all management tools that can be used where appropriate.

Grazing and Stock Movement

Grazing of domestic livestock is defined as vegetation clearance under the *Native Vegetation Act, 1991*. Movement of stock along road reserves can aid the spread of weeds, compact the soil, exacerbate soil erosion problems and hinder native plant regeneration. Whilst it is necessary to allow the moving of stock along road reserves to move them between paddocks, stock movement should be avoided where there is declared rare flora or native vegetation that is classified in an environmentally sensitive area (ESA). Landholders must find alternative routes for the movement of stock through negotiation with adjacent landholders.

Fencing

Item 10 of Regulation 5 of the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* provides an exemption for clearing along a fence line of, or within, a property to the width necessary to provide access to construct or maintain a fence, provided that the clearing, combined with other limited exempt clearing on the property, does not exceed 1 hectare in the financial year in which the clearing takes place. This exemption applies to the owner of the property on which the clearing is to take place. This exemption does not apply in ESAs.

Item 11 of Regulation 5 of the Clearing Regulations provides an exemption for clearing between private property and Crown land (e.g. a road reserve), provided that the clearing on the Crown land is no more than 1.5 metres from the fence. This exemption applies to the owner of the land on which the clearing is to take place, therefore the written approval of the owner of that Crown land (e.g. the Local Government in the case of a road reserve) must be obtained prior to undertaking the clearing. This exemption does not apply in ESAs.

Removal of Plant Material

Dead timber on roadsides can provide valuable habitat for small mammals, reptiles and most importantly invertebrates. Allowing it to decompose through natural processes also maintains integrity of the nutrient cycling that underpins stable ecosystems. Removal of dead timber destroys these habitats and processes. Another aspect of the stability of roadside ecosystems is the maintenance of the ability to regenerate. Excessive removal of seed from native vegetation diminishes the amount of seed available in the soil for new plants to grow from. Ultimately, this can lead to lower densities of some species and alteration of the vegetation structure.

Summer Weed Control

WEED CONTROL POLICY



Summer weed control is an imperative component of roadside weed control and must be undertaken when weed burdens are posing significant threat to the native roadside vegetation and surrounding agricultural land. Summer weed control involves accounting for the same policy measures as discussed for general weed control. Summer weed control also needs to account for the risk fire plays when weeds are left uncontrolled.

Before implementing a summer weed control program, it is important to consider the high persistency of summer weeds and difficulty in containing their spread. Species such as caltrop (*Tribulus terrestris*), afghan thistle (*Solanum hoplopetalum*) and prickly saltwart (*Salsola kali*) are examples of summer weeds with highly adapted systems that make them very difficult to control. In these cases control methods should take into consideration:

- (a) Growth stages of the plant
- (b) Seed development stages and timeframes
- (c) Herbicide tolerance and susceptibility
- (d) Areas of high population densities of the specific weed and potential distribution zones.

Declared Plants

Plants may be 'declared' by the Agriculture Protection Board under the *Agriculture and Related Resources Protection Act 1976*. If a plant is declared, Council Employees are obliged to control that plant on roadside reserves where they are present. Declaration specifies a category, or categories, for each plant according to the control strategies or objectives which are considered to be appropriate in a particular place.

Among the factors considered in categorising declared plants are:

- (a) The impact of the plant on individuals, agricultural production and the community in general,
- (b) Whether it is already established in the area, and
- (c) Feasibility and cost of possible control measures.

Collecting plant samples for identification

Identification of plants is important to establish a record of the distribution or to confirm if a plant new to the area is declared. Specimens collected can be sent to any office of the Department of Agriculture and Food where it can be identified or sent on to the State herbarium if identification cannot be made. Preparing plant samples to ensure that the key identifying components are included is essential to assist in this process. A publication by the CRC for weed management gives a very comprehensive methodology for collecting and preserving plant collections. This document is available from their website: www.weedscrc.org.au.

2. General weed management for Adjacent Landholders

Roadside reserve weed control management must be undertaken with close consultation with Shire staff to ensure that adjacent landholders adhere to minimum disturbance guidelines when controlling weed populations in roadsides.

Adjacent landholders are encouraged to maintain effective weed management strategies along fence lines adjacent to a road reserve to suppress weed populations from entering the road reserve from their properties and from entering their properties from the road reserve.

WEED CONTROL POLICY



In road reserves where native vegetation (trees, shrubs, grasses and other ground covers) may be impacted you should seek advice from the Department of Environment and Conservation Native Vegetation Conservation Branch ((08) 9219 8744) as a clearing permit may be required under Part V of the *Environmental Protection Act 1986*.

NOTE: This includes farmers spraying weeds in road reserves and in fact if a landholder inadvertently kills native vegetation they could be liable under the *Environmental Protection Act 1986*.

The following weed management practices can be implemented to ensure suppression of weed populations:

2.1 Herbicide spraying

Selective and non-selective herbicides may be used to manage weed infestations up to 1.5m from the existing fence line on the side of the road reserve.

The use of selective and non-selective herbicides may be necessary to manage weed populations up to 5m away from the internal fence line of a landholder's property.

It is important that landholders obtain expert advice on suitable herbicides to use for different weeds present on road reserves and take into consideration the presence of waterways, livestock and native species present before undertaking herbicide applications.

2.2 Cultivation

Cultivation is an effective weed management strategy to use to control the 5m buffer area from the internal fence line of a landholder's property. This will also effectively establish fire break zones between the road reserve and a property.

2.3 Burning

Burning is an effective weed management strategy to use to again, control the 5m buffer area from the internal fence line of a landholder's property. This will also effectively establish fire break zones between the road reserve and a property.

Summer Weed control

Summer weed control is an imperative component of roadside weed control and must be undertaken when weed burdens are posing significant threat to the native roadside vegetation and surrounding agricultural land. Summer weed control involves accounting for the same policy measures as discussed for general weed control. Summer weed control also needs to account for the risk fire plays when weeds are left uncontrolled.

Before implementing a summer weed control program, it is important to consider the high persistency of summer weeds and difficulty in containing their spread. Certain species have highly adapted systems that make them very difficult to control. In these cases, control methods should take into consideration:

- (a) Growth stages of the plant
- (b) Seed development stages and timeframes
- (c) Herbicide tolerance and susceptibility
- (d) Areas of high population densities of the specific weed and potential distribution zones.

WEED CONTROL POLICY

**Declared plants**

Plants may be 'declared' by the Agriculture Protection Board under the *Agriculture and Related Resources Protection Act 1976*. If a plant is declared, landholders are obliged to control that plant on their own property where present. Declaration specifies a category, or categories, for each plant according to the control strategies or objectives which are considered to be appropriate in a particular place.

Among the factors considered in categorising declared plants are:

- (a) The impact of the plant on individuals, agricultural production and the community in general,
- (b) Whether it is already established in the area, and
- (c) Feasibility and cost of possible control measures.

Collecting plant samples for identification

Identification of plants is important to establish a record of the distribution or to confirm if a plant new to the area is declared. Specimens collected can be sent to any office of the Department of Agriculture and Food where it can be identified or sent on to the State herbarium if identification cannot be made. Preparing plant samples to ensure that the key identifying components are included is essential to assist in this process. A publication by the CRC for weed management gives a very comprehensive methodology for collecting and preserving plant collections. This document is available from their website: www.weedscrc.org.au.

3. Role of Council in Assisting Landholders with Roadside Weed Control Strategies**3.1 Herbicide spraying**

Permission must be obtained from the Shire prior to any herbicide applications sprayed on Quairading road reserves exceeding the permitted 1.5m boundary fence limit as described in the Clearing Regulations.

3.2 Cultivation

Cultivation is an effective weed management strategy to use to control the 5m buffer area from the internal fence line of a landholder's property. This will also effectively establish fire break zones between the road reserve and a property. No Council approval is required for cultivation of fire breaks.

3.3 Burning

Permission must be obtained from Council prior to any burning program being conducted on any Shire of Quairading road reserves.

Any burning for weed control must be undertaken in accordance with the *Bush Fires Act 1954* and any local restrictions that are in force at the time. Further information on the Restricted and Prohibited Burning Periods are available at the Shire's website - <https://www.quairading.wa.gov.au/fire-control-prevention.aspx>

WEED CONTROL POLICY



14.2 Update on Works & Services Programme**Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Sarah Caporn, Executive Manager, Works & Services**Attachments** 1. Digitising Cemetery Records - Chronicle Proposal [↓](#) **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 December 2023.

IN BRIEF

- Quairading – Corrigin Road is finished for now, until sealing contractors are available after the holiday period.
- Grounds and gardens are watering existing gardens and planning for some new irrigation installations.
- Team members have undertaken Chemical Handling training for herbicide application.
- A few new items of plant have arrived to make work tasks easier.

MATTER FOR CONSIDERATION

An update of current Works & Services projects is provided below.

PROJECT UPDATES**Construction:*****Regional Road Group - Quairading – Corrigin Road:***

Since the last report, our Construction staff and contractors have now completed the base course works. The full 2km has been cement stabilised and will need to be regularly watered (to assist the concrete curing but mainly for dust suppression) until sealing contractors can arrive. It will likely be after Christmas until there's some space in their schedules. The EMWS is finalising the procurement requesting an S45R (crumb rubber) specification.



Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
RRG166B	RRRG - Quairading - Corrigin Road (Capital) 23/24	\$690,086.00	\$123,094.55	\$222,980.49	\$346,075.04	\$344,010.96

Dangin Mears Culvert: No further update since November report.

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

Maintenance Works:

Staff have been occupied with the Quairading-Corrigin Road so have not undertaken much maintenance since the last report. Planning has commenced for our works on the Dangin-Mears Road as well as the Resheeting works coming up in early 2024.

The materials have arrived for Works staff to commence the drainage upgrade for Wood St Reserve/McLennan Street. We will be trialling a new product called Cementcrete that will line the natural drainage to improve flow through the reserve and under the culvert. The project will also replace the small grate near the Bowling Club with a side entry pit to further improve water flow during high rainfall events.



Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
RM000 BM000 DM000	Road, Bridge and Drainage Maintenance	\$361,247.18	\$468,464.09	\$68,472.09	\$536,936.18	-\$175,689.00
DC000	Drainage, Capital	\$85,675.00	\$0	\$43,529.00	\$43,529.00	\$42,146.00

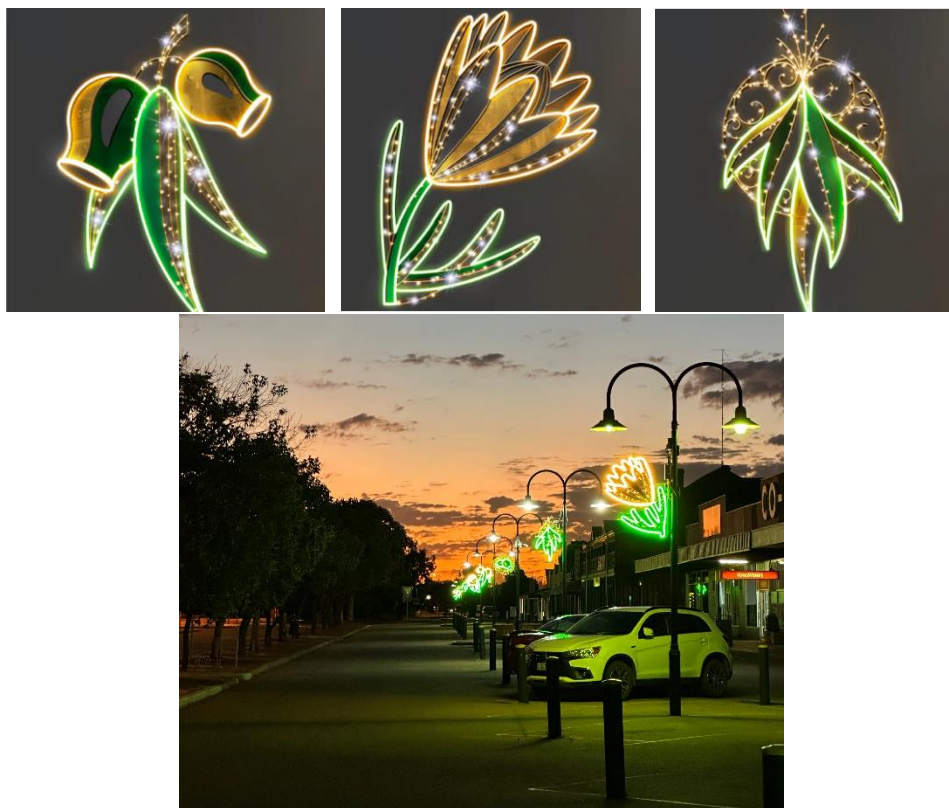
Private Works:

For the last several weeks Shire staff have been assisting with the construction of the Yoting Bridge as private works for the Main Roads contractors. Our three tip trucks have been carting spoil away and carting in yellow sand. The Shire will be invoicing for this work as per the 2023/24 Fees & Charges.

Grounds & Gardens:

Christmas Party & Street Decorations: The Shire hosted a Community Christmas Party in Kwirradling Koort on Friday 1st December. Staff worked hard to prepare the park for the festivities. The day was very hot but well received with face painting, an animal petting zoo, ice-cream truck and the Flavourtown catering van. Councillors will be sure to see some photos posted on the Shire's social media pages very soon.

The main street is also looking very festive with our new set of Christmas decorations for the street light poles. The feedback has also been very positive with a beautiful Australia theme.



Vandalism around Town: The Shire is still experiencing vandalism in and around the townsite. The EMWS addressed the school assembly in an attempt to raise awareness of the issue. The EMWS and Supervisor of Grounds and Gardens have also now met with three suppliers of CCTV cameras. They are currently finalising their proposals for quoting at the Park but will be utilising the existing CCTV footage for an incident at the giant bauble outside the Town Hall. Staff found evidence of cable ties being cut in order to remove the LED net. Unfortunately the perpetrator has also cut the wiring in their efforts which caused the lights to short out. A bonus is that the net is still there but we are not yet sure if they are able to be repaired. Either way, their efforts have caused this item to fail so the bauble will be removed from public display for this year.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
W11300	Public Parks, Gardens and Reserves	\$110,102.06	\$35,070.64	\$3808.22	\$38,878.86	\$71,223.20
W11323	Community Park, Kwirradging Koort (operational)	\$87,000.00	\$20,705.67	\$722.17	\$21,427.84	\$65,572.16

Electric Vehicle Charger: This project has also progressed in recent weeks with the cabling and plinth come completed. The charger will be installed soon by CWB Electrical and finally line marking will be adjusted for those adjacent bays similar to the below example in Mundaring.

Cemetery: The Cemetery has been a busy line item with three graves needed recently within each of our three cemeteries. This allowed our Parks and Gardens staff to tidy each of the venues up prior to the burials. Chronicle has now confirmed their proposal (see Attachment 1) and the Shire has issued a Purchase Order to digitise our cemetery records. There is a small ongoing charge based on the annual number of internments but we should stay below 12 records per year and our EMCS considered this a small price to pay for the administrative complication that cemetery records can generate, particularly with high staff turnover in this area of administration.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
W10700	Cemetery (Qdg, Sth Caroling & Doodenanning)	\$54,917.00	\$29,564.83	\$2567.36	\$32,132.19	\$22,784.81
OC10703	Cemetery, Capital (Digitise Records, Niche Wall)	\$28,613.00	\$0	\$17,502.73	\$17,502.73	\$11,110.27

Swimming Pool: The opening of the season is going well. There has been some interruption to operations with the recent lightening storm and some power supply issues which then effects the priming of the pumps. There also seems to be an issue with a leak in the Leisure Pool balancing tank as the pool is using more water than expected so Shire staff are working with the Contract Aquatic Manager to articulate and then rectify this issue.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
BO11201	Swimming Pool – Building Operations	\$31,595.00	\$8,789.29	\$856.00	\$9,645.29	\$21,949.71
W11203 & W11204	Swimming Pool – Extended Hours / Swimming Lessons	\$5667.50	\$0	\$5100.00	\$5100.00	\$567.50

Plant Updates:

The angled broom for the Bobcat has now arrived. The EMWS decided to go with a model that includes an angled brush to get next to kerbs so we can bring our street sweeping back in house rather than the contractor costs allocated within the original 2023/24 budget.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
PE12315	Angled Broom	\$7,000.00	\$0	\$8,950.00	\$8,950.00	-\$1,950.00
SWEEP	Street Sweeping	\$42,906.78	\$141.47	\$141.47	\$141.47	\$42,765.31

We have a new minor asset in a Paddock Trencher (mini ditch witch). It cost \$3,500 as an initial outlay but was much cheaper and can be used for multiple projects than the \$11,800 quote we received for installing irrigation at the Old School Site. This machine will allow Works staff to trench at 200, 400 or 600mm to lay irrigation pipe or other requirements. A video of it in action is here - <https://www.scintex.com.au/products/paddock-walk-behind-trencher>



Training Updates:

Nine staff along with some Beverley and Tammin colleagues completed Chemical Handling training with a focus on herbicide application on Wednesday 6th December. Quairading hosted Duff Consulting at the Lesser Hall and the training was well received by all involved.

Other training requests staff have raised includes Fire Warden, Fire Extinguishers and Senior First Aid which the EMWS will work on delivering in 2024.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
2140304	Works, Training	\$29,288.00	\$43,819.96	\$947.27	\$44,767.23	-\$15,479.23
21402040	Admin, Training	\$30,600.00	\$8,814.88	\$2417.27	\$11,232.15	\$19,367.85

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	<p>Moderate</p> <p><i>The Works budget is a substantial investment into our town and the Shire's assets. It needs to be properly allocated and have transparency for the community members and ratepayers.</i></p>
Health	N/A
Reputation	<p>Medium</p> <p><i>The Works team has strong visibility within the community and are committed to making sure the Shire is a safe and beautiful place to live and work.</i></p>
Operations	<p>Medium</p> <p><i>A well-functioning Works team ensures that Council's priority tasks are completed in a timely and value for money method.</i></p>
Natural Environment	N/A

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

COMMENT

Nil



Chronicle

Digital Mapping & Database Solution

Prepared for: Shire of Quairading

CREATED BY:

Matthew Borowski
Apr 10, 2023

Chronicle Rip Pty Ltd
ABN: 37 646 672 817



Overview and goals

Dear Melissa,

At Chronicle, we're passionate about helping you to preserve the history of Shire of Quairading, while enabling you to provide the highest quality of services to your community with ease.

Our online cemetery management software allows you and your team to quickly add or edit records and visualise your inventory, while managing all cemetery operations through a single platform. Chronicle was built on the latest web technology with a focus on ease of use on all device types, including mobile.

As experts in the field, we understand the inherent complexity in 100+ years of data that has been touched by many well-intentioned hands over their long life. That's why we offer a range of services that can help cemeteries transition to online management and make their historical data accessible to the public.

Our services include:

1. online cemetery management system: A secure, user-friendly platform that allows cemetery staff to manage their cemetery's records, maps and grave information.
2. Cemetery mapping and digitisation: Our team of experienced surveyors and mapping experts can survey your cemetery and create a digital map, including all grave information.
3. Database transformation: Whatever the current format, our team can help you convert your existing records into a secure digital database, making it easier to manage and access information.
4. Public access: Our online platform allows for easy public access to cemetery services, genealogy searches, plot purchasing, life stories and even self-guided historic walking tours.

I appreciate your consideration as you embark on this journey into the online cemetery realm.

Regards,

Matthew Borowski
Founder and CEO
Chronicle



Executive summary

This document outlines Chronicle's proposal for Shire of Quairading, to migrate their database and maps to our online cemetery management software platform. The primary considerations for Shire of Quairading are:

1. Bring all cemetery records into a single, clean database.
2. Reduce the time spent on genealogy enquiries from (sometimes) days to minutes.
3. Improve/replace existing map to facilitate the specific requirements in order to make select information accessible to the public.
4. Improve accuracy of cemetery plots so they represent the true burial plot location, reducing risks of mistakes and improving grounds staff efficiency.
5. Easy generation of cemetery business and activity reports.
6. Keep track of all work orders around the cemetery and assigning them to the correct person easily, including the ground staff.

Customer testimonial

“Definitely a time saver! On the Chronicle system, I can instantly add booking or internment to the plot, send it to my funeral directors, excavators, cemetery attendants. It takes seconds to put them in. I never have a second thought to worry about what data and where I put it.”

Janelle Chapman (Acting Manager Regulatory Services)
Cootamundra-Gundagai Regional Council

“It’s 100% worthwhile doing...Chronicle takes a lot of headache out of it for us. The team has also been very easy to work with, making the process easier. I would certainly recommend Chronicle to others considering going down the similar track.”

Janelle Chapman (Acting Manager Regulatory Services)
Cootamundra-Gundagai Regional Council

Video: Introduction to Chronicle (5 minutes)

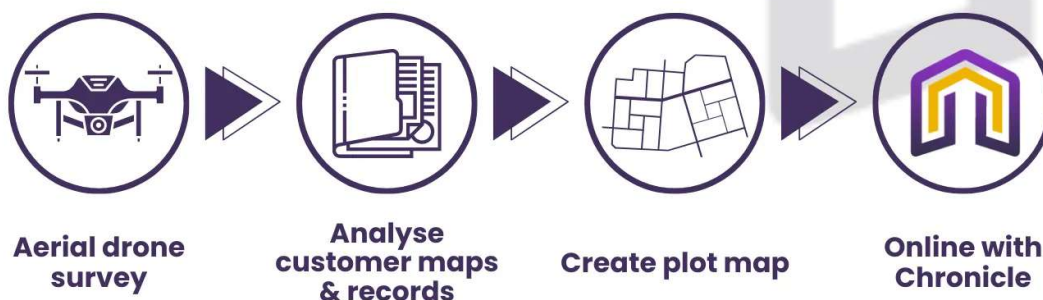




PROPOSED SOLUTION

STANDARD

CEMETERY MAPPING



Scope of services

1. Aerial cemetery survey

We utilise the latest surveying techniques and technology to efficiently survey the cemetery from the ground and by air. The outcome is a beautiful, high resolution aerial image of your cemetery with clearly identifiable headstones, paths, trees, also allowing us to identify unmarked burials through visible ground disturbances.

2. Consolidate the records in to a single database

We are set to work combining the records of each cemetery into a single database. Migrating records to the Chronicle platform will provide a single source for all data that is always up-to-date, can be accessed and edited by any authorised Trust member in real-time.

3. Create digital version of the original plan

If provided, we create a digital version of the original plan. Otherwise, we work with the cemetery manager to create a new plan. This will allow us to:

- Identify the most likely position of unmarked burials.
- Guide future cemetery design.
- Assist in matching the monuments identified in the aerial survey with the existing database.

4. Create relationship between new plan and database

Our goal is to link the physical monument location (coordinates), as you see it on the ground, with the burial record in the cemetery database. This will involve combining the previous steps of digitising, surveying and record consolidation into a single format, which we call a Geographic Information System (GIS). To build the relationship between the new plan and combined database we will utilise a semiautomated process of software algorithms and human hours.

5. Upload all data to the Chronicle cemetery software

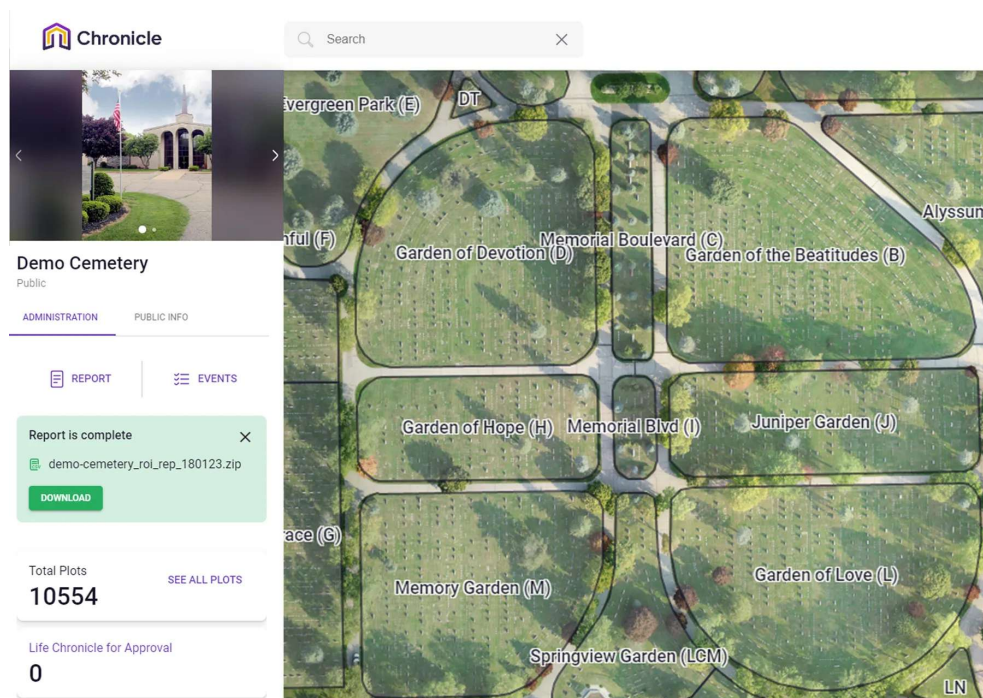
Now we have a complete dataset of the new plan, new design, and it is all linked to the original records, we want to efficiently manage and update this data, as well as make it accessible to everyone in the Trust and the general public. To enable this, we upload your combined data to Chronicle software.

Result | Outcome

Overview

- A full overview of all plots that are colour coded by status
- Quickly find your records by being directed to the burial location
- View and store headstone photos
- High-resolution aerial imagery background map
- Accessible via web browser on any internet-connected device, including smartphone, tablet, iPad, and laptop
- High-speed performance with the latest technology to ensure a responsive experience no matter the cemetery size.
- Allow the public to find their ancestors records and physically locate them using the map interface
- Access, edit and create internment, reservation and plot details through our intuitive custom design forms
- Advance records search to ensure you can quickly find the plot or burial of interest
- We treat the security of your records as mission-critical and will not compromise with anything but the highest security standards

Please see the features details in Attachment 1.



Scope of project

This proposal is based on the following assumptions on data received and delivery requirements:

Project Size (Multiple cemetery)			
Number of cemeteries: 3			
Cemetery Name	Number of interment records	Total burial spaces	New annual interments
Quairading Cemetery	Up to 922 records	Up to 1,000 plots	
Doodenanning Cemetery	Up to 35 records	Up to 50 plots	Up to 24 interments /year combined 3 cemeteries
South Caroling Cemetery	Up to 50 records	Up to 100 plots	

Current records source		
Interments	Excel	Cemetery will provide records in excel format
Right of interments	Excel	Cemetery will provide records in excel format
Maps	Paper map scan and PDF map	Scans of paper maps or PDF map with plot IDs and interment names annotated on the map.
Plot ID	Pre-defined/Cemetery will define	

Project delivery schedule

This is an estimated schedule for a typical cemetery:

	Week									
Deliverable	1	2	3	4	5	6	7	8	9	10
Receive all existing records and diagrams										
Aerial survey of cemetery										
Convert database to Chronicle format										
Convert map to GIS format										
Build relationship between map and records										
Align plots to aerial imagery										
Resolve discrepancies in map and records										
Upload to Chronicle.rip										
Client testing and feedback										
Corrections based on feedback										
Upload final version to Chronicle.rip										

Training, support and manuals

Training

Training is provided remotely at the completion of the project using your preferred video conferencing platform. Typically training includes 2 x 30 min sessions for one or more people.

Online knowledge base

Our online knowledge base is constantly updated with how-to's and video guides from how to get started to how to produce your annual reports.

Priority support for Council

Our customer support centre operates Monday to Friday, except during the public holidays of Victoria, Australia. If we miss your call, it will be returned within a maximum of 4 business hours.

Our call centre is accessible from Australia on 03 8595 3847 from 10am to 8pm AEST.

Priority support: You will be able to call and email anytime and you can expect faster response times.

Email support

Email support is available at support@chronicle.rip, where we will reply within 4 business hours to all support requests 95% of the time.

Your investment

Description	Cost
1. Digital cemetery plot map <ul style="list-style-type: none"> • Arrange aerial survey by a qualified drone pilot. • Upload the aerial imagery to Chronicle and use it as a background of your map. • Trace burial plots from aerial imagery and match them to client-supplied cemetery diagrams. • Combine the digital map and plots into a single data set. 	A\$6,530
2. Record transformation to Chronicle <ul style="list-style-type: none"> • Full audit and review of each supplied record including interment and reservation records. • Assign Plot IDs to map. • Check each record against the Plot ID and attach the headstone photos (if available) to the correct plot. • Quality check, review, and iterate. • Upload all data to Chronicle online software. 	A\$6,550
3. Chronicle software – Pro license <ul style="list-style-type: none"> • Full access to all Chronicle modules • Complimentary set up of users, plan and database • Access for unlimited number of users • Remote training of all users • Support help line - Business hours: 9am to 5pm, Monday to Friday • Priority support help line for Council - Call or email anytime • Continual software improvements and feature additions for performance and functionality • Annual subscription Pro license fee is \$2,023/year based for up to 36 annual interments for 3 cemeteries. 	A\$2,023

Subtotal **A\$15,103**

GST **A\$1,510**

Total A\$16,613

Terms and conditions

Pricing

All quoted prices are in AUD, unless otherwise stated.
Rates will increase annually according to CPI.

Validity

Our online knowledge base is constantly updated with how-to's and video guides from how to get started to how to produce your annual reports.

Supplied data

The example records and maps that have been received to inform the preparation of this proposal are a true indication of the full set of cemetery records that will be supplied by the customer for this project. Any changes to the expected data sources supplied by the customer during the project delivery process may incur extra fees.

Additional request

Additional map edits or records manipulation requested by the Client after the project is completed will be charged at \$95 per hour in 30-minute time blocks.

Quotation acceptance

If you wish to proceed with this quotation, please sign in the space below and e-mail to matt@chronicle.rip

I/We, wish to proceed with purchase of the items quoted above and accept all terms outlined in this quotation.

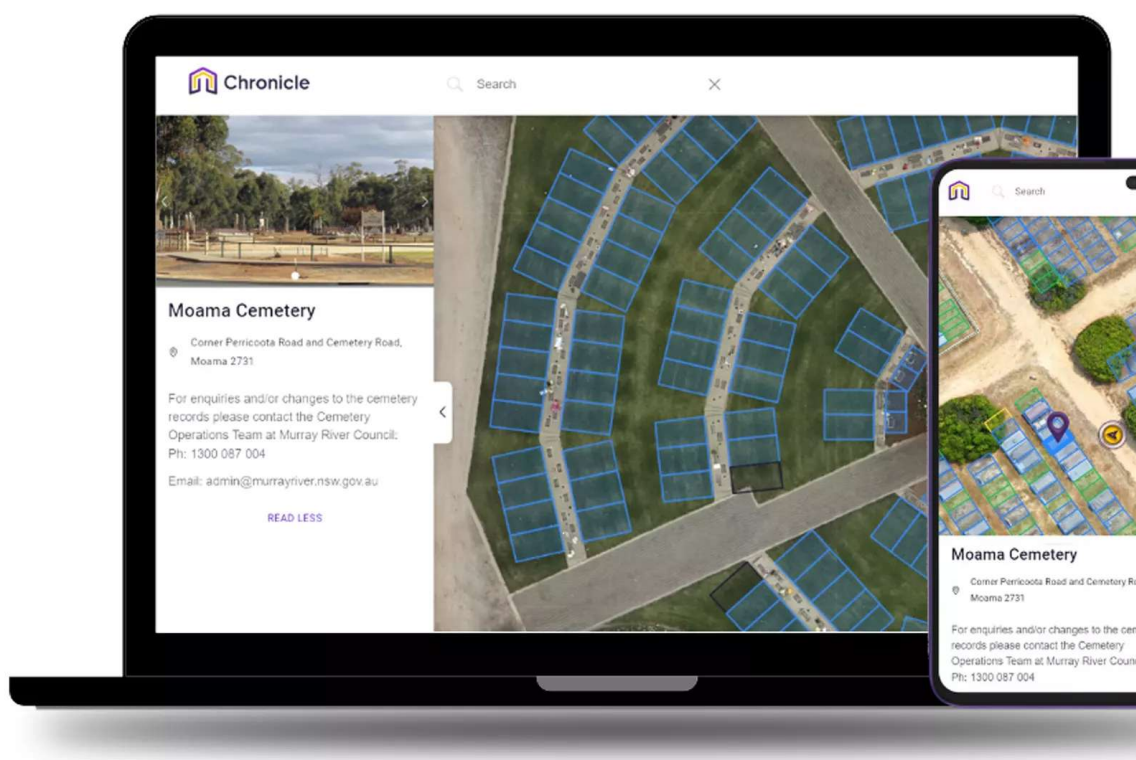
Signed: Name:

Date:

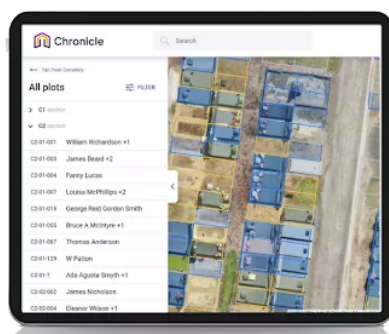
Attachment 1

Chronicle Features

Pro Package

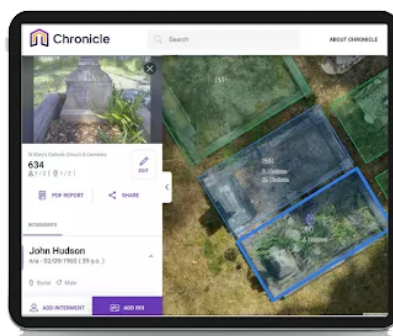


Search and navigate records



- Search for records based on many different criteria, including first name, surname, date of birth, date of death, section, row, plot ID, status, etc.
 - Edit records with the click of a button.
 - Update the status from reserved to interred, or vacant to reserved
 - Search cremation records and identify niches
 - Pop out plan view of niche to identify exact location (future version)
 - User management - Cemetery Trustees and the Secretary are able to access management features via the secure login portal.
- Each plot is linked to all relevant records and data, including:
 - Next of kin details
 - Rights holder details
 - Monument photos
 - Interment forms
 - Cremation forms
 - Funeral director details

Public access portal



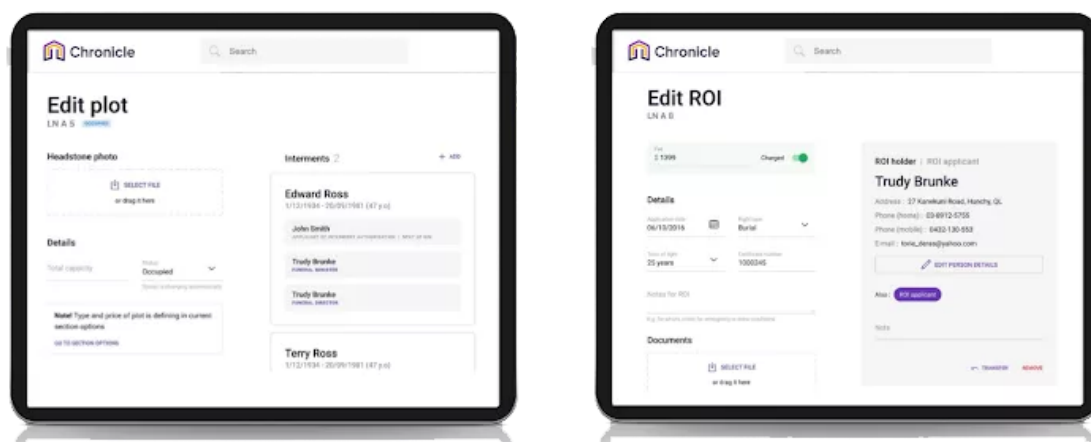
- Public can pinpoint the plot location of ancestors.
- Ancestry searches are intelligently performed by name can be further filtered by date of birth or date of death.
- Aerial drone imagery allows the public to easily locate the identified plot.
- View headstone photos and inscriptions
- Assist the public to identify vacant plots and reserve a right of interment.
- Accessible via web browser on any internet-connected device, including smartphone, tablet, iPad, and laptop
- Give the family a digital place to remember loved ones that is linked related to their true physical resting place.

Provide multiple departmental users on or off-site access to cemetery records

Chronicle will give unlimited number that supports 3 user roles:

- Viewer - Only able to view records details but can not make edits
- Manager - Able to edit records
- Admin - Full access and has rights to add/remove user

Record management



- Edit existing records, e.g., Update next of kin contact details or correct transcription errors
- Create new records for new interments or reservations
- Easily navigate and access all related records, including next of kin, right of interment, etc.
- Customise the fields that are stored for each plot and for each interment.
- Quickly lookup, update and store records
- Consistent record-keeping across the entire cemetery
- The Chronicle database includes forms for:
 - Plot details
 - Interment details, supporting cremations and multiple interments
 - Right of Interment, including rights applicant and multiple rightsholders
 - Associated records like a funeral director, minister and next of kin.

Online memorials with "Life Chronicle"

Life Chronicle give your customers one central place to digitally remember their loved ones. We are giving the public the opportunity to write their own stories. This is for families, loved ones and close friends to have a space to share their stories of a special life.

We quickly learned that cemeteries are financially restricted and with limited opportunities to earn revenue and often with perpetual maintenance to worry about.

With Life Chronicle, we want to help our cemeteries financially. So for each Life Chronicle posted, we charge the customer a small fee of \$49 and give 40% of that back to the cemetery! Giving our cash-sensitive cemeteries an additional revenue source and means to better maintain the grounds.

This is a way for people to honour and share memories of their loved ones and also help our cemeteries to maintain their resting place.

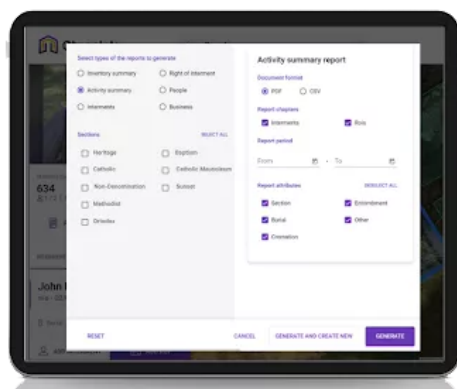


Walk-to-Grave

Chronicle has a public facing portal that is totally mobile responsive. Chronicle mobile app allow user to search for a deceased name, see the true grave location along with their GPS marker (think Google Maps) and be guided to walk to the exact burial location, all on their smart phone.



Export reports



- Reports help you to understand what is happening in your cemetery for daily operations or for quarterly management meetings.
- Chronicle supports 8 different report types, ensuring all of your data is quickly accessible.
- Reports can be fully customised and analysed by the user due to the multiple export options and complete attribute selection.

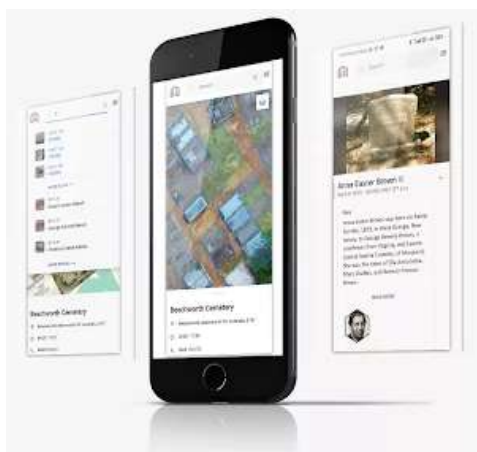
Export pre-filled customised certificates



The screenshot shows a tablet displaying the 'Application for interment authorisation' form. The form is titled 'Form 1 (Registration 18, Schedule 1)' and 'Cemeteries and Crematoria Act 2003'. It includes sections for 'The deceased' (Full name: James Bond, Sex: Male, Age: 52, Date of birth: 02-04-1964, Date of death: 03-07-2020, Last known permanent address, Spouse/Partner, Religion, and a checkbox for 'Did the deceased have a spouse or domestic partner at the time of the deceased's death?'), 'Details of interment' (Name of cemetery, Type of place of interment, and Location), and an 'OFFICE USE ONLY' section (Ref no, Check no, Document check, and Cemetery Doc. checked).

Quickly output a prefilled a certificate for any purpose with our fully customisable certificates module. Information about the relevant interment, plot, and right of interment details from our system will be automatically prefilled into a certificate template that you provide. Certificate types that can be exported include interment authorisation, ROI purchase, plaque install, etc.

Mobile and user-friendly interface



All Chronicle's functionality is accessible on mobile devices (smartphone and tablet), both public-facing search portal and administrative access. This allows the public visitors to walk around the cemetery with their phones to locate their loved ones, read stories of the deceased, and explore other plots and sections.

This also allows cemetery manager to audit their records, take headstone pictures and upload them to Chronicle on the go, completing a fully digital experience for the community.

Events and Work Orders

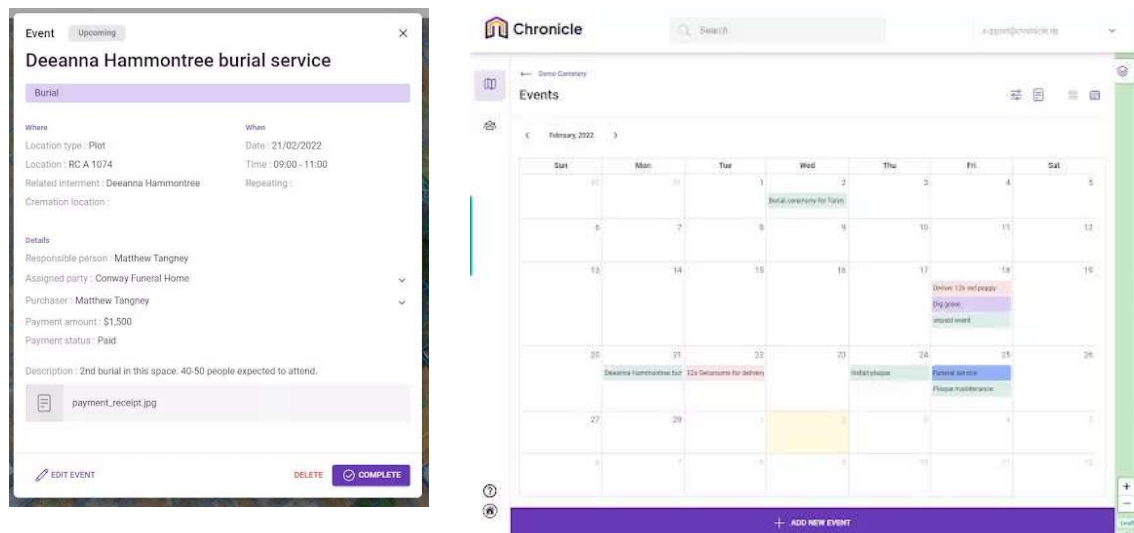
The Chronicle Events module allows users to generate work orders and assign tasks to staff. Events can be linked to plot location on the map, showing exactly where the works need to be done and track the progress of each Event.

Events will help you to manage resources, staff, services, and burial. Our customisable workflow functionality allows you to create detailed work orders and see when each step has been completed. It means work will be carried out at the right place and right time. It also means that interment spaces can be promptly prepared in time for the family to arrive.

In 2023, we will add functionality for external business to have special user access, so they can login to see activities assigned to them and take certain actions. For example, a funeral director can see all upcoming services and directly book a new service in the next available slot.

The Events and Tasks module includes:

- Create events / tasks for any activity
- Calendar of all upcoming activities
- Dashboard of what is happening that day
- Documents (image or PDF) attached to each ticket
- All events can be linked to a burial plot and interment.



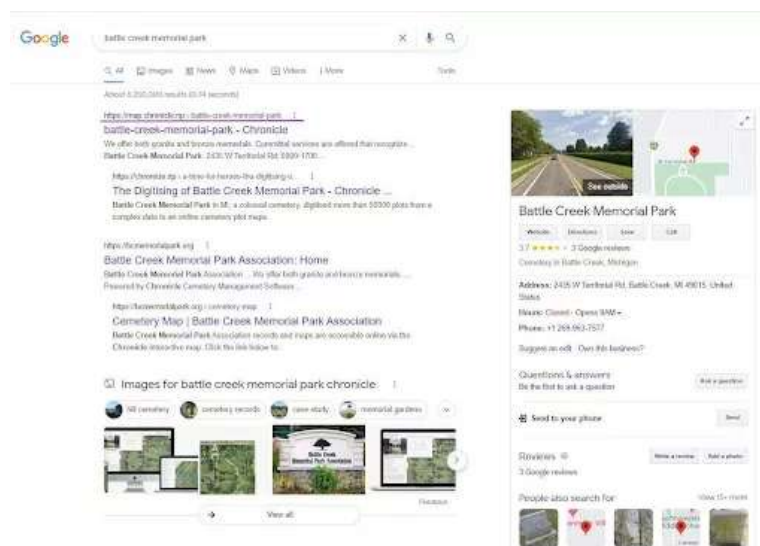
Google Search-friendly

Chronicle is optimised to be Google Search Friendly. The software is uniquely designed as a SaaS so that Google (and other search engines) will crawl the digital cemetery and show it in the results. Most of our cemetery customers are on the first page of Google search.

It's worth noting that Google search listing is not normal for a dynamic web app like Chronicle and requires significant investment to achieve.

While we can't guarantee where Google will display your cemetery, we do our best to optimise the listing.

We also list your cemetery in Chronicle with Google Search Console to enhance the quality of the results. This is the Google results for our customer Battle Creek Memorial Park with Chronicle as the top result.



Chronicle Agreement

This Agreement including the proposal thereto (The Proposal), together referred to as the **Agreement** is dated Apr 10, 2023.

Parties:

The _____, a statutory corporation with business registration number _____ of _____ ("the Cemetery");
and

Chronicle Rip Pty Ltd, (ABN 37 646 672 817) of 21 Melville Drive, Kyneton, VIC, 3444, Australia ("Chronicle")

Together referred to as the **Parties** in this Agreement.

1. Background;

On the date of this agreement, the **Parties** agree the following:

1.1 The records of the **Cemetery**, dating from its establishment, are held by the **Cemetery** and it owns all of the intellectual property rights, including copyright and any related rights, database rights, confidential information and any business and trade names in all of its records, which include burial information, plots information, maps, photographs, diagrams, drawings, paintings, marks on paper and records in any other form whether generated by hand, typewritten, printed, stored in any electronic form, or in any other manner and includes any such records that may be created in the future (**Records**).

1.2 To assist with the retention and management of the **Records**, the **Cemetery** wishes to create an electronic searchable database and digital cemetery plan/map to allow for the efficient searching and recording of **Records** (**Digitalisation Project**).

1.3 Chronicle is a business established to work with cemetery boards of management and trusts to convert paper records into digital form on a searchable web-based database platform called "Chronicle Cemetery Software" (Software) which is offered as a Software as a Service.

1.4 Under its statutory obligations the **Cemetery** is obliged in any contracts relating to its **Records** to include terms that ensure that the **Cemetery** retains all intellectual rights in the Records and that such **Records** are only stored within the Australia at all times.

1.5 This **Agreement** sets out the **Cemetery's** rights to the intellectual property of its **Records**.

1.6 This **Agreement** is for the term specified under the "Terms and Conditions" section of **The Proposal (Initial Term)** and commences on the date this **Agreement** is signed and fully executed by the **Parties**.

1.7 This **Agreement** may be extended for a further term of one year on the same terms and conditions or such other conditions as the **Parties**, negotiating in good faith, agree to in writing.

2. Intellectual Property Rights

2.1 The **Cemetery** owns all intellectual property rights in the **Records** and nothing in this agreement grants **Chronicle** any rights in or over the **Records** and the **Cemetery** owns and retains all intellectual property rights in all of its **Records** both existing and future and all **Records** created as a consequence of the **Digitalisation Project** and access to **Chronicle**.

2.2 The **Cemetery** hereby grants to **Chronicle** a non-exclusive, non-transferable licence to store, publish, export and edit the **Records** to the extent reasonably required and necessary for the performance of **Chronicle's** obligations under this **Agreement** and the **Digitalisation Project**.

2.3 **Chronicle** owns all intellectual property rights in and to the **Software** and nothing in this agreement shall be construed as granting the **Cemetery** any right, title or interest in the **Software**, or the trademarks or logo of **Chronicle**.

3. Payment Terms

3.1 **Chronicle** has agreed to provide the services and the **Cemetery** has agreed to pay the fees defined in **The Proposal**.

3.2 The **Digitalisation Project** include the software components, server fees, software licence, works, support training and assistance (**Fee**) as set out in **The Proposal**.

3.3 The **Parties** have agreed that the **Fee** includes the licence fee, hosting fee, server fee, and training and support for users ("ongoing costs") for the **Initial Term** and the **Parties** will negotiate in good faith the ongoing costs applicable to any further term.

3.4 The **Cemetery** will pay any undisputed invoice for **Fees** within 30 business days of receipt of invoice. If the **Cemetery** dispute any invoice (in whole or part) it must promptly notify **Chronicle**. If the **Cemetery** disputes only part of an invoice, **Chronicle** may issue a separate invoice for the undisputed part, which the **Cemetery** will pay in accordance with this clause.

3.5 The **Cemetery** will be able to request edits to the map and records for 30 days following project delivery by **Chronicle**. After 30 days, the upfront component of **Digitalisation Project** will be considered complete and future support requests may incur a fee

4. Confidential Information

4.1 **Confidential Information** means all information that is by its nature confidential and relating to, or developed in connection with, the **Digitalisation Project**, and its related services, regardless of its form which includes information, whether visible or not, of any storage from which such information can be reproduced, and any form in which such information can be embodied or encoded.

4.2 The **Parties** hereby irrevocably agree that during the terms of this **Agreement** and any time thereafter each party will:

- (a) not use any **Confidential Information** for any purpose other than investigating, pursuing and implementing the Digitalisation Project (the Permitted Purpose);
- (b) not disclose any **Confidential Information** to any person except as strictly necessary for any permitted purpose;
- (c) not disclose any **Confidential Information** to any person without the prior written consent of the disclosing party unless required to do so by law or any order of a court of competent jurisdiction; and
- (d) ensure that any person to which the receiving party discloses any **Confidential**
- (e) **Information**:
 - i. uses it only for any permitted purposes; and
 - ii. does not disclose it to any other person without the prior written consent of the disclosing party.

4.3 This clause 4 and the obligations herein survive the termination of this **Agreement**.

5. Preservation of Data and Records

5.1 **Chronicle** shall perform daily backups of the **Records**, with each such backup retained for a minimum period 3 months, whereby each can be used to restore any hosted services of the **Software** to the state it was in at the time the backup was recorded.

5.2 Both **Parties** must take all steps necessary and reasonable to protect the integrity of the **Records** from incursion by third parties.

5.3 **Chronicle** warrants that the **Records** within the **Software** will only be stored and hosted on servers located within the Australia at all times during this **Agreement** and thereafter.

5.4 **Chronicle** recognises that the **Records** are unique and have historical value and hereby warrants that it will use due care and skill in handling the **Records** and in any way dealing with the **Records** for the purpose of the **Digitalisation Project**.

5.5 **Chronicle** will not retain any of the **Records** supplied by the **Cemetery** for the purposes of the **Digitalisation Project**, except as required to deliver on the functionality of the **Software** and shall return all such **Records** to the **Cemetery**.

6. Termination

6.1 Either party may terminate this **Agreement** for any reason whatsoever by giving the other twelve (12) months of notice in writing and the **Agreement** will then terminate at the end of that notice period. Where this **Agreement** is terminated without cause or fault of either party, **Chronicle** will be entitled to claim its expenses and fees for works performed up until the termination date.

6.2 On termination of this **Agreement** or should **Chronicle** cease to operate for any reason or otherwise on request by the **Cemetery**, **Chronicle** will provide a full backup of all the **Cemetery** data stored on the **Software**, in open non-proprietary formats that are fully interoperable with other cemetery software, database software and GIS.

7. Miscellaneous

7.1 Nothing in this **Agreement**, including any condition, stipulation or provision, may be interpreted to waive or limit any obligation the **Parties** may have under any applicable federal or state law or any rule or regulation thereof.

7.2 This **Agreement** constitutes the entire agreement and understanding between the **Parties** and supersedes all prior written or oral agreements understandings or arrangements between them relating to the subject matter of this **Agreement**.

7.3 Any amendments to this **Agreement**, or further undertakings or agreements shall be in writing and signed by both **Parties**.

7.4 Nothing in this **Agreement** is to be treated as creating a partnership between the **Parties** under the laws of any applicable jurisdiction and, except as specifically provided in this **Agreement**, no party may act or has any authority to act as agent of or trustee for or in any way bind or commit the other party to any obligation.

7.5 Each party agrees and declares that it will at all times act in good faith in relation to the other party, with respect to all matters relating to the carrying out of the **Digitalisation Project** as set out in this **Agreement**.

7.6 This **Agreement** shall inure to the benefit of and be binding upon each of the **Parties** and their respective successors and authorised assigns.

8. Disputes

8.1 If any dispute or difference of any kind (a "**Dispute**") arises between the **Parties** in connection with, or arising out of, this **Agreement**, the **Parties** within 30 days shall attempt to settle such **Dispute** in the first instance through discussions.

8.2 The designated representatives of each Party shall promptly confer and exert their best efforts in good faith to reach a reasonable and equitable resolution of such **Dispute**.

8.3 If the Parties are unable to resolve the **Dispute**, either **Party** may deliver notice to the other **Party** of its intent to submit the **Dispute** to arbitration.

8.4 The **Parties** shall each appoint one person to hear and determine the **Dispute** and, if they are unable to agree, then the two persons so chosen shall select a third impartial arbitrator whose decision shall be final and conclusive upon both parties.

8.5 If the **Parties** fail to elect a third person, either party or both can apply to the Court of arbitration to appoint one.

- 8.6 The decision of arbitration shall be binding on the **Parties**, their heirs, successors, or assignees.
- 8.7 During the pendency of any arbitration, **Parties** shall continue to perform their obligations under this **Agreement**.
- 8.8 All arbitration or binding arbitration shall comply with and be governed by the provisions of the London Court of Arbitration unless the **Parties** stipulate otherwise.
- 8.9 The location for the Arbitration shall be in the registered business state of the **Cemetery**.
- 8.10 The attorneys' fees and costs of arbitration shall be borne by the losing **Party**, unless the **Parties** stipulate otherwise, or in such proportions as the arbitrator shall decide

This Agreement shall be governed by the state of Western Australia, Australia .

EXECUTED as an AGREEMENT:

Authorised Signatory for the Cemetery

Name and Position

Signature

Authorised Signatory for Chronicle

Matthew Borowski
Director



Signature

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 29 February 2024 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.