

Ordinary Council Meeting

Notice of Meeting | 18th April 2024

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on 18th April 2024 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: 12 April 2024

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 JN Haythornthwaite	Shire President
Cr TJ Stacey	Deputy Shire President
Cr BR Cowcill	
Cr RC Faltyn	
Cr JC Hayes	
Cr JR Hippisley	
Cr PD Smith	

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

Nil

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 – 28 March 2024

OFFICER RECOMMENDATION

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

BUSINESS ARISING

**ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO
RECOMMENDATIONS)****8.1 Concept Forum Meeting – 28 March 2024****Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Marion Haeusler, Executive Officer**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

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

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

**ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL
CONSIDERATION**






No matters for consideration

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING**10.1 Aged Care Residential Independent Living Units**

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Natalie Ness, Chief Executive Officer

Attachments

1. CEACA Executive Summary [↓](#) 
2. CEACA Letter of Intent [↓](#) 
3. CEACA B2 Floor Plan [↓](#) 
4. CEACA A3 Floor Plan [↓](#) 
5. CEACA Unit Plan [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council

1. Endorse the application to become a CEACA Associate Member for a period of 3 years.
2. Endorse Shire Officers to apply for the Federal Housing Support Program funding stream as a Shire commitment towards the CEACA Independent Living Units as a condition of CEACA's Federal Government funding.

IN BRIEF**Aged Care Residential Independent Living Units**

Through formal and informal engagement mechanisms, the community of Quairading has identified independent living units for aged people as a strategic priority. Lot 501 Suburban Road (Reserve 53242 – Site Area 8,874sqm) has been identified for this purpose.

The Cook Government has approved a land transfer of Crown Land Reserve 53242 in the Shire of Quairading to enable a proposed development of more residential aged care services in the Wheatbelt region.

The 8,874 square metre Crown land site in the Quairading town centre has been transferred to the Shire in conditional freehold, for a nominal fee. Conveniently located next to the district hospital, the site is earmarked for a purpose-built aged care facility with capacity to support approximately 25 residents.

One third of the Shire's population is aged over 65 years and the proposed development will give this cohort the option to age-in-place close to family and familiar surrounds. The facility will deliver lower-level support for those who are able to live independently with some assistance.

Shire Officers have been investigating the building of Aged Care Residential Independent Living Units (LUIs) for the proposed site of Reserve 53242 with Central East Aged Care Alliance Inc (CEACA)

CEACA Independent Living Units

Royalties for Regions grants ensured funding for the construction of 71 two-bedroom Independent Living Units (ILUs) across 10 Shires in the Central Eastern Wheatbelt Region including Shire of Bruce Rock, Shire of Kellerberrin, Shire of Mukinbudin, Shire of Wyalkatchem, Shire of Westonia, Shire of Yilgarn, Shire of Merredin, Shire of Mt Marshall, Shire of Narembeen and the Shire of Dowerin (Associate Member). Funding partners including The Wheatbelt Development Commission, Regional Development Australia Wheatbelt and Wheatbelt Local Governments assisted with the project. CEACA is currently planning to apply for further Government funding to build more ILUs. See Executive Summary Attachment [1].

The ILUs developed by the CEACA Housing Project are suitable for older adults or those living with a disability and are designed to be easy care, reduce falls and accidents. This will enable older people and those living with a disability to remain living safely in their own homes and communities for longer.

MATTER FOR CONSIDERATION

That Shire Officers prepare a Letter of Intent from Council to join CEACA as an Associate Member for a period of three years.

That Shire Officers prepare a submission for Australian Government's Housing Support Program Stream 1.

BACKGROUND**Land Transfer**

On the 24th January 2023 the Shire President wrote to the Hon John Carey, Minister for Lands, asking the Minister to transfer ownership of Lot 501 Suburban Road (Reserve 53242) to the Shire of Quairading.

On the 28th April EMED received confirmation from the Department of Planning, Lands and Heritage granting permission for the Shire of Quairading to seek a private valuation in relation to Reserve 53242, before it is considered by the Minister for Lands for conditional freehold disposal under Section 75 of the *Land Administration Act 1997*.

On the 18th May the CEO met the valuer from Acumentis (WA) Pty Ltd on site and the value of the land was assessed for a current market valuation. The valuation and assessment summary for Reserve 53242 has a market value of \$52,000 (Exclusive of GST).

On the 29th September 2023 the State Government confirmed the conditional land transfer in the Shire of Quairading for the purpose of 'Independent Living/Aged Accommodation' for a nominal fee of \$1.10 (Excluding of GST). The Department of Planning, Lands and Heritage Delivery team then worked with Landgate to process and lodge the relevant paperwork with the final documents signed by the Shire in November 2023.

CEACA Independent Living Units (ILUs)

On Thursday, 14 March, CEO met with Mr Richard Marshall, Executive Officer, CEACA. Mr Marshall outlined the CEACA Housing Project purpose and application process to become a CEACA Member. CEACA is an independent, incorporated body controlled by its Member Shires, providing an ability to take on projects not possible by an individual Shire. CEACA is also a registered charity.

Application is based on the attached terms and conditions, by Letter of Intent to CEACA - see Attachment [2]. The effective joining date would be 1 July 2024.

Current annual membership fee is \$15,000 and \$5,000 for Associate Member, with a minimum Membership commitment of three years. Mr Marshall has confirmed the Shire of Quairading can join CEACA as an Associate Member, effective 1 July 2024.

The CEACA ILUs in neighbouring Shire's are generating a financial surplus, which will be applied towards the future refurbishment of the existing ILUs.

Total CEACA ILUs are conservatively valued at \$8.4M based on average market rents and a yield of 11%. Current CEACA weekly rent is set at \$164-\$170 per week, or \$215-\$230 per week for tenants not qualifying as 'low income'.

CEACA is currently applying to become a registered Community Housing Provider, which is an important step to access Department of Communities Funding. CEACA then plan to access Federal Government funding to enable construction of more ILUs across the 10 Member Shires, together with the Shire of Quairading if Council decide to join the program.

An Associate Member must convert to a full Member once funding is secured.

There are three available floor plans for the following types of existing CEACA Unit designs:

- B2 – Platinum Disability Single Unit – Attachment (3)
- A3 – Gold/Standard Duplex – Attachment (4)
- B1 – Gold Standard/Single Unit – Attachment (5).

The proposed site of 8,874sqm can house approximately 13 units. A probable cost estimate at 2023 prices is \$500,00 per unit. Preliminary site costs will obviously depend on existing conditions and utility services. Additionally, as an estimate, a total of approximately \$330,000 per 2,000 m2 including the following items is required for the development:

- | | |
|---|-----------|
| • Sitework costs | \$200,000 |
| • Utility connections | \$40,000 |
| • Landscaping | \$15,000 |
| • Project management | \$20,000 |
| • Fit out of units – furniture, blinds etc. | \$40,000 |
| • Fencing | \$15,000 |

The ILUs developed by the CEACA Housing Project are suitable for older adults or those living with a disability and are designed to be easy care, reduce falls and accidents. This will enable older people and those living with a disability to remain living safely in their own homes and communities for longer.

Lot 501 has been classified 'Social Care Facilities' reserve under Local Planning Scheme No. 3 for the development of any land classified 'Social Care Facilities' reserve; and

Guidance published by the Western Australian Planning Commission recommends the preparation of a Local Development Plan to guide any future development of this type where a local planning does not prescribe any standards and that due regard should be given to standards and requirements of the Residential Design Codes as they apply specifically to a development of this type. It should also be noted preparation and final endorsement of a Local Development Plan must be undertaken prior to preparation and lodgement of a development application if the Shire is not the developer.

Funding streams

The Australian Government's Housing Support Program Stream 1 (HSP) is one of a range of programs designed to help achieve National Housing Accord's target of building 1.2 million new, well-located homes over five years from 1 July 2024. The HSP will support the delivery of increased housing supply projects that seek to deliver enabling infrastructure, provide amenities to support new housing developments or improve planning capability.

The HSP is a competitive funding program to all local, state and territory governments across Australia. Funding will be provided in two streams:

- Stream 1 is designed for projects that will improve planning capacity
- Stream 2 will focus on infrastructure projects that support new housing of this program, by ensuring enabling infrastructure and amenities are in place.

More specifically the program will support:

- Infrastructure projects that support housing, such as connecting essential services like water, power, sewerage and roads
- Infrastructure projects that provide amenities to support new housing including shared facilities like community centres and parks
- Building planning capability, including resources to support increased delivery of new housing and master planning to support increasing housing in well-located areas.

Applications are now open and close Monday, 29 April 2024.

FINANCIAL IMPLICATIONS

In-kind value of Reserve 53242 with a market value of \$52,000 (Excluding GST).

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.1 Community:** Work collaboratively with local and regional service providers to engage the community as active citizens.
- 1.3 Community:** Advocate for the provision of quality health services, health facilities and programs in the Shire

- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Community consultation was undertaken at the February 2024 Community Forum and Annual Elector’s Meeting. There will be no further community consultation until funding streams for the development are confirmed by both CEACA Inc and the Federal Government.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Aged people leaving the Shire due to a lack of appropriate accommodation (well before requiring residential aged care).

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

RISK ASSESSMENT

	Option 1
Financial	<p>Medium</p> <p><i>Officers have investigated membership opportunities with CEACA Inc, who negotiate for Federal and State funding on members behalf.</i></p> <p><i>CEACA Membership - Associate Member \$5,000 for 3 years increasing to \$15,000 for Member status once funding is secured.</i></p> <p><i>Shire Officers will look to secure funding with the Federal Government Housing Support Program funding stream.</i></p> <p><i>Council’s In-kind value of Reserve 53242 with a market value of \$52,000 (Excluding GST).</i></p>
Health	<p>High</p> <p><i>Through formal and informal engagement mechanisms, the community of Quairading has identified residential Independent Living Units (LIUs) as a strategic priority for the local community.</i></p>
Reputation	<p>High</p> <p><i>This has been an ongoing project for 10 years without an obvious resolution available.</i></p>

Operations	<p>High</p> <p><i>Given that once available funding sources are no longer available, it will take significant internal resource to attempt to identify and secure funding.</i></p>
Natural Environment	<p>High</p> <p><i>The Shire of Quairading has developed and published the Shire’s Strategic Community Plan 2021-2031. The Plan sets the vision, aspirations, and objectives of the community for a 10-year period including 6 areas of key focus including Natural Environment considerations.</i></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.



Executive Summary

<p>Accommodation</p>	<p>Seventy-one (71) Independent Living Units (“Units”) constructed with the assistance of State Government Funding and Member Shires.</p> <p>Upkeep and maintenance of Units is by local trades.</p> <p>Total CEACA Units conservatively valued at \$8.4m based on average market rents and a yield of 11%.</p> <p>Current CEACA weekly rent is set at \$164 - \$170/week, or \$215 - \$230/week for tenants not qualifying as “low income”.</p> <p>Currently planning to apply for further Government funding to build more Units.</p>
<p>Care Services</p>	<p>Relationships have been developed with registered care providers, which has helped to improve the availability of home care to the citizens of CEACA members.</p> <p>CEACA is assisting these care providers with referrals and putting on Information Sessions.</p>

<p>Other Services</p>	<p>CEACA is well positioned to assist with the management of accommodation units owned by member shires. Currently investigating a proposal to manage the Bruce Rock shire retirement units.</p>
<p>Financial Viability</p>	<p>The CEACA Units are generating a financial surplus, which will be applied towards the future refurbishment of the Units. CEACA is an efficient and low-cost operation (only 1.4 FTE). Annual membership fee (currently \$15k) from shires is applied to governance costs. Governance costs include all aspects of management of CEACA and planning for future projects. Members are currently considering a minimum three (3) year membership commitment for both existing and new members.</p>
<p>Independent Incorporated Body</p>	<p>CEACA is an independent, incorporated body controlled by its eight (8) Member Shires, providing an ability to take on projects not possible by an individual shire. CEACA is also a registered charity.</p>



History and Milestones

Date	Milestone
June 2012	CEACA (Central East Aged Care Alliance) formed as an Unincorporated Body, for its Shires to work together to improve the accommodation and care services for aged persons, allowing them to live out retirement in their communities. Member Shires - Merredin, Kellerberrin, Bruce Rock, Wyalkatchem, Koorda, Trayning, Nungarin, Mukinbudin, Mt Marshall, Yilgarn, Westonia.
November 2012	Verso report on Infrastructure and Service solutions for Aged People in CEACA Shires. This was the first of several Verso reports between 2012 and 2016.
July 2015	CEACA Incorporated Body, ABN and GST registered. Governance structure - Management Committee comprising a representative of each Member Shire. Executive Committee comprising office holder roles and others from Management Committee, Independent Chairperson, Executive Officer (with Operations Manager appointed during 2019).
July 2015	Stage 1 (Land Assembly and Servicing) Finance Agreement signed - Royalties for Regions funding (\$2m). Funding was arranged via Shire of Merredin.
June 2016	Stage 2 (Construction of ILUs) Finance Agreement signed – Royalties for Regions funding (\$20m – subsequently reduced to \$15m). Funding via Shire of Merredin. Shire Contributions to CEACA (\$2m in total – approximately \$28,000 per Unit).

March 2018	Design and Construct contract (\$17m) signed with Pindan Contracting P/L (“Pindan”).
November 2019	Practical Completion of 63 Units (with 8 Units at Bruce Rock completed in July 2020). Force Real Estate appointed as Managing Agent. First Units Tenanted.
January 2020	CEACA Charitable Status Registered, Deductible Gift Recipient (DGR) status endorsed.
December 2020	Elders appointed as Managing Agent (to replace Force Real Estate). Name changed to “Central East Accommodation and Care Alliance” (“CEACA”).
May 2021	Pindan appoints Administrators due to insolvency and closes down. Defects to be addressed directly by CEACA management with guidance from the Project Superintendent.
July 2021	Two shires, Trayning and Nungarin, withdraw their membership of CEACA.
September 2021	Construction Contract Security Bond (\$235k) received from Insurers. This was vital for the funding of the defect rectification works.
November 2021	Care Service Alliance Agreements negotiated with Catholic Homes and Baptistcare. Both Catholic Homes and Baptistcare subsequently reduce Wheatbelt presence due to staff shortages.
March 2022	Department of Primary Industries and Regional Development (DPIRD) advised acquittal of grants, subject to completion of audited Project reporting.
July 2022	Koorda shire withdraws its membership of CEACA.
March 2023	DPIRD confirmed acquittal of Government funding in relation to the seventy-one (71) Units.



Letter of Intent to be a **General Member**

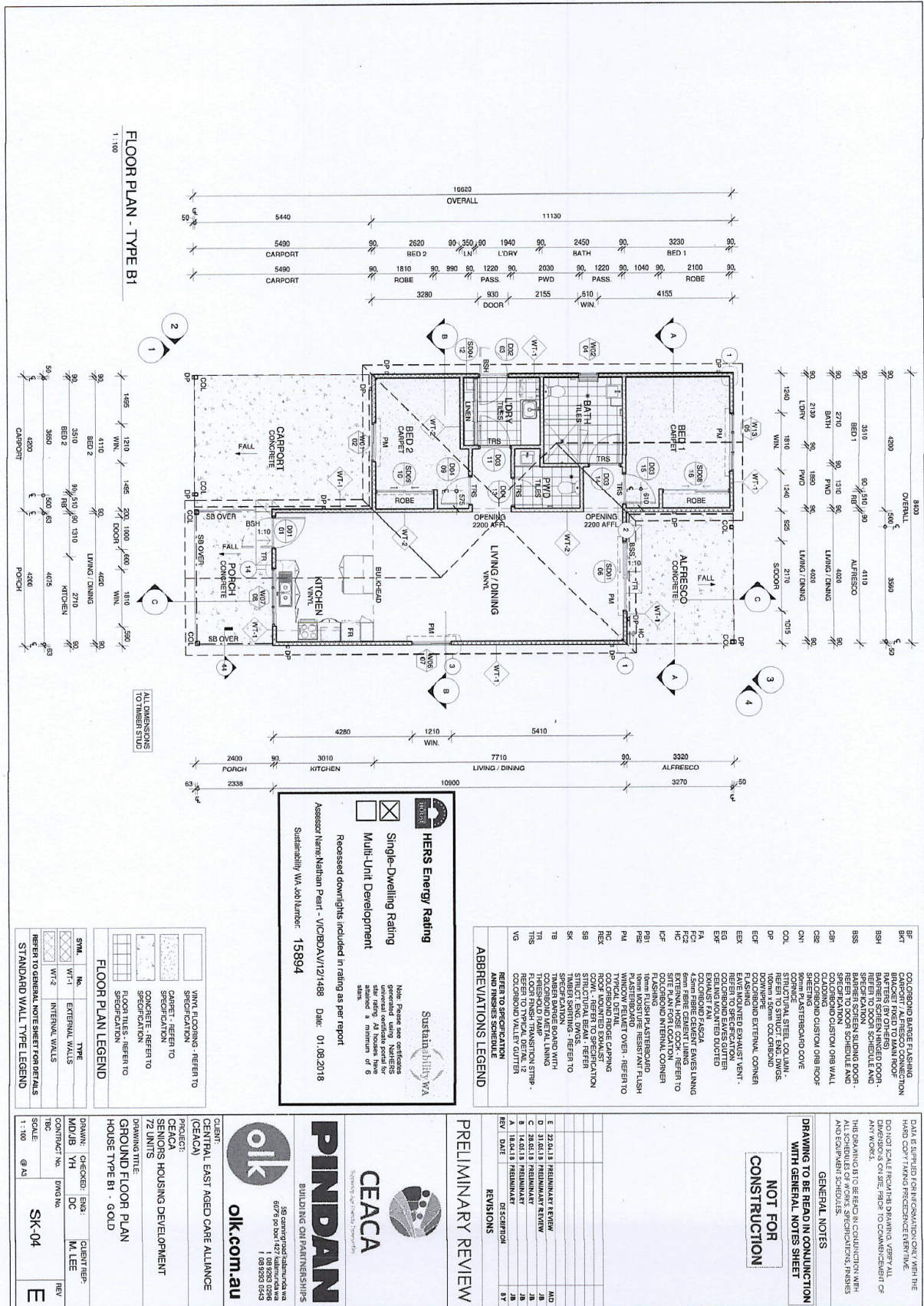
To: The Executive Officer, CEACA Inc.

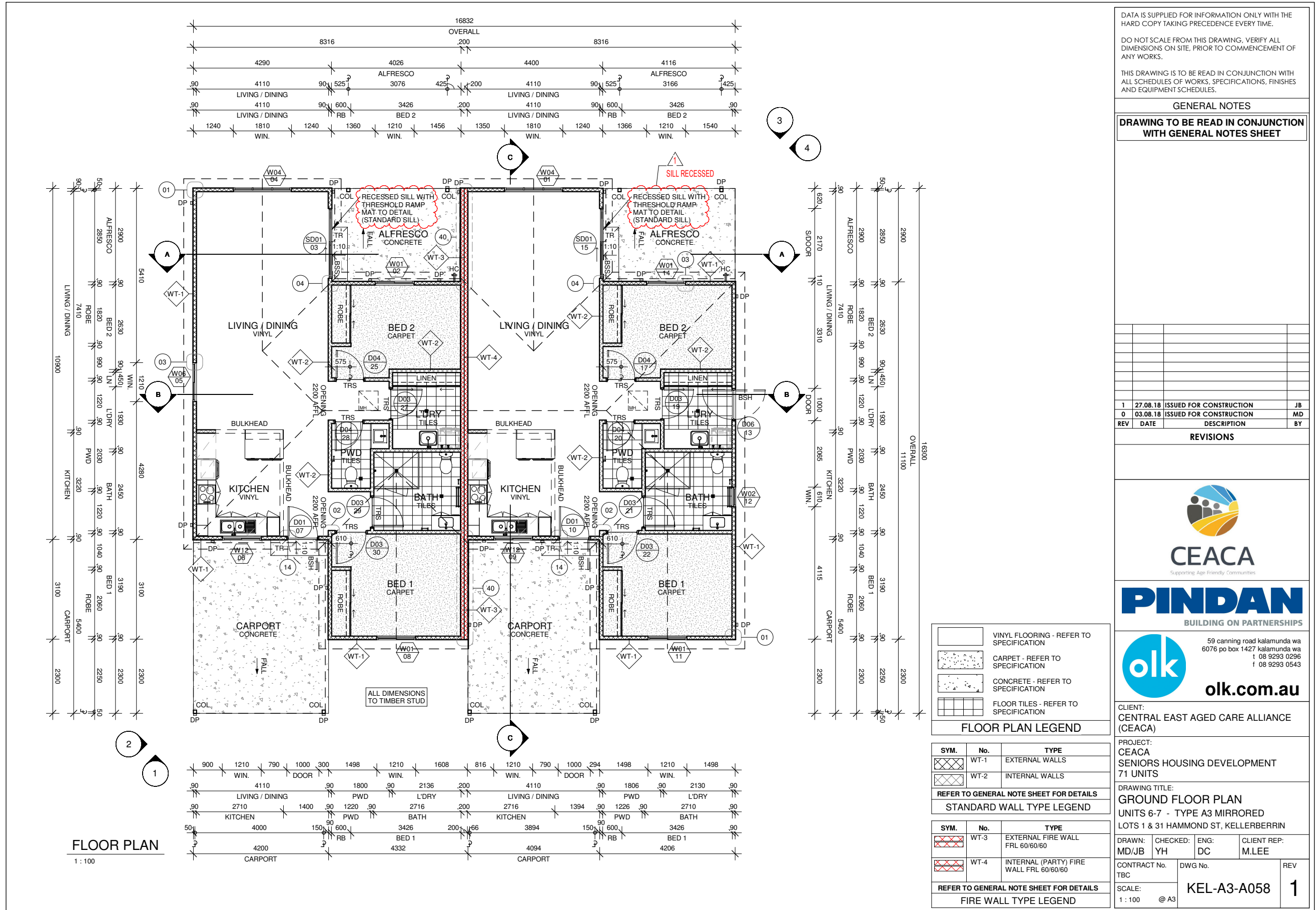
X Shire wishes to apply for General Associate Membership of CEACA.

We understand the terms of **General Associate Membership** of CEACA are as follows:

- Non voting rights, with a right to attend the Management Committee meetings.
- Annual Membership Levy of \$5,000 per annum.
- Minimum Membership commitment of three years from 1 July 2023.
- Included in CEACA's applications to State and Federal Government (as required) for Grant funding to construct Independent Living Units (ILUs).
- A funding commitment towards the ILUs from the Shire is a likely condition of any State and Federal Government funding.
- An obligation to convert to full membership as and when funding for additional Units is secured (\$15,000 per annum).
- Appropriate land will be gifted to CEACA to enable the construction of the ILUs.
- CEACA land will be exempt from Shire rates due to its charitable status.

Chief Executive Officer
X Shire






27/08/2018 9:36:16 AM

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT**11.1 Monthly Financial Statements - March 2024**

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. Attachment (i) Monthly Financial Report - March 2024 [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receive the monthly Financial Statements for the periods ending:

- 31 March 2024 - Attachment (i)

IN BRIEF

- Monthly financial statements for the period ending 31 March 2024 attached
- Monthly financial statements have been updated following the adoption of the March 2024 Budget Review to show change in Surplus from \$30,190 to \$24,168.
- Monthly financial statements have been updated based on the Bob Waddell and Associates monthly statements model.
- Depreciation has been calculated for the months of July 2023 to March 2024.
- Admin Allocations have been run for the months of July 2023 to March 2024.

MATTER FOR CONSIDERATION

To receive the monthly financial report and statements.

BACKGROUND

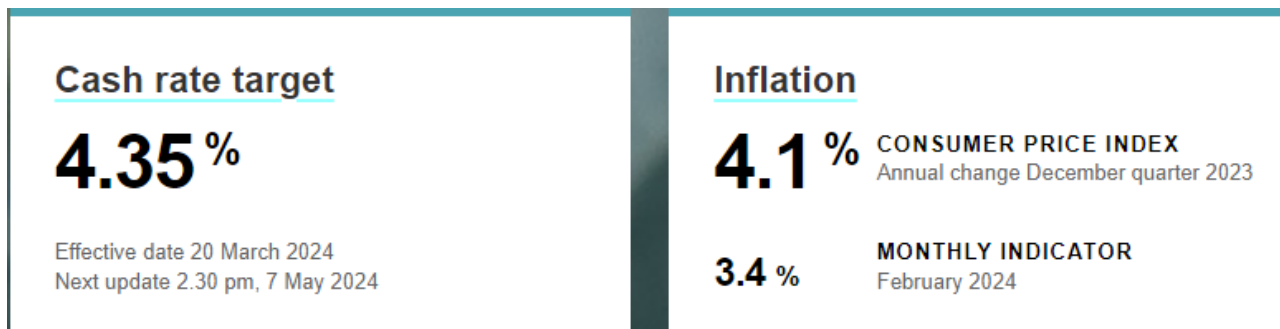
The Statement of Financial Activity, a similar report to the Rate Setting Statement, is required to be produced monthly in accordance with the Local Government (Financial Management) Regulation 1996. This financial report is unique to local government drawing information from other reports to include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

The ongoing impact of COVID-19 in conjunction with other international events, such as war, continue to cause uncertainty and supply shortages around the world, with significant impact on world economic activities. It has resulted in steep rises in inflation worldwide, including Australia.

The monthly CPI indicator remained the same as February 2024 at 3.4% in the 12 months to February. The March 2024 quarter CPI Indicator is not expected to be released by the ABS until 24/04/2024.

	Dec 22 to Dec 23 % change	Jan 23 to Jan 24 % change	Feb 23 to Feb 24 % change
All groups monthly CPI	3.4	3.4	3.4

To curb the high inflation the Reserve Bank of Australia (RBA) have, in the last financial year, announced consecutive increases in the cash rate. As per the media release statement by the RBA 19th March 2024 the cash rate will remain unchanged at 4.35 %. The current RBA Inflation rate is 4.1%.



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. The Council has subsequently adopted budget changes as per the Budget Review at the OCM 28 March 2024.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

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 and subsequent changes as per the March 2024 Budget Review adopted by Council</i>
Health	Low
Reputation	Low
Operations	Low
Natural Environment	Low

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

COMMENT

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

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

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

The current aged creditors balance as of 31 March 2024 is \$36,584.26. Invoices that are showing in the 90 & 60 days due are for invoices which have been received much later than their invoice date and is not normal practice to have not paid these in a timely manner.

The current aged debtors balance as of 31 March 2024 is \$190,379.80 with the majority of the balance being 2 large Invoices for over 90-day balances are waiting on rental bond refunds to clear.



SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 March 2024

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

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- Note 14 Bonds & Deposits and Trust Fund
- Note 15 Explanation of Material Variances
- Note 16 Budget Amendments
- Note 17 Caravan Park

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**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2024**

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire for the 2023/24 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
Significant Projects					
Grants, Subsidies and Contributions					
Grants, Subsidies and Contributions	95%	410,716	371,125	390,623	19,498
Capital Grants, Subsidies and Contributions	37%	2,298,037	1,285,559	845,813	(439,746)
	46%	2,708,753	1,656,684	1,236,436	(420,248)
Rates Levied	100%	2,642,443	2,642,443	2,640,041	(2,402)

Financial Position		Current Year	
		Prior Year 31 March 2023	31 March 2024
Adjusted Net Current Assets	106%	\$ 1,789,813	\$ 1,894,039
Cash and Equivalent - Unrestricted	52%	\$ 1,953,717	\$ 1,015,401
Cash and Equivalent - Restricted	116%	\$ 3,657,665	\$ 4,231,587
Receivables - Rates	114%	\$ 355,846	\$ 405,723
Receivables - Other	133%	\$ 432,822	\$ 574,870
Payables	91%	\$ 304,948	\$ 278,432

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

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

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2024**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 March 2024
Prepared by: Tricia Brown (EMCS)
Reviewed by: Natalie Ness (CEO)

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

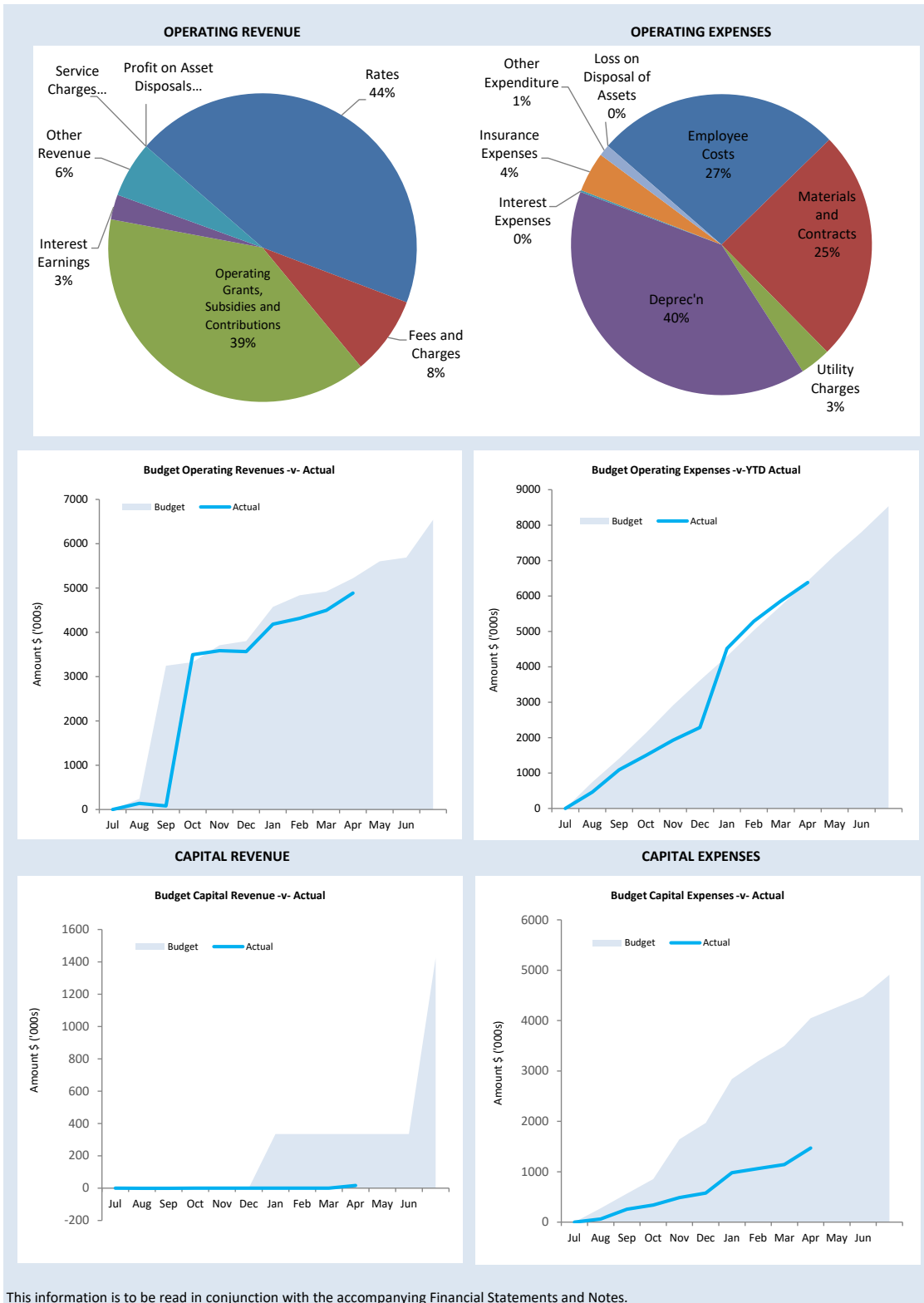
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

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

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2024**

SUMMARY GRAPHS



**SHIRE OF QUAIRADING
KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MARCH 2024**

STATUTORY REPORTING PROGRAMS

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

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

SHIRE OF QUAIRADING

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MARCH 2024

NATURE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGEES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION

Depreciation expense raised on all classes of assets.

FINANCE COSTS

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

OTHER EXPENDITURE

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

SHIRE OF QUAIRADING

STATEMENT OF FINANCIAL ACTIVITY BY NATURE & TYPE
FOR THE PERIOD ENDED 31 MARCH 2024

BY NATURE

Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant var. \$
	\$	\$	\$	\$	\$	%		
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates	6	2,642,443	2,642,443	2,642,443	2,640,041	(2,402)	(0%)	▼
Grants, Subsidies and Contributions	12	412,716	410,716	371,125	390,623	19,498	5%	▲
Fees and Charges		616,835	614,835	464,206	490,221	26,015	6%	▲
Service Charges		0	0	0	0	0		
Interest Revenue		118,855	118,855	89,073	155,573	66,500	75%	▲
Other Revenue		413,189	413,189	336,193	347,036	10,843	3%	▲
Profit on Disposal of Assets	7	42,582	42,582	31,923	0	(31,923)	(100%)	▼
Gain FV Valuation of Assets		0	0	0	0	0		
		4,246,619	4,242,619	3,934,963	4,023,493			
Expenditure from operating activities								
Employee Costs		(2,269,697)	(2,254,251)	(1,696,100)	(1,679,994)	16,106	1%	▲
Materials and Contracts		(2,175,621)	(2,446,407)	(1,868,660)	(1,587,762)	280,898	15%	▲
Utility Charges		(268,450)	(257,300)	(192,366)	(211,040)	(18,674)	(10%)	▼
Depreciation		(3,152,353)	(3,152,353)	(2,363,256)	(2,537,679)	(174,423)	(7%)	▼
Finance Costs		(13,248)	(13,248)	(9,909)	(12,370)	(2,461)	(25%)	▼
Insurance Expenses		(199,849)	(200,614)	(150,405)	(273,326)	(122,921)	(82%)	▼
Other Expenditure		(134,755)	(134,755)	(84,341)	(77,523)	6,818	8%	▲
Loss on Disposal of Assets	7	(75,359)	(75,359)	(56,493)	0	56,493	100%	▲
Loss FV Valuation of Assets		0	0	0	0	0		
		(8,289,331)	(8,534,287)	(6,421,530)	(6,379,694)			
Operating activities excluded from budget								
Add back Depreciation		3,152,353	3,152,353	2,363,256	2,537,679	174,423	7%	▲
Adjust (Profit)/Loss on Asset Disposal	7	32,777	32,777	24,570	0	(24,570)	(100%)	▼
Movement in Leave Reserve (Added Back)		3,557	3,557	3,557	5,781	2,224	63%	▲
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	2,391,383	2,543,461			
Amount attributable to operating activities		(854,025)	(1,102,981)	(95,184)	187,259			
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	13	2,298,037	2,298,037	1,285,559	845,813	(439,746)	(34%)	▼
Proceeds from Disposal of Assets	7	335,000	335,000	335,000	0	(335,000)	(100%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	9	0	0	0	0	0		
		2,633,037	2,633,037	1,620,559	845,813			
Outflows from investing activities								
Land Held for Resale	8	0	0	0	0	0		
Land and Buildings	8	(645,045)	(287,045)	(226,946)	(57,962)	168,984	74%	▲
Plant and Equipment	8	(1,030,405)	(1,012,405)	(1,010,651)	(29,940)	980,711	97%	▲
Furniture and Equipment	8	(35,000)	(35,000)	(35,000)	(26,674)	8,326	24%	▲
Infrastructure Assets - Roads	8	(1,839,526)	(1,697,268)	(1,395,859)	(754,353)	641,506	46%	▲
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)	(1,178,889)	(955,845)	(413,079)	542,766	57%	▲
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)	(4,210,607)	(3,624,301)	(1,282,009)			
Amount attributable to investing activities		(2,134,887)	(1,577,570)	(2,003,742)	(436,195)			
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)	(48,249)	(32,832)	15,417	32%	▲
Payments for principal portion of lease liabilities	9	(31,797)	(31,797)	(21,039)	(17,555)	3,484	17%	▲
Transfer to Restricted Cash - Other		0	0	0	0	0		
Transfer to Reserves	10	(220,000)	(603,000)	(356,003)	(138,148)	217,855	61%	▲
		(316,161)	(699,161)	(425,291)	(188,535)			
Amount attributable to financing activities		772,664	389,664	(425,291)	(188,535)			
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1	2,246,437	2,315,054	2,315,054	2,315,054	0	0%	
Amount attributable to operating activities		(854,025)	(1,102,981)	(95,184)	187,259	282,443	(297%)	
Amount attributable to investing activities		(2,134,887)	(1,577,570)	(2,003,742)	(436,195)	1,567,547	(78%)	
Amount attributable to financing activities		772,664	389,664	(425,291)	(188,535)	236,756	(56%)	
Surplus or deficit at the end of the financial year	1	30,189	24,168	(209,162)	1,877,584	2,086,746	(998%)	

▲ ▼ 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 31 MARCH 2024**

	31-Mar-23	31-Mar-24
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	6,755,895	5,246,988
Trade and other receivables	618,078	980,593
Other financial assets	0	0
Inventories	416,668	498,405
Contract assets	837,395	837,395
Other assets	29,766	4,713
TOTAL CURRENT ASSETS	8,657,802	7,568,093
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	23,285,982
Infrastructure	100,177,609	99,375,999
Right-of-use assets	23,588	3,822
TOTAL NON-CURRENT ASSETS	124,383,889	123,128,219
TOTAL ASSETS	133,041,692	130,696,312
CURRENT LIABILITIES		
Trade and other payables	1,318,548	310,007
Other liabilities	511,526	719,007
Lease liabilities	20,898	3,343
Employee related provisions	184,697	184,697
TOTAL CURRENT LIABILITIES	2,101,775	1,250,328
NON-CURRENT LIABILITIES		
Lease liabilities	0	0
Borrowings	277,618	277,618
Employee related provisions	27,895	27,895
TOTAL NON-CURRENT LIABILITIES	305,513	305,513
TOTAL LIABILITIES	2,407,288	1,555,841
NET ASSETS	130,634,404	129,140,471
EQUITY		
Retained surplus	42,898,658	41,266,576
Reserve accounts	4,093,439	4,231,587
Revaluation surplus	83,642,307	83,642,307
TOTAL EQUITY	130,634,404	129,140,471

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

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2024

NOTE 1

ADJUSTED NET CURRENT ASSETS

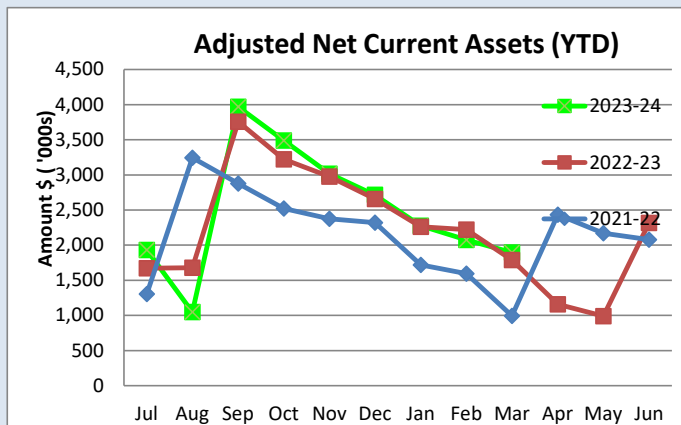
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/03/2023	Year to Date Actual 31/03/2024
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,662,456	1,953,717	1,015,401
Cash Restricted - Reserves	2	4,093,439	3,657,665	4,231,587
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	0	247,385	355,846	405,723
Receivables - Other	3	370,693	432,822	574,870
Other Financial Assets	3	0	902	0
Other Assets Other Than Inventories	4	867,161	190,662	842,108
Inventories	4	10,828	7,807	92,565
		8,251,962	6,599,421	7,162,253
Less: Current Liabilities				
Payables	5	(1,222,052)	(304,948)	(278,432)
Contract Liabilities	11	(511,526)	(648,065)	(719,007)
Bonds & Deposits	14	(96,496)	(121,499)	(31,575)
Loan Liability	9	(66,106)	(25,997)	(33,274)
Lease Liability	9	(20,898)	(9,847)	(3,343)
Provisions	11	(184,697)	(246,085)	(184,697)
		(2,101,775)	(1,356,441)	(1,250,328)
Less: Cash Reserves	10	(4,093,439)	(3,657,665)	(4,231,587)
Add Back: Component of Leave Liability not Required to be funded		171,302	169,556	177,084
Add Back: Loan Liability		66,106	25,997	33,274
Add Back: Lease Liability		20,898	9,847	3,343
Less : Loan Receivable - clubs/institutions		0	(902)	0
Net Current Funding Position		2,315,054	1,789,813	1,894,039

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD
Surplus(Deficit)
\$1.89 M
Last Year YTD
Surplus(Deficit)
\$1.79 M

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

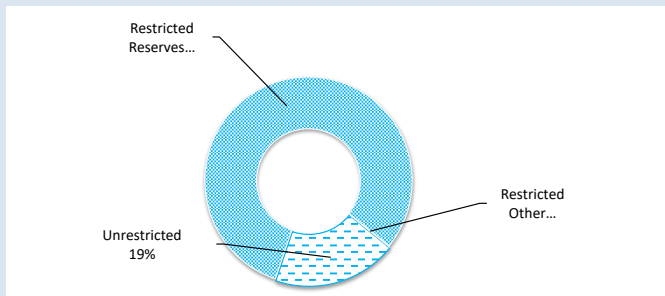
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	0			0	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	332,211			332,211	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		506,735		506,735	Westpac	1.55%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
Term Deposits							
Municipal - Term Deposit Investment 1	322,086			322,086	Westpac	5.06%	30/06/2024
Municipal - Term Deposit Investment 2	325,776			325,776	Westpac	5.06%	30/06/2024
Reserve - Term Deposit Investment 1		1,013,834		1,013,834	Westpac	5.03%	2/07/2024
Reserve - Term Deposit Investment 2		659,504		659,504	Westpac	5.03%	2/07/2024
Reserve - Term Deposit Investment 3		1,093,417		1,093,417	Westpac	5.03%	2/07/2024
Reserve - Term Deposit Investment 4		958,097		958,097	Westpac	5.03%	2/07/2024
		0		0			
		0		0			
Investments							
Total	1,015,401	4,231,587	0	5,246,988			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Restricted
\$5.25 M	\$4.23 M

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES
 NOTE 3
 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2023	31 Mar 24
	\$	\$
Opening Arrears Previous Years	206,403	282,891
Levied this year	2,612,016	2,761,992
Less Collections to date	(2,535,528)	(2,603,655)
Equals Current Outstanding	282,891	441,229
	282,891	441,229
% Collected	89.96%	85.51%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	397,509	75,406	10,557	6,908	490,380
Percentage	81%	15%	2%	1%	
Balance per Trial Balance					
Sundry Debtors					465,484
Receivables - Other					109,386
Total Receivables General Outstanding					574,870

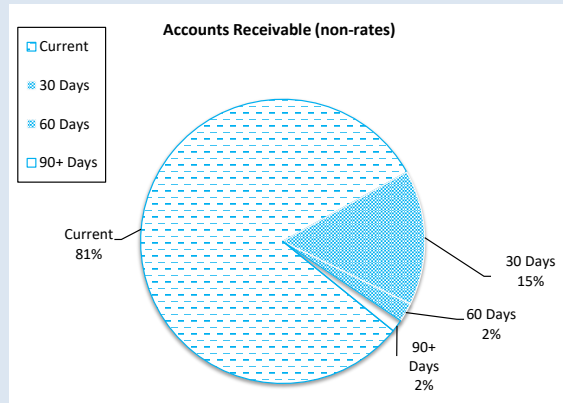
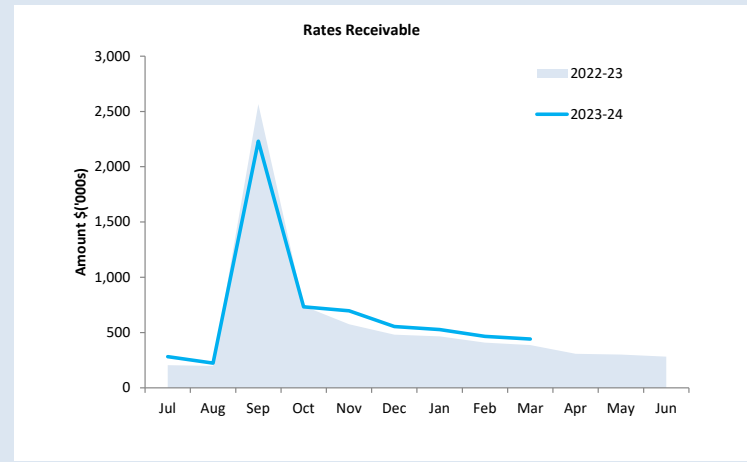
Amounts shown above include GST (where applicable)

KEY INFORMATION

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

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
\$574,870
Over 30 Days
19%
Over 90 Days
1%

Collected	Rates Due
86%	\$441,229

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES
 NOTE 4
 OTHER CURRENT ASSETS

	Opening Balance 1 Jul 2023	Asset Increase	Asset Reduction	Closing Balance 31 Mar 2024
	\$	\$	\$	\$
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	81,737	0	92,565
Accrued income and prepayments				
Accrued income and prepayments	29,766	0	(25,053)	4,713
Contract assets				
Contract assets	837,395	0	0	837,395
Total Other Current assets				1,340,512
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

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

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

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

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

CONTRACT ASSETS

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

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

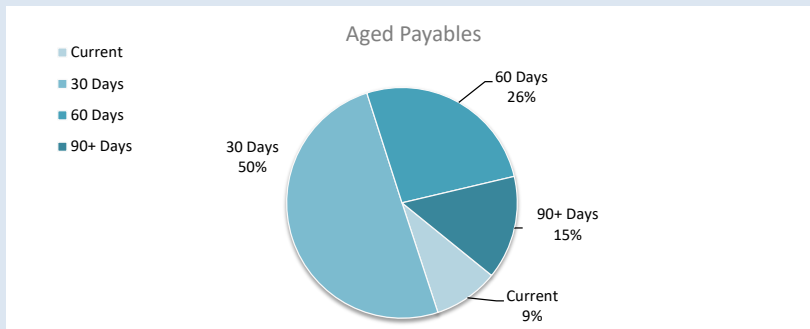
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	3,339	18,331	9,602	5,312	36,584
Percentage	9.1%	50.1%	26.2%	14.5%	
Balance per Trial Balance					
Sundry creditors - General					41,402
Other creditors					(39,198)
Accruals/Income in Advance					780
ATO liabilities					229,026
Other accruals/payables					46,422
Total Payables General Outstanding					278,432

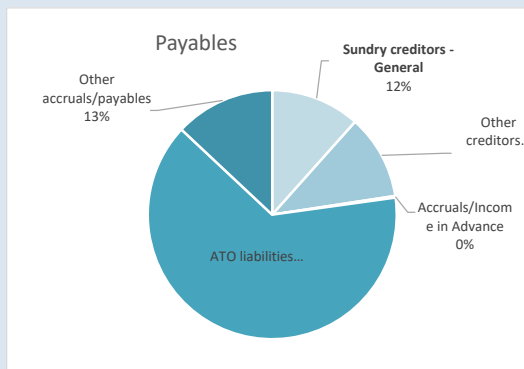
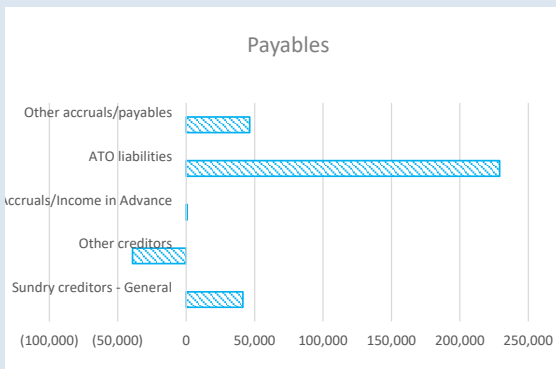
Amounts shown above include GST (where applicable)

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
\$278,432
Over 30 Days
91%
Over 90 Days
14.5%



SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

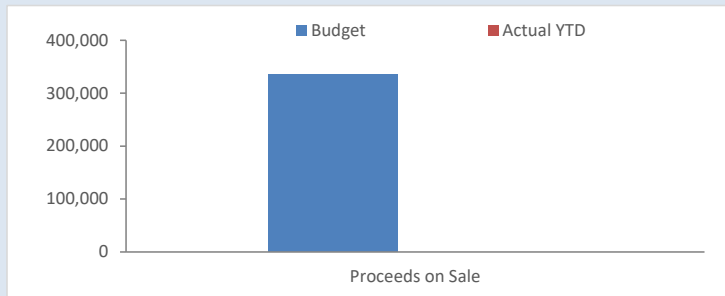
RATE TYPE	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross rental valuations											
GRV - Residential	0.153020	316	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	(2,402)	0	2,060,548
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	(2,402)	0	2,534,436
Minimum Payment											
Gross rental valuations											
GRV - Residential	720	61	62,032	43,920	0	0	43,920	43,920	0	0	43,920
GRV - Industrial	720	7	9,115	5,040	0	0	5,040	5,040	0	0	5,040
GRV - Commercial	720	0	0	0	0	0	0	0	0	0	0
Unimproved valuations											
UV - Rural	720	53	2,200,062	38,160	0	0	38,160	38,160	0	0	38,160
Sub-Totals		121	2,271,209	87,120	0	0	87,120	87,120	0	0	87,120
		1,057	255,444,552	2,623,958	0	0	2,623,958	2,623,958	(2,402)	0	2,621,556
Amount from General Rates											
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				2,640,041

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Number	Asset Description	Amended Budget				YTD Actual			
		Value	Proceeds	Profit	(Loss)	Value	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)		0		
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 31 MARCH 2024

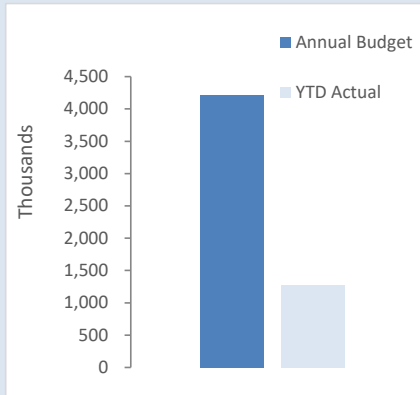
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	645,045	226,946	287,045	57,962	(168,984)
Plant and Equipment	1,030,405	1,010,651	1,012,405	29,940	(980,711)
Furniture and Equipment	35,000	35,000	35,000	26,674	(8,326)
Infrastructure Assets - Roads	1,839,526	1,395,859	1,697,268	754,353	(641,506)
Infrastructure Assets - Footpaths	0	0	0	0	0
Infrastructure Assets - Other	1,217,948	955,845	1,178,889	413,079	(542,766)
Capital Expenditure Totals	4,767,924	3,624,301	4,210,607	1,282,009	(2,342,292)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,298,037	1,285,559	2,298,037	845,813	(439,746)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	335,000	335,000	335,000	0	(335,000)
Council contribution - Cash Backed Reserves					
Various Reserves	1,088,825	0	1,088,825	0	0
Council contribution - operations	1,046,062	2,003,742	488,745	436,195	(1,567,547)
Capital Funding Total	4,767,924	3,624,301	4,210,607	1,282,009	(2,342,292)

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.

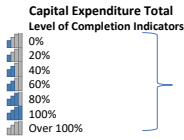
KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.21 M	\$1.28 M	30%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.3 M	\$.85 M	37%

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

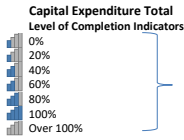


Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Assets	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over
						Annual Budget	Annual Budget	YTD Budget	Total YTD	
						\$	\$	\$	\$	\$
		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								
0.36		Arthur Kelly Village - Common Area - Building (Capital)	4080612	514	BC8600	(51,750)	(41,750)	(31,293)	(15,097)	16,196
0.00		Daycare Centre - Building (Capital)	4080312	514	BC8301	(11,000)	(21,000)	0	0	0
0.05		Frail Aged Lodge (Parker House) - Building (Capital)	4080612	514	BC8610	(33,400)	(33,400)	(25,020)	(1,623)	23,397
		Total - Education & Welfare				(96,150)	(96,150)	(56,313)	(16,720)	39,593
		Housing								
1.00		1 (Lot 325) Edwards Way - Building (Capital)	4090114	514	BC9114	(350,000)	0	0	0	0
0.42		Doctor's Residence - Building (Capital)	4090212	512	BC9211	(10,000)	(10,000)	(7,497)	(4,232)	3,265
0.00		7 Edwards Way - Police House - Building (Capital)	4090214	514	BC9208	(8,000)	(8,000)	(5,994)	0	5,994
		Total - Housing				(368,000)	(18,000)	(13,491)	(4,232)	9,259
		Community Amenities								
0.11		Recycling Centre - Building (Capital)	4100112	512	BC10102	(10,650)	(10,650)	(7,983)	(1,155)	6,828
		Total - Community Amenities				(10,650)	(10,650)	(7,983)	(1,155)	6,828
		Recreation And Culture								
0.00		Swimming Pool Plant Room - Building (Capital)	4110212	512	BC11205	(50,000)	(50,000)	(50,000)	0	50,000
0.33		Museum Upgrade	4110612	512	BC11601	(15,000)	(7,000)	(5,247)	(2,304)	2,943
0.00		Balkuling School	4110712	512	BC11703	(25,000)	(25,000)	(18,738)	0	18,738
		Total - Recreation And Culture				(90,000)	(82,000)	(73,985)	(2,304)	71,681
		Economic Services								
0.00		Caravan Park Toilets & Ablutions - Building (Capital)	4130212	512	BC13244	(20,245)	(20,245)	(15,174)	0	15,174
		Total - Economic Services				(20,245)	(20,245)	(15,174)	0	15,174
		Other Property & Services								
0.67		Administration Building - Building (Capital)	4140212	512	BC14201	(50,000)	(50,000)	(50,000)	(33,552)	16,448
0.67		Total - Other Property & Services				(50,000)	(50,000)	(50,000)	(33,552)	16,448
0.20		Total - Buildings				(645,045)	(287,045)	(226,946)	(57,962)	168,984
		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
1.04		Sportsground Mower	4120330	530	PE12308	(20,000)	(20,000)	(20,000)	(20,727)	(727)
1.00		Haydraulic Tip Trailer	4120330	530	PE12310	(10,000)	0	0	0	0
0.00		Smooth Drum Vibe Roller 14.3T	4120330	530	PE12311	(190,000)	(190,000)	(190,000)	0	190,000
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
1.00		Bobcat Attachment - Trencher	4120330	530	PE12314	(8,000)	0	0	0	0
1.32		Bobcat Attachment - Angle Road Broom	4120330	530	PE12315	(7,000)	(7,000)	(5,247)	(9,213)	(3,966)
0.00		6 Wheel Tip Truck	4120330	530	PE12317	(292,702)	(292,702)	(292,702)	0	292,702
		Total - Transport				(1,030,405)	(1,012,405)	(1,010,651)	(29,940)	980,711
0.03		Total - Plant & Equipment				(1,030,405)	(1,012,405)	(1,010,651)	(29,940)	980,711
		Furniture & Equipment								
		Other Health								
0.82		Strengthening Medicare Grant Funded Expenditure	4070720	520	OH7701	(25,000)	(25,000)	(25,000)	(20,506)	4,494
		Total - Other Health				(25,000)	(25,000)	(25,000)	(20,506)	4,494
		Other Property & Services								
0.62		Administration Office Furniture Upgrade	4140220	520	FE14201	(10,000)	(10,000)	(10,000)	(6,168)	3,832
		Total - Other Property & Services				(10,000)	(10,000)	(10,000)	(6,168)	3,832
0.76		Total - Furniture & Equipment				(35,000)	(35,000)	(35,000)	(26,674)	8,326
		Infrastructure - Roads								
1.00		Groves Road Access (Capital)	4120142	540	RC998	0	0	0	(4,644)	(4,644)
0.00		Old Beverley West Road (RZR)	4120146	540	R2R007	(108,163)	(108,163)	(108,147)	0	108,147
1.00		Balkuling 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)	(128,241)	0	128,241
0.01		Badjalang North Road (RZR)	4120145	540	R2R014	(139,734)	(139,734)	(139,726)	(1,956)	137,770
1.00		RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.92 - 9.3	4120149	540	RRG166	(37,959)	0	0	0	0
1.00		RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.92 - 5.92	4120149	540	RRG166A	(62,780)	(21,733)	(16,299)	(21,733)	(5,434)
0.84		RRG - Quairading - Corrigin Road (Capital) 23/24 SLK 20.47 - 23.02	4120149	540	RRG166B	(690,086)	(690,086)	(517,329)	(579,760)	(62,431)
0.14		Dangin - Mears Road - WSNF Expenditure	4120162	540	WSF010	(359,398)	(359,398)	(269,433)	(51,110)	218,323

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**



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

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Balance		Adopted			Amended		Variance (Under)/Over
		Account Number	Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	
	Assets				\$	\$	\$	\$	\$
0.45	Dangin - Mears Road - WSNF Development Expenditure	4120162	540	WSF010D	(132,600)	(132,600)	(99,405)	(60,245)	39,160
0.00	Drainage Construction General (Budgeting Only)	4120165	540	DC000	(85,675)	(85,675)	(85,666)	0	85,666
1.00	Drainage Construction General (Budgeting Only)	4120165	540	DC123	0	0	0	(27,240)	(27,240)
1.00	Minchin Road - Drainage Capital	4120166	540	DC063	(31,626)	0	0	0	0
0.00	Punch Road - Drainage Capital	4120166	540	DC143	(31,626)	(31,626)	(31,613)	0	31,613
1.00	Squiers Road - Drainage Capital	4120166	540	DC176	(31,626)	0	0	0	0
	Total - Transport				(1,839,526)	(1,697,268)	(1,395,859)	(754,353)	641,506
0.44	Total - Infrastructure - Roads				(1,839,526)	(1,697,268)	(1,395,859)	(754,353)	641,506
	Infrastructure - Other								
	Law, Order & Public Safety								
0.99	Caroling Water Tank - Fire Water	4050790	590	EM5701	(16,877)	(16,877)	(16,877)	(16,703)	174
	Total - Law, Order & Public Safety				(16,877)	(16,877)	(16,877)	(16,703)	174
	Community Amenities								
0.97	Cemetery Upgrade (Capital)	4100790	590	OC10703	(28,613)	(18,000)	(13,491)	(17,503)	(4,012)
0.87	Electric Car Charging Station (Capital)	4100790	590	OC10704	(16,145)	(16,145)	(16,138)	(14,049)	2,089
	Total - Community Amenities				(44,758)	(34,145)	(29,629)	(31,552)	(1,923)
	Recreation And Culture								
0.06	Construction Hall Carpark LRCI Funded Expenditure	4110190	590	OC11101	(359,693)	(359,693)	(269,649)	(22,908)	246,741
0.06	Greater Sports Ground (GSG) - Netball/Basketball Courts (Capital)	4110390	590	OC11335	(393,347)	(393,347)	(294,876)	(23,043)	271,833
1.00	Community Park - LRCI Funded Expenditure	4110390	590	LRC11322	(320,273)	(306,827)	(306,820)	(306,877)	(57)
0.00	New Park Kwirradung Koort	4110390	590	PC11323	(30,000)	(5,000)	0	0	0
0.60	OTH CUL - Infrastructure Other (Capital)	4110790	590		(30,000)	(20,000)	(14,994)	(11,996)	2,998
	Total - Recreation And Culture				(1,133,313)	(1,084,867)	(886,339)	(364,824)	521,515
	Total - Transport				0	0	0	0	0
	Economic Services								
0.00	Standpipe Controller 1	4130890	590	OC13801	(23,000)	(43,000)	(23,000)	0	23,000
	Total - Economic Services				(23,000)	(43,000)	(23,000)	0	23,000
0.35	Total - Infrastructure - Other				(1,217,948)	(1,178,889)	(955,845)	(413,079)	542,766
0.30	Grand Total				(4,767,924)	(4,210,607)	(3,624,301)	(1,282,009)	2,342,292
	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)	(172,895)	(154,639)	(41,242)	113,397
	Buildings - Non Specialised		514		(464,150)	(114,150)	(72,307)	(16,720)	55,587
	Furniture & Equipment		520		(35,000)	(35,000)	(35,000)	(26,674)	8,326
	Plant & Equipment		530		(1,030,405)	(1,012,405)	(1,010,651)	(29,940)	980,711
	Infrastructure - Roads		540		(1,839,526)	(1,697,268)	(1,395,859)	(754,353)	641,506
	Infrastructure - Bridges		555		0	0	0	0	0
	Infrastructure - Footpaths & Cycleways		560		0	0	0	0	0
	Infrastructure - Other		590		(1,217,948)	(1,178,889)	(955,845)	(413,079)	542,766
					0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
					0	0	0	0	0
					(4,767,924)	(4,210,607)	(3,624,301)	(1,282,009)	2,342,292

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

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	11,692	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	606	2,431	2,431
	343,723	0	0	0	32,832	64,364	64,364	310,891	279,359	279,359	12,298	13,078	13,078
Total	343,723	0	0	0	32,832	64,364	64,364	310,891	279,359	279,359	12,297.60	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	17,555	17,555	17,555	0	(0)	-0	72	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	3,343	0	0	0	0	3,729	3,729	3,343	(386)	(386)	0	93	93
	20,898	0	0	0	17,555	31,797	31,797	3,343	(10,899)	(10,899)	72	165	165
Total	20,898	0	0	0	17,555	31,797	31,797	3,343	(10,899)	(10,899)	72	165	165
Current financing borrowings	20,898							3,343					
Non-current financing borrowings	0							0					
	20,898							3,343					

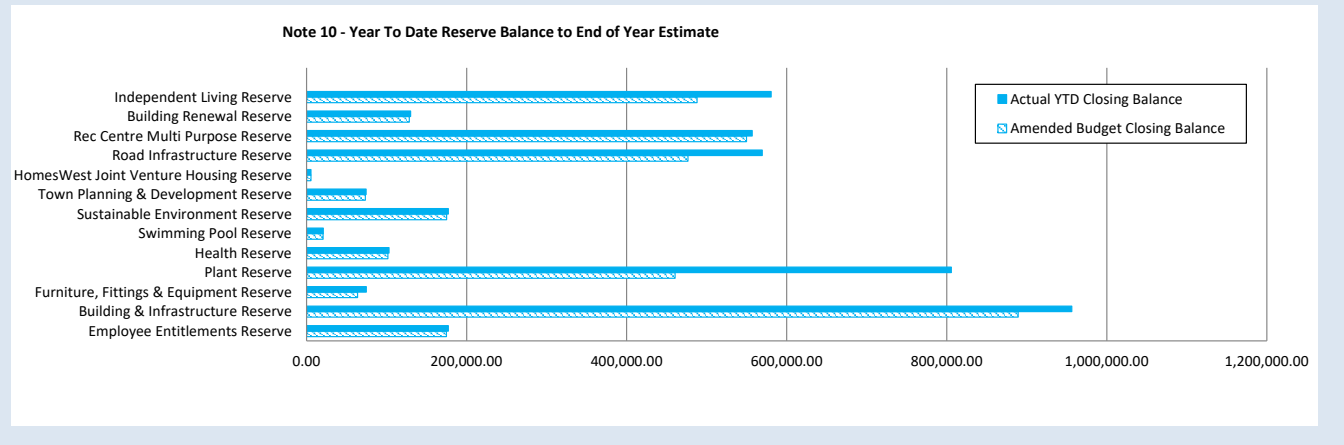
SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES
 NOTE 10
 CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlements Reserve	171,302.47	3,557.00	5,781.22	0.00	0.00	0.00	0.00	174,859.47	177,083.69
Building & Infrastructure Reserve	925,026.17	19,208.00	31,218.38	375,000.00	0.00	(430,000.00)	0.00	889,234.17	956,244.55
Furniture, Fittings & Equipment Reserve	72,253.91	1,500.00	2,438.47	0.00	0.00	(10,000.00)	0.00	63,753.91	74,692.38
Plant Reserve	779,333.32	16,183.00	26,301.45	143,000.00	0.00	(478,000.00)	0.00	460,516.32	805,634.77
Health Reserve	99,575.71	2,068.00	3,360.54	0.00	0.00	0.00	0.00	101,643.71	102,936.25
Swimming Pool Reserve	20,278.30	421.00	684.36	0.00	0.00	0.00	0.00	20,699.30	20,962.66
Sustainable Environment Reserve	171,412.45	3,559.00	5,784.94	0.00	0.00	0.00	0.00	174,971.45	177,197.39
Town Planning & Development Reserve	72,049.46	1,496.00	2,431.57	0.00	0.00	0.00	0.00	73,545.46	74,481.03
HomesWest Joint Venture Housing Reserve	5,424.94	113.00	183.09	0.00	0.00	0.00	0.00	5,537.94	5,608.03
Road Infrastructure Reserve	550,928.92	11,440.00	18,593.11	0.00	0.00	(85,675.00)	0.00	476,693.92	569,522.03
Rec Centre Multi Purpose Reserve	538,610.54	11,184.00	18,177.38	0.00	0.00	0.00	0.00	549,794.54	556,787.92
Building Renewal Reserve	125,738.79	2,611.00	4,243.51	0.00	0.00	0.00	0.00	128,349.79	129,982.30
Independent Living Reserve	561,503.90	11,660.00	18,950.00	0.00	0.00	(85,150.00)	0.00	488,013.90	580,453.90
	4,093,438.88	85,000.00	138,148.02	518,000.00	0.00	(1,088,825.00)	0.00	3,607,613.88	4,231,586.90

KEY INFORMATION



SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2023	Liability Increase	Liability Reduction	Closing Balance 31 Mar 2024
		\$	\$	\$	\$
Other Liabilities					
- Contract Liabilities	12	37,618	49,293	(85,459)	1,452
- Capital Grant/Contribution Liabilities	13	473,908	948,613	(772,467)	650,055
Total Other liabilities		511,526	997,906	(857,925)	651,507
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
Total current unspent grants, contributions and reimbursements		511,526	997,906	(857,925)	651,507
Employee Related Provisions					
Annual leave		129,164	0	0	129,164
Long service leave		34,533	0	0	34,533
Annual leave oncosts		16,821	0	0	16,821
Long service leave oncosts		4,180	0	0	4,180
Total Provisions		184,697	0	0	184,697
Total Other Current Liabilities					836,204
Amounts shown above include GST (where applicable)					

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

CONTRACT LIABILITIES

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

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024**

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 31 Mar 2024	Current Liability 31 Mar 2024	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
General purpose funding									
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	63,036	63,036	63,036	47,277
Grants Commission - Roads (WALGGC)	0	0	0	0	0	35,204	35,204	35,204	26,403
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	51,810	51,810	34,194	38,858
Mitigation Activity Fund Grant Program	33,292	33,293	(66,585)	0	0	66,585	66,585	49,914	66,585
Education and welfare									
Youth Week Grant	1,257	0	0	1,257	1,257	0	0	0	0
Children's Week Grant	0	1,000	(1,000)	0	0	0	0	0	1,000
Recreation and culture									
Grant - Toddler Learn to Swim	0	0	0	0	0	2,000	0	0	0
NADC National Australia Day Grant	1,352	15,000	(16,352)	0	0	0	0	0	16,352
NAIDOC Week Grant	1,239	0	(1,239)	0	0	1,350	1,350	1,350	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	49,293	(85,459)	1,452	1,452	406,090	404,090	366,044	387,571
Contributions									
Education and welfare									
Quairading Rotary Annual Contribution	0	0	0	0	0	250	250	180	0
Recreation and culture									
Rainmakers Contribution to El Toro (error)	0	0	0	0	0	500	500	500	0
Contribution towards Re-Sheeting of Ram Shed	0	0	0	0	0	0	0	0	1,000
Other property and services									
Admin staff contributions to vehicle running costs	0	0	0	0	0	5,876	5,876	4,401	2,052
	0	0	0	0	0	6,626	6,626	5,081	3,052
TOTALS	37,618	49,293	(85,459)	1,452	1,452	412,716	410,716	371,125	390,623

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024**

**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 31 Mar 2024	Current Liability 31 Mar 2024	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety									
South Caroling Water Tank	0	4,219	(4,219)	0	0	8,439	8,439	8,438	4,219
Health									
Strengthening Medicare Grant	0	25,000	(20,506)	4,494	4,494	25,000	25,000	25,000	20,506
Housing									
Electric Car Charging Station (Capital)	0	0	0	0	0	6,926	6,926	5,184	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	255,079	(306,877)	126,798	126,798	0	0	0	306,877
LRCIP Grant Phase 3 - Community Park	0	0	0	0	0	0	0	0	(0)
CBH grant - Multi Use Courts Resurfacing	0	7,500	0	7,500	7,500	0	0	0	0
Transport									
R2R Grant - Old Beverley West Road (R2R)	0	0	0	0	0	108,163	108,163	64,897	0
R2R Grant - Badjaling North Road (R2R)	0	0	0	0	0	120,114	120,114	72,068	0
R2R Grant - Stockpool Road (R2R)	0	0	0	0	0	128,253	128,253	76,951	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	74,639	0	74,639	74,639	74,639	74,639	74,639	0
RRG Grant - Quairading - Corrigin Road 22/23	0	79,891	(21,733)	58,159	58,159	79,891	79,891	79,891	21,733
RRG Grant - Quairading - Corrigin Road 23/24	0	368,022	(368,022)	0	0	460,028	460,028	460,028	368,022
LRCIP Grant Phase 3 - Mclennan St Footpath (Stacey St - Southern Terminus) **Budget adjustment	0	0	0	0	0	0	0	0	0
LRCIP Grant Phase 3 - Cubbine Rd Footpath (Murphy St - QDHS ELC) **Budget adjustment	0	0	0	0	0	0	0	0	0
WSFN Grant - Stage 4 - Quairading-Cunderdin (Includes Stage 3)	111,545	0	0	111,545	111,545	0	0	0	0
WSFN Grant - Dangin - Mears Road	183,767	134,263	(51,110)	266,920	266,920	336,558	336,558	252,417	51,110
WSFN Grant - Dangin - Mears Development Funds	0	0	0	0	0	123,760	123,760	92,820	0
	473,908	948,613	(772,467)	650,055	650,055	2,224,810	2,224,810	1,212,333	772,467
Capital Contributions									
Community amenities									
Recreation and culture									
Rural Youth Contribution - Community Park	0	0	0	0	0	73,227	73,227	73,226	73,227
	0	0	0	0	0	73,227	73,227	73,226	73,227
Total capital grants, subsidies and contributions	473,908	948,613	(772,467)	650,055	650,055	2,298,037	2,298,037	1,285,559	845,693

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024**

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

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

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

Description	Opening Balance 01 Jul 2023	Amount Received	Amount Paid	Closing Balance 31 Mar 2024
		\$	\$	\$
Restricted Cash - Bonds and Deposits				
Building Services Levy (BSL)	1,087.98	2,286.55	0.00	3,374.53
Construction Training Fund (CTF)	491.75	51.75	0.00	543.50
Councillor Nomination Fee	0.00	0.00	0.00	0.00
Key, Hall & Equipment Bonds	5,166.00	11,184.36	(9,206.81)	7,143.55
Unclaimed Monies	1,152.50	0.00	0.00	1,152.50
Department of Transport Licensing	3,014.31	311,096.75	(315,232.30)	(1,121.24)
TransWA	0.00	0.00	0.00	0.00
Other Bonds & Deposits	83,064.17	2,850.00	(73,926.87)	11,987.30
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	5,726.00	0.00	7,954.00
Animal Trap Bonds	0.00	0.00	0.00	0.00
Sub-Total	96,496.01	333,595.41	(398,515.98)	31,575.44
Trust Funds				
Nil	0.00	0.00	0.00	0.00
Sub-Total	0.00	0.00	0.00	0.00
	96,496.01	333,595.41	(398,515.98)	31,575.44

KEY INFORMATION

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

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

The material variance adopted by Council for the 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	46,560	24%	▲	\$	Timing	
Law, Order and Public Safety	10,442	5%	▲		Timing	Negative variance a combination of CESM/BRMP reimbursement not being received and positive Mitigation Activity Fund Grant being received earlier than budgeted.
Community Amenities	33,894	22%	▲	\$		Timing of budget allocation for Domestic Refuse Collection Charges.
Recreation and Culture	22,633	99%	▲	\$	Timing	Grant for Australia Day and NAIDOC week received prior to budget endorsement of grant funding income.
Economic Services	(60,231)	(21%)	▼	\$	Timing	
Other Property and Services	17,012	72%	▲	\$	Permanent	
Expenditure from operating activities						
Health	133,192	38%	▲	\$	Timing	Positive variance due to Other Health - Maintenance operation costs tracking lower than budgeted.
Housing	(18,097)	(12%)	▼	\$	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.
Transport	(285,473)	(12%)	▼	\$	Timing	
Economic Services	168,572	22%	▲	\$	Timing	Variance in Economic Development employment costs tracking higher than budget.
Other Property and Services	(76,010)	(63%)	▼	\$	Timing	Negative variance due to Other Property and Services tracking higher than budgeted.
INVESTING ACTIVITIES						
Capital Grants, Subsidies and Contributions	(439,746)	(34%)	▼	\$	Timing	Grant funding still to be received - Awaiting auditors reports to be finalised in order to claim. Invoices still to be raised for various completed projects
Proceeds from Disposal of Assets	(335,000)	(100%)	▼	\$		No disposals have been processed in year.
Land and Buildings	168,984	74%	▲	\$	Timing	Projects not yet completed, see capital Works Note 8.
Plant and Equipment	980,711		▲	\$	Timing	Projects not yet completed, see capital Works Note 8.
Furniture and Equipment	8,326	24%	▲		Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Roads	641,506	46%	▲	\$	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Other	542,766	57%	▲	\$	Timing	Projects not yet completed, see capital Works Note 8.

SHIRE OF QUAIRADING - ANNUAL BUDGET REVIEW
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MARCH 2024

NOTE 16
 BUDGET AMENDMENTS

GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$	\$
			Budget Adoption		Closing Surplus/(Deficit)		30,190		30,190
			<i>Opening surplus adjustment</i>		(Not yet endorsed) To be presented at budget review		68,617		98,807
			<i>(Adjusted 2022/23 Closing Balance)</i>						
2050530	2600		ESL BFB - Insurance Expenses		Operating			(765)	98,042
2070765	2000		OTH HEALTH - Maintenance/Operations MUN		Operating		174,315		272,357
2070765	2001		OTH HEALTH - Maintenance/Operations MUN		Operating		18,165		290,522
2070765	2003		OTH HEALTH - Maintenance/Operations MUN		Operating		7,954		298,476
2070765	2100		OTH HEALTH - Maintenance/Operations MUN		Operating		13,965		312,442
2070765	2101		OTH HEALTH - Maintenance/Operations MUN		Operating		11,633		324,074
2070765	2104		OTH HEALTH - Maintenance/Operations MUN		Operating		3,555		327,629
2070765	2200		OTH HEALTH - Maintenance/Operations MUN		Operating		1,000		328,629
2070765	2201		OTH HEALTH - Maintenance/Operations MUN		Operating		150		328,779
2050765	2100		OTH HEALTH - Maintenance/Operations MUN		Operating			(200,000)	128,779
2050765	2100		OTH HEALTH - Maintenance/Operations MUN		Operating			(16,000)	112,779
2070799	9900		OTH HEALTH - Administration Allocated		Operating		7,285		120,064
2110250	2100	W11205	Swimming Pool Additional fees - Toddler Learn to Swim		Operating		3,500		123,564
311210	3100		SWIM AREAS - Grants		Operating			(2,000)	121,564
2100665	2101		PLAN - Maintenance/Operations		Operating		10,000		131,564
2110365	2101	W11301	REC - Parks & Gardens Maintenance/Operations		Operating		30,000		161,564
2110365	2000	W11328	REC - Parks & Gardens Maintenance/Operations		Operating			(10,000)	151,564
2110365	9300	W11328	REC - Parks & Gardens Maintenance/Operations		Operating			(9,000)	142,564
2110365	2101	W11328	REC - Parks & Gardens Maintenance/Operations		Operating			(2,000)	140,564
2110367	2100	W11315	Borefield		Operating			(9,500)	131,064
2110367	2101	W11315	Borefield		Operating			(10,000)	121,064
2110367	2000	BO11308	Old School Building		Operating			(2,762)	118,302
2110388	9300	BO11308	Old School Building		Operating			(2,558)	115,744
2110365	2100	W11323	Kwirradung Koort - New Park		Operating			(7,500)	108,244
2100365	2101	W11323	Kwirradung Koort - New Park		Operating		7,500		115,744
2120665	2000	W12601	AERO - Airstrip & Grounds Maintenance		Operating			(2,488)	113,256
2120665	3130	W12601	AERO - Airstrip & Grounds Maintenance		Operating			(1,857)	111,399
2130240	2101	W13206	Sikh Memorial Concrete Plinth		Operating		2,500		113,899
2130240	2100	W13206	Sikh Memorial Concrete Plinth		Operating		550		114,449
2130240	2000	W13222	Nookaminnie Nature Reserve		Operating			-3500	110,949
2130240	9300	W13222	Nookaminnie Nature Reserve		Operating			-3500	107,449
2130865	2202	W13801	Standpipes		Operating		10,000		117,449
3140120	3430	FI1000	Private Works Portable Toilet Hire		Operating			(2,000)	115,449
2140411	2101		POC - External Parts & Repairs		Operating		63,050		178,499

GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$	\$
2140411	2100		POC - External Parts & Repairs		Operating			(63,050)	115,449
4080312	2100	BC8301	FAMILIES - Building Spec DayCare Centre Building Capital		Capital			(10,000)	105,449
4080612	2100	BC8600	AGED OTHER - Buildings Specialised Capital		Capital		10,000		115,449
4090114	2100	BC9114	1 (Lot 325) Edwards Way - Building (Capital)		Capital		350,000		465,449
4090281	4400		OTH HOUSE - Transfers to Reserves		Capital			(350,000)	115,449
4100790	2100	OC10703	COMM AMEN - Infra Other - Cemetery Upgrade		Operating		10,613		126,062
4110390	2000	LRC11322	REC - Infrastructure Other (Capital)		Capital		20,196		146,258
4110390	2100	LRC11322	REC - Infrastructure Other (Capital)		Capital		159,063		305,321
4110390	2101	LRC11322	REC - Infrastructure Other (Capital)		Capital			(183,824)	121,497
4110390	9300	LRC11322	REC - Infrastructure Other (Capital)		Capital		19,063		140,560
4110390	9300	LRC11322	REC - Infrastructure Other (Capital)		Capital			(1,053)	139,508
4110390	2101	PC11323	REC - Infrastructure Other (Capital)		Capital		25,000		164,508
4110381	4400		REC - Transfers to Reserves		Capital			(25,000)	139,508
4110612	2100	BC11601	HERITAGE - Building Spec (Capital)		Capital		3,000		142,508
4110612	2101	BC11601	HERITAGE - Building Spec (Capital)		Capital		5,000		147,508
4110790	2101		OTH CUL - Infrastructure Other (Capital)		Capital		10,000		157,508
4120166	2000	DC063	ROADC - Draining Outside BUA (Capital) Minchin Road		Capital		4,520		162,028
4120166	2100	DC063	ROADC - Draining Outside BUA (Capital) Minchin Road		Capital		15,780		177,808
4120166	9300	DC063	ROADC - Draining Outside BUA (Capital) Minchin Road		Capital		5,262		183,070
4120166	9400	DC063	ROADC - Draining Outside BUA (Capital) Minchin Road		Capital		6,064		189,134
4120166	2000	DC176	ROADC - Draining Outside BUA (Capital) Squires Road		Capital		4,520		193,654
4120166	2100	DC176	ROADC - Draining Outside BUA (Capital) Squires Road		Capital		15,780		209,434
4120166	9300	DC176	ROADC - Draining Outside BUA (Capital) Squires Road		Capital		5,262		214,696
4120166	9400	DC176	ROADC - Draining Outside BUA (Capital) Squires Road		Capital		6,064		220,760
4120330	2101	PE12310	PLANT - Plant & Equipment (Capital)		Capital		10,000		230,760
2120211	2000	RM000	ROADM - Road Maintenance		Operating			(75,373)	155,387
2120211	2101	RM000	ROADM - Road Maintenance		Operating			(76,663)	78,724
2120211	9300	RM000	ROADM - Road Maintenance		Operating			(77,006)	1,718
2120211	9400	RM000	ROADM - Road Maintenance		Operating			(35,352)	(33,634)
4120330	2101	PE12314	PLANT - Plant & Equipment (Capital)		Capital		8,000		(25,634)
4120381	4400		PLANT - Transfers to Reserves		Capital			(8,000)	(33,634)
4130890	2101	OC13801	OTH ECON - Infrastructure Other (Capital)		Capital			(20,000)	(53,634)
2040204	2100		OTH GOV - Training & Development		Operating		5,000		(48,634)
2040104	2100		MEMBERS - Training & Development		Operating		4,000		(44,634)
2030141	2100		RATES - Subscriptions & Memberships		Operating		2,741		(41,893)
2040116	2100		MEMBERS - Election Expenses		Operating		6,000		(35,893)
2040116	2101		MEMBERS - Election Expenses		Operating		1,500		(34,393)
2040152	2101		MEMBERS - Consultants		Operating		10,000		(24,393)
2110365	2000	W11301	REC - Parks (Bark Park)		Operating		9,288		(15,105)
2110365	9300		REC - Parks (Bark Park)		Operating		10,812		(4,293)
2130240	2100	W13224	TOUR - PUBLIC Relations & Area Promotion		Operating		5,000		707
2130289	2100	BM13201	TOUR - Building Maintenance		Operating		7,000		7,707
2130889	2100	BM13811	OTH ECON - Building Maintenance		Operating			(8,000)	(293)

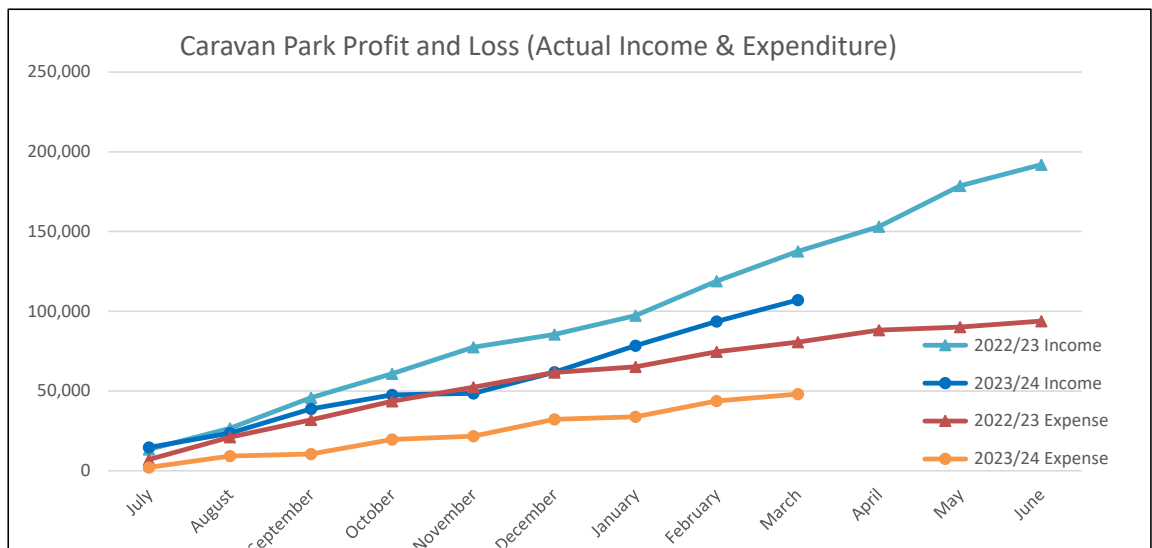
GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$	\$
2040285	2100		OTH GOV - Legal Expenses		Operating		2,500		2,207
2120231	2100	SWEEP	ROADM - Street Sweeping/Cleaning		Operating		34,000		36,207
2120231	2000	SWEEP	ROADM - Street Sweeping/Cleaning		Operating			(6,000)	30,207
2120231	9300	SWEEP	ROADM - Street Sweeping/Cleaning		Operating			(7,500)	22,707
4120149	2100	RRG166	RRG - Quairading -Corrigin Road		Capital		37,959		60,666
4120149	2100	RRG166A	RRG - Quairading -Corrigin Road		Capital		41,048		101,714
21403040	2100		PWO _ Training & Development		Operating			(14,000)	87,714
21403040	2000		PWO _ Training & Development		Operating			(5,712)	82,002
21403040	9300		PWO _ Training & Development		Operating			(13,000)	69,002
2140411	2100		POC - External Parts & Repairs		Operating			(30,000)	39,002
2140400	2000		POC Internal Plant Repairs - Wages		Operating		6,150		45,152
2140411	9300		POC Internal Plant Repairs - O/Heads		Operating		9,016		54,168
2110366	2100	W11332	Ovals & Grounds		Operating			(30,000)	24,168
						0	1,349,130	(1,324,962)	24,168

KEY INFORMATION

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

NOTE 17
CARAVAN PARK

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	YTD Budget (Amended)	YTD Var %	Annual Budget (Original)	Annual Budget (Amended)	Annual (Amd) Var %
INCOME							
Caravan Park Charges	516	\$ 36,871.31	\$ 44,982.00	82%	\$ 60,000.00	\$ 60,000.00	61%
Cabin and Unit Charges	549	\$ 70,081.37	\$ 97,461.00	72%	\$ 130,000.00	\$ 130,000.00	54%
Fees, Charges & Reimbursements		\$ 138.65	\$ -	0%	\$ -	\$ -	0%
TOTAL INCOME	1065	\$107,091.33	\$ 142,443.00	75%	\$ 190,000.00	\$ 190,000.00	56%
EXPENDITURE							
Caravan Park							
Salaries & Wages		\$ 1,271.71	\$ 35,154.00	4%	\$ 46,900.00	\$ 46,900.00	3%
Materials & Contracts		\$ 12,132.31	\$ 8,712.00	139%	\$ 11,640.00	\$ 11,640.00	104%
Utilities & Insurance		\$ 8,714.83	\$ 10,251.00	85%	\$ 13,700.00	\$ 13,700.00	64%
Caravan Park Total		\$ 22,118.85	\$ 54,117.00	41%	\$ 72,240.00	\$ 72,240.00	31%
Cabins (3x 2 bedroom Cabins)							
Salaries & Wages		\$ 1,873.32	\$ 18,063.00	10%	\$ 24,120.00	\$ 24,120.00	8%
Materials & Contracts		\$ -	\$ 1,890.00	0%	\$ 2,532.00	\$ 2,532.00	0%
Utilities & Insurance		\$ 11,135.60	\$ 8,025.00	139%	\$ 10,764.00	\$ 10,764.00	103%
Cabins Total		\$ 13,008.92	\$ 27,978.00	46%	\$ 37,416.00	\$ 37,416.00	35%
Caretaker Reception							
Salaries & Wages		\$ 1,804.62	\$ 2,610.00	69%	\$ 3,484.00	\$ 3,484.00	52%
Materials & Contracts		\$ 374.40	\$ 666.00	56%	\$ 892.00	\$ 892.00	42%
Utilities & Insurance		\$ 7,157.55	\$ 4,986.00	144%	\$ 6,672.00	\$ 6,672.00	107%
Caretaker Reception Total		\$ 9,336.57	\$ 8,262.00	113%	\$ 11,048.00	\$ 11,048.00	85%
Units (4x 1 bedroom units)							
Salaries & Wages		\$ 1,353.39	\$ 6,525.00	21%	\$ 8,710.00	\$ 8,710.00	16%
Materials & Contracts		\$ -	\$ 630.00	0%	\$ 844.00	\$ 844.00	0%
Utilities & Insurance		\$ 2,260.52	\$ 825.00	274%	\$ 1,111.00	\$ 1,111.00	203%
Units Total		\$ 3,613.91	\$ 7,980.00	45%	\$ 10,665.00	\$ 10,665.00	34%
TOTAL EXPENDITURE		\$ 48,078.25	\$ 98,337.00	49%	\$ 131,369.00	\$ 131,369.00	37%
Closing Funding Surplus(Deficit)		\$ 59,013.08	\$ 44,106.00	134%		\$ 58,631.00	101%






11.2 Accounts for Payment - March 2024

Responsible Officer Tricia Brown, Executive Manager, Corporate Services

Reporting Officer Cynthia Lowe, Senior Finance Officer
 Chanel Mills, Finance & Customer Service Officer

Attachments

1. 11.1 (I) LIST OF ACCOUNTS MARCH 2024 [↓](#) 
2. 11.1 (II) DEPARTMENT OF TRANSPORT MARCH 2024 [↓](#) 
3. 11.1 (III) CREDIT CARD RECONCILIATION MARCH 2024 [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
 Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council note the following:

1. That schedule of accounts for March 2024 covering municipal vouchers 24003 to 24007 and EFT13743 to EFT13812 totalling \$565,508.10 be received (Attachment i);
2. That police licensing payments for the month of March 2024 totalling \$44,730.55 be received (Attachment ii); and
3. That fund transfers to the corporate credit card for March 2024 totalling \$6494.98 be received (Attachment iii); and
4. That net payroll payments for the month of March 2024 totalled \$133,002.84; and
5. That the lease payments for the month of March 2024 totalled \$2,423.73 for the CESM vehicle lease.

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the accounts paid during March 2024

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

POLICY IMPLICATIONS

Corporate Credit Card Policy

Purchasing Policy

Delegation 1.1.13: Payments from the municipal or trust funds

FINANCIAL IMPLICATIONS

Payment from Council’s municipal fund. Expenditure as per delegated authority and included in the 2023/2024 budget.

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

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

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

RISK ASSESSMENT

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

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

COMMENT

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

11.1 (i) List Of Accounts - March 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13743	07/03/2024	QUAIRADING TYRE & BATTERY	00_00_FUEL - GARDEN -MOWER-FUEL	604.53	
EFT13744	07/03/2024	AVON WASTE	2355 DOM RUBBISH X 5 WEEKS + ADDITIONAL SERVICES A7158 X 2 PER WEEK 471 RECYCLING SERVICES 1ST, 15TH, 29TH JANUARY 24, ADDITIONAL SERVICES A7449 1 X F/N BULK RECYCLE SERVICE 26/1/24 - BOWLS/FOOTY CLUB, TENNIS/GOLF CLUB, RECYCLING CENTRE, LANDFILL SITE	12669.76	PARTIALLY
EFT13745	07/03/2024	QUAIRADING FARMERS CO-OP	QUAIRADING CO-OP JANUARY 2024 - YOUTH CENTRE RECONCILIATION WORKSHOP & RAP MEETING CATERING, SHIRE ADMIN CONSUMABLES, AUSTRALIA DAY PREPERATIONS AND CATERING, KWIRRADING KOORT CLEANING SUPPLIES, DEPOT CONSUMABLES	1109.19	PARTIALLY
EFT13746	07/03/2024	TELSTRA	TELSTRA ACC#9415480000 LANDLINE CHARGES 19/2/24-19/3/2024 SHIRE ADMIN, DEPO, MEDICAL PRACTICE, LANDCARE, P/LICENSING, SWIMMING POOL, QCRC	597.84	
EFT13747	07/03/2024	FULTON HOGAN INDUSTRIES PTY LTD	QUAIRADING - CORRIGIN ROAD SPRAY SEALING SLK 18.83 TO 20.83	181280.00	PARTIALLY
EFT13748	07/03/2024	BURGESS RAWSON	WATER RATES 1/1/24 - 29/2/24 WATER USAGE 6/12/23 - 12/2/24 FOR PARKER STREET	2604.76	
EFT13749	07/03/2024	SHIRE OF BROOKTON	WALGA - CEO PERFORMANCE REVIEW ELECTED MEMBER TRAINING - CR HAYTHORNTHWAITE AND CR HAYES	1100.00	
EFT13750	07/03/2024	QDG LADIES HOCKEY CLUB	QUAIRADING LADIES HOCKEY CLUB - REIMURSEMENT FOR LOST GOODS FOLLOWING THEFT, CEO AND SHIRE PRESIDENT APPROVED	284.10	
EFT13751	07/03/2024	WATER CORPORATION	WATERCORP ACC#9007856224 ARTHUR KELLY VILLAGE WATER USAGE 10/12/2023 - 13/2/2024 914 KL USED WATERCORP ACCOUNT #9007858182 DAYCARE CENTRE USAGE 12/12/2023-13/2/2024 4KL USED, WATERCORP ACC#9007858908 YOUTH CENTRE WATER USAGE 9/12/23 - 13/2/2024 2KL USED WATERCORP ACC#9007856136 SHIRE ADMIN WATER USAGE 9/12/23 - 13/2/2024 17KL USED, WATERCORP ACC#9007856128 STANDPIPE WATER USAGE 9/12/23 - 13/2/2024 202KL USED WATERCORP ACC#9007858457 64 CORALING STREET WATER USAGE 9/12/23 - 13/2/2024 20KL USED	5847.97	PARTIALLY
EFT13752	07/03/2024	SYNERGY	SYNERGY ACC#765171390 ENERGY USAGE 12/1/2024 - 11/2/2024 CARETAKERS COTTAGE, CABINS 1,2,3, SINGLE ROOMS 4-7, C/PARK COMMON AREA SYNERGY ACC#408945020 OTHER BORES WATER USAGE 7/11/2023-8/1/2024 SYNERGY ACC#137839080 COMMUNITY RESOURCE CENTRE ENERGY USAGE 11/1/2024 - 14/2/2024 35510 UNITS USED	3329.21	
EFT13753	07/03/2024	SULLIVAN LOGISTICS PTY LTD T/A KALEXPRESS AND QUALITY TRANSPORT	DEPO IBC,PALLET	1334.57	
EFT13754	07/03/2024	PETER ROBERT YORK	1 DOORMAT FOR 64 CORALING ST DOOR BELL BATTERIES FOR UNIT 5 A.K.V	19.18	
EFT13755	07/03/2024	G J JONES PLUMBING	FOOTBALL OVAL-REPAIR PIPEWORK TO RETIC SOLENOID PIT (NEAR CRICKET NETS) CONCRETE RAPID SET 20kg KWIRRADING KOORT - CLEAR BLOCKAGE TO PLAYGROUND DRAINS, CARAVAN PARK- REPAIR LEAK TO HOT WATER SYSTEM, MANAGERS RESIDENCE	543.73	
EFT13756	07/03/2024	JENNIFER GREEN	BRASS SIGN FOR AUSTRALIA DAY MURAL - REIMBURSEMENT FOR JEN GREEN	132.99	FULLY
EFT13757	07/03/2024	CONTRACT AQUATIC SERVICES	MONTHLY CONTRACT FEE - AS PER SIGNED ANNUAL CONTRACT 2023-2024 - FEBRUARY	14300.00	
EFT13758	07/03/2024	CHATFIELD'S TREE NURSERY	OVAL-REFURBISH HOCKEY GOALS,INCL MATERIALS, LABOUR/PAINT TOAPIN-FABRICATION HAND RAILS FOR WEIR, INCL MATERIALS,HARDWARE/LABOUR/PAINT	3056.90	
EFT13759	07/03/2024	YORK AUTO ELECTRICS & AIR CONDITIONING	CATERPILLAR LOADER-CABLE 4MM SINGLE CORE COPPER ,CONDUIT SPLIT TUBING 7MM (PER METRE) SOLENOID-CONSTANT DUTY 200a 24v 242148X, DEUTSCH KIT 2 WAY. CONSUMABLES	2036.30	
EFT13760	07/03/2024	COMBINED PEST CONTROL	SPIDER, FLY AND MOSQUITO SPRAYING - SHIRE HALL, SHIRE ADMIN, VET, MEDICAL CENTRE, DEPOT, AG ALL, RAM SHED, PANTAPIN HALL, YOUTH CENTRE, PUBLIC CONVICNICES, CRC, DRS RESIDENCE, CEMETARY CONVENIENCES, 19 POWELL CRES, 64 CORALING, GILLETT ST UNITS, 31 DALL ST, 190 MCLENNAN, 7 EDWARDS WAY, 74 MCLENNAN, 50 A&B SUBURBAN RD, 14 + 28 REID, 8 DALL ST, BFB BUILDINGS, TENNIS CLUB, COMMUNITY BUILDING, CARAVAN PARK	5874.00	
EFT13761	07/03/2024	NORTHAM MAZDA	QQ MAZDA- FULL SERVICE	687.23	
EFT13762	07/03/2024	OFFICEWORKS	VARIOUS STATIONERY ADMIN (DESK ORGANISER, CALCULATOR, A4 DOCUMNET STAND) INCL POSTAGE	85.06	
EFT13763	07/03/2024	Nutrien Ag Solutions	OVAL - REPLACEMENT SPRINKLER HEADS, KIKUYU SEED 1KG CARAVAN PARK	778.80	
EFT13764	07/03/2024	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR LIBRARY SERVICES - JANUARY 24, MEDICAL POSTAGE AND STATIONERY - FEB 24, ADMIN POSTAGE AND STATIONERY - FEBRUARY 24	2814.12	
EFT13765	07/03/2024	PORTERS PTY LTD, R.T SIMPSON & SIMPSON	260 HOURS OF WATER CART USE FOR QUIAIRADING - CORRIGIN ROAD WORKS	37273.50	PARTIALLY
EFT13766	07/03/2024	RESONLINE PTY LTD	ROOM MANAGER (CARAVAN PARK BOOKING SYSTEM) MONTHLY FEE - JANUARY 2024	242.00	
EFT13767	07/03/2024	QUAIRADING TYRE & BATTERY SUPPLIES	DELIVERY OF GAS - 45KG LP GAS COMM BUILDING	340.00	
EFT13768	07/03/2024	BUNNINGS GROUP LIMITED	AKV GARDEN RETICULATION SUPPLIES	1576.66	
EFT13769	07/03/2024	COMPLETE OFFICE SUPPLIES PTY LIMITED	VARIOUS STATIONERY ADMIN NOTEBOOK, WHITEBOARD MAKERS, DOCUMENT TRAYS, POST IT FLAGS, STAPLE REMOVER (PARTIAL INVOICE)	101.77	
EFT13770	07/03/2024	JASON KEITH LILLEYMAN	HIRE OF DIGGER, STH CAROLING CEMETARY 4/10/23, STH CAROLING CEMETARY 5/10/23	440.00	
EFT13771	07/03/2024	SEED STUDIO	LANDSCAPE DESIGN SERVICES FOR PARKER HOUSE - AS PER QUOTE#0056 25% DEPOSIT	850.00	
EFT13772	07/03/2024	MARZOCCHI CONTRACTING	BUFFING HARDWOOD FLOORING IN MAIN TOWN HALL COMMUNITY BUILDING - CLEANING OF FLOODED LADIES CHANGEROOMS / TOILETS AND TABLE STORE ROOM	915.75	
EFT13773	07/03/2024	Crisp Wireless	MONTHLY INTERNET CONNECTION - FEBRUARY - SHIRE ADMIN, 50A SUBURBAN 8 DALL STREET, 28 REID STREET, MEDICAL CENTRE, YOUTH CENTRE, DRS HOUSE AND Q SWIMMING POOL	1118.96	PARTIALLY
EFT13774	07/03/2024	M.A.L. AUTOMOTIVE PTY LTD.	ISUZU NPR300 TRUCK Q-582 65,000 KM SERVICE, ISUZU D-MAX Q-633 60,000 KM SERVICE MAZDA BT-50 Q 688 50,000 km SERVICE	3431.09	
EFT13775	07/03/2024	SECUREX PTY LTD.	NEW SWIPE CARDS FOR QUIAIRADING GYM	544.00	
EFT13776	07/03/2024	RURAL INFRASTRUCTURE SERVICES	PROVISION OF CONSULTANCY SERVICE FOR JANUARY 2024 (LTFF / FORWARD CAPITAL WORKS PLAN)	3740.00	
EFT13777	07/03/2024	PHILIP SWAIN	EHO SERVICES FOR THE 23/24 FY	1647.80	

11.1 (i) List Of Accounts - March 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13778	07/03/2024	ELDERS QUAIRADING	DISPOSABLE CLEANING GLOVES - PUBLIC TOILETS + FLAGGING TAPE, GARDEN TIMER, SANDPAPER ECT - PUBLIC PARKS, EZ WET 10kg - C/PARK, TORK TOILET ROLLS	450.90	
EFT13779	07/03/2024	TOOL KIT DEPOT	SHIRE WORKS DEPOT - WHEELIEBIN, MOP, LAWN SEED	720.10	
EFT13780	07/03/2024	JB HI-FI	2 x TOOL KITS FOR GARDENS VEHICLES	1068.44	
EFT13781	07/03/2024	ALTUS PLANNING - EFTSURE VERIFIED	UNIDEN SOLO 2K WIRELESS SECURITY CAMERA WITH SOLAR PANEL FOR MUSEUM	1608.75	
EFT13782	07/03/2024	HALL BROS CONTRACTING (STEPHEN SMITH HALL)	TOWN PLANNING SERVICES - JANUARY 2024 APP PROPOSED SHED 4 ASHTON ST, APP LIQUOR STORE AT FARMERS CO-OP, APP CBH, SHIRE ENQUIRY OUTBUILDINGS, PROPOSED HOME BUSINESS ENQUIRY 1751 OLD BEVERLEY RD, SHIRE ENQUIRY FOR EXPLORATION, ORDERS AND REQUISITIONS	8039.47	
EFT13783	07/03/2024	WORKWEAR HUB	GRADER 2015- TRANS FILTER, ENG OIL FILTER,FUEL/WATER SEP, x2 FUEL FILTER, KIT FILTER,ELEMENT ASSEM,HYD FILTER,BREATHER ASSEM, TRANS FILTER,PRIMARY AIR, CAB FILTER, ELEMENT ASS, HYD OIL DAVQO,	1769.55	
EFT13784	07/03/2024	DUFF CONSULTING	DEO ULD, TDTO 30, HITACHI EXCAVATOR SERVICE - TROUBLE STARTING	1348.20	
EFT13785	07/03/2024	NARROGIN CARPETS & CURTAINS	BASIC CHAIN SAW TRAINING- GARDENS CREW	6249.10	
EFT13786	07/03/2024	WA TRAFFIC PLANNING	WORK BOOTS, 8 x PAIRS INC SHIPPING FOR DEPOT PPE	825.00	FULLY
EFT13787	13/03/2024	AUSTRALIAN TAXATION OFFICE	TRAFFIC MANAGEMENT PLAN - DANGIN MEARS RD- CULVERT REPLACEMENT WORKS SLK 21.9	131237.00	
EFT13788	19/03/2024	TELSTRA	BAS AUGUST 2023 - JANUARY 2024	1102.70	
EFT13789	19/03/2024	WATER CORPORATION	TELSTRA ACC#4866080200 USAGE 29/1/2024 - 4/2/2024 - SHIRE ADMIN, QMP, LANDCARE, P/LICENSING, POOL, DEPOT, CRC PHONE USAGE.TELSTRA ACC#3147560795 USAGE 04/03/2024 - 03/04/2024, TELSTRA ACC#3147560738 USAGE 02/03/2024 - 01/04/2024 WAP INTERNET	816.47	
EFT13790	19/03/2024	BOB WADDELL & ASSOCIATES PTY LTD	TELSTRA ACC#94154800 USAGE 21/1/2024 - 20/2/2024 - SHIRE ADMIN	1278.75	
EFT13791	19/03/2024	SYNERGY	ASSISTANCE PROVIDED BY TARA - RATES SERVICES, REVIEW OF PROPERTY TRANSFERS, EOM UPDATES, RATES QUERIES,ASSISTANCE WITH THE ANNUAL BUDGET REVIEW,ASSISTANCE WITH THE WALGGC RETURN	8166.23	PARTIALLY
EFT13792	19/03/2024	LOCAL GOVERNMENT PROFESSIONALS	SYNERGY ACC#149617730 POWER USAGE AND SUPPLY 04/11/2023-05/1/2024 WASTE FACILITY , SYNERGY ACC#2002121769 SUPPLY AND USAGE 06/9/2023 - 03/11/2023 + 06/01/2024 - 07/03/2024 SYNERGY ACC#187804760 POWER USAGE AND SUPPLY 06/01/2024 - 07/03/2024 WASTE FACILITY SYNERGY ACC#207862210 POWER USAGE AND SUPPLY 06/01/2024 - 07/03/2024 YOUTH CENTRE SYNERGY ACC#298130670 POWER USAGE AND SUPPLY 09/1/2024 - 08/03/2024 WORKS DEPOT SYNERGY ACC#544185110 POWER USAGE AND SUPPLY 09/1/2024 - 08/03/2024 RAILWAY SYNERGY ACC#137709150 SUPPLY AND USAGE FOR 09/01/2024 - 08/03/2024 QMP SYNERGY ACC#936409630 POWER USAGE AND SUPPLY 09/01/2024 - 07/03/2024 BORES SYNERGY ACC#222214330 POWER USAGE AND SUPPLY 09/1/2024 - 07/03/2024 CHILDCARE CENTRE (REED) SYNERGY ACC#408945020 POWER USAGE AND SUPPLY 09/1/2024 - 07/03/2024 OTHER BORES, SYNERGY ACC#885514750 POWER USAGE AND SUPPLY 06/1/2024 - 07/03/2024 GILLET STREET SYNERGY ACC#706417150 POWER USAGE AND SUPPLY 09/01/2024 - 07/03/2024 AIRSTRIP SYNERGY ACC#831204500 POWER USAGE AND SUPPLY 09/01/2024 - 07/03/2024 STREETLIGHTS	1950.00	
EFT13793	27/03/2024	CR. JONATHAN RICHARD HIPPLISLEY	FINANCE PROFESSIONALS CONFERENCE 2024 - EMCS 2 DAYS - 20th & 21st MARCH 2024 & DINNER	660.00	
EFT13794	27/03/2024	QUAIRADING FARMERS CO-OP	SITTING FEES OCT - DEC 2023. SPECIAL MEETINGS 9/10/23, 23/10/23 & 06/11/23	2080.39	
EFT13795	27/03/2024	AUSTRALIAN TAXATION OFFICE	QUAIRADING COOP PURCHASES FOR FEBRUARY - YOUTH, ADMIN, WINMAR FAMILY HAMPER, PUBLIC TOILETS, DEPOT, CARAVAN PARK, COUNCIL	4016.92	
EFT13796	27/03/2024	WESFARMERS KLEENHEAT GAS PTY LTD	GENERAL INTEREST CHARGE - ATO	500.50	
EFT13797	27/03/2024	WESTERN AUSTRALIAN TREASURY	45KG VAP CYL - EQUIPMENT SERVICE CHARGE - C/PARK CARETAKER RESIDENCE, 8 DALL STREET, 74 MCLENNAN, TOWN HALL & 31 DALL STREET	8096.35	
EFT13798	27/03/2024	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	TRADE ID - 50444 REF - LOAN 119 GENERAL - ANNUITY LENDING	367.47	FULLY
EFT13799	27/03/2024	BOB WADDELL & ASSOCIATES PTY LTD	COMMUNITY CAR- 18.35 L F/U/LP 02/11/23, 20.64 L F/U/LP 08/11/23, 49.08 L F/U/LP 23/11/23, 28.88 L F/U/LP 29/12/23	1031.25	
EFT13800	27/03/2024	SYNERGY	2023/2024 RATES MANAGEMENT: CHANGE OF OWNERSHIP, PENSIONER CLAIMS, INTERIM SCHEDULES, RATES QUERIES, ADJUSTMENTS & GENERAL, DEBT RECOVERY, ASSISTANCE WITH 2023/2024 BUDGET REVIEW	11868.35	PARTIALLY
EFT13801	27/03/2024	BENTNAIL BUILDING & MAINTENANCE	SYNERGY ACC#558474190 POWER SUPPLY & USAGE 10/1/2024 - 8/3/2024 ARTHUR KELLY VILLAGE - UNIT 1 - 8. COMMON AREA & PARKER HOUSE SYNERGY ACC#377207980 POWER SUPPLY & USAGE 10/1/2024 - 8/3/2024 19 POWELL CRES SYNERGY ACC#195168700 POWER SUPPLY & USAGE 10/1/2024 - 8/3/2024 28 REID STREET SYNERGY ACC#389453150 POWER SUPPLY & USAGE 10/1/2024 - 8/3/2024 8 DALL STREET SYNERGY ACC#137839080 POWER SUPPLY & USAGE 10/1/2024 - 8/3/2024 1 PARKER STREET SYNERGY ACC#893699340 POWER SUPPLY & USAGE 10/1/2024 - 8/3/2024 JENNABERRING RD SYNERGY ACC#689509470 POWER SUPPLY & USAGE 10/1/2024 - 8/3/2024 JENNABERRING RD SYNERGY ACC#422743450 POWER SUPPLY & USAGE FOR THE PERIOD 10/1/2024 - 8/3/2024 SYNERGY ACC #765171390 POWER USAGE 9/2/24-13/3/24 - CARETAKERS COTTAGE, CABINS 1- 3& GARDENS SYNERGY ACC #422437350 POWER SUPPLY & USAGE 10/01/2024 - 08/03/2024 50A SUBURBAN ROAD	2200.00	
EFT13802	27/03/2024	G J JONES PLUMBING	CEMETERY- DINGO/EXCAVATOR HIRE CEMETERY-5 DAYS EXCAVATOR HIRE -FUNERALS	103.40	
			AKV UNIT 1- REPLACE SHOWER TAP SPINDLE (SUPPLIED) REPAIRE WASHING MACHINE CONVERSION TAPS DONSON UNI WASHING MACHINE CONVERSION WASHER		

11.1 (i) List Of Accounts - March 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13803	27/03/2024	AVON CONCRETE	DANGIN MEARS RD - REMOVAL OF EXISTING BRIDGE TO SPOIL SITE, PREP SUB BASE, FIX MESH & REO, SUPPLY CONCRETE/PUMP/FORMWORK, REGARD RD&2 COAT EMULSION SEAL. SHIRE SUPPLY TO GRAVEL 150t, WATER AND TRAFFIC CONTROL.	55000.00	PARTIALLY
EFT13804	27/03/2024	JOY COLLARD	REFUND OF FACILITY & KEY BOND - TOWN HALL HIRE 15/3/2024 JOY COLLARD	875.00	FULLY
EFT13805	27/03/2024	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR LIBRARY SERVICES - FEB 2024, ADMIN POSTAGE AND STATIONERY - FEBRUARY 2024	2446.23	
EFT13806	27/03/2024	FARMARAMA PTY LTD	LIQUID NAILS, UNIFORMS/PPE, KWIKSET CONCRETE - DEPOT, JUMBO TOILET ROLL + DISPOSABLE GLOVES, TORK MINI JUMBO TOILET ROLLS - CTN, CLAMP GALVANISED STEEL KWIK SET CONCRETE - DEPOT, SHIRE WORKS DEPOT MATERIALS, JOINERS, DRILL SET, CABLE TIES, FENCING MATERIALS, SHIRE GARDENS MATERIALS - VARIOUS PVC PIPES, BBQ CLEANER, STANLEY KNIFE SET, DEADBOLT FOR COMMUNITY BUILDING	908.65	
EFT13807	27/03/2024	ELDERS QUAIRADING	SHIRE WORKS DEPOT MATERIALS, JOINERS, DRILL SET, CABLE TIES, FENCING MATERIALS, SHIRE GARDENS MATERIALS - VARIOUS PVC PIPES, BBQ CLEANER, STANLEY KNIFE SET, DEADBOLT FOR COMMUNITY BUILDING	1000.00	
EFT13808	27/03/2024	AUSSPORT SCOREBOARDS	SPORTS GROUND SCORE BOARD - EXTRA QUARTER DIGIT, PREMIUM SIREN	11327.25	PARTIALLY
EFT13809	27/03/2024	BRASS PLAQUES AUSTRALIA	BRASS PLAQUE FOR KWIRRADING KOORT	891.00	
EFT13810	27/03/2024	ELLEN WATTS	REFUND OF TOWN HALL KEY & FACILITY BOND - TERRY BARTLETT PRIVATE HIRE 12/3/2024	875.00	FULLY
EFT13811	27/03/2024	TANIA CAVANAGH	REFUND OF TOWN HALL KEY AND FACILITY BOND - TANIA CAVANAGH (DOJ) 28/2/2024	350.81	FULLY
EFT13812	27/03/2024	PLUMBERJ'S MOBILE PLUMBING	AKV UNIT 4 - RENEW BASIN TAP AND CLEAR BLOCKED BATHROOM DRAIN	253.00	
24003	07/03/2024	QUAIRADING SHIRE	CONTAINERS FOR CHANGE FLOAT	164.30	FULLY
24004	12/03/2024	QUAIRADING SHIRE	CONTAINERS FOR CHANGE FLOAT	176.70	FULLY
24006	20/03/2024	QUAIRADING SHIRE	CONTAINERS FOR CHANGE FLOAT	180.30	FULLY
24007	26/03/2024	QUAIRADING SHIRE	CONTAINERS FOR CHANGE FLOAT	192.80	FULLY
				\$ 565,508.10	

TRANSPORT TAKINGS FOR THE MONTH ENDING
31 MARCH 2024 **Attachment 11.1 (ii)**

ACTUAL TOTAL TAKINGS		
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
28/02/2024	TRANSPORT TAKINGS	\$187.20
29/02/2024	TRANSPORT TAKINGS	\$822.25
01/03/2024	TRANSPORT TAKINGS	\$2,282.65
05/03/2024	TRANSPORT TAKINGS	\$2,372.15
06/03/2024	TRANSPORT TAKINGS	\$1,654.90
07/03/2024	TRANSPORT TAKINGS	\$6,827.35
11/03/2024	TRANSPORT TAKINGS	\$3,220.30
12/03/2024	TRANSPORT TAKINGS	\$200.00
13/03/2024	TRANSPORT TAKINGS	\$4,367.00
14/03/2024	TRANSPORT TAKINGS	\$4,358.35
15/03/2024	TRANSPORT TAKINGS	\$529.65
18/03/2024	TRANSPORT TAKINGS	\$1,560.40
19/03/2024	TRANSPORT TAKINGS	\$454.65
20/03/2024	TRANSPORT TAKINGS	\$13,389.10
21/03/2024	TRANSPORT TAKINGS	\$217.60
25/03/2024	TRANSPORT TAKINGS	\$226.80
26/03/2024	TRANSPORT TAKINGS	\$2,060.20
TAKINGS RECEIVED IN THE BANK - MARCH 2024		\$44,730.55

AMOUNTS YET TO BE DRAWN		
DATE OF TAKINGS	DESCRIPTION	AMOUNT \$
27/03/2024	TRANSPORT TAKINGS	\$2,235.35
28/03/2024	TRANSPORT TAKINGS	\$3,662.95
MARCH TAKINGS RECEIVED IN THE BANK - APRIL 2024		\$5,898.30

Shire of Quairading
Credit Card Reconciliation - Page 1

Statement From 28/02/2024 Statement Total
Statement To 27/03/2024 \$ 6,494.98




Credit Card Summary			
Card Name	Title	Card Ending	Amount Spent
Natalie Ness	CEO	1475	\$ 1,936.59
Tricia Brown	EMCS	1336	\$ 1,074.31
Benjamin Davies	CESM	8917	\$ 618.68
Sarah Caporn	EMWS	3585	\$ 2,865.40

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

Credit Card Transaction - GL Entry			
GL Code	Amount (incl GST)	GST (\$)	Narration/Summary
PROU002.2610.2101	\$ 470.28	\$ 42.75	FUEL FOR CESM VEHICLE
W10700.2790	\$ 255.85	\$ 23.26	POSTS FOR XL CASKET SUPPORT
BM13240.2400.2101	\$ 195.00	\$ 17.73	REPLACEMENT OVEN DOOR FOR CARAVAN PARK RESIDENCE
R2R007.2400.2101	\$ 137.98	\$ 12.54	OLD BEVERLY RD MAINTENANCE MATERIALS
W13101.2014	\$ 75.00	\$ 6.82	WEED CONTROL CHEMICALS
BO12201	\$ 137.87	\$ 12.53	DEPOT STAFF BBQ REFRESHMENTS - FAREWELL TEAM MEMBER
BC11601	\$ 2,063.70	\$ 187.61	DISPLAY SHELVING FOR MUSEUM
P0Q1.2610.4001	\$ 239.27	\$ 21.75	FUEL FOR EMCS VEHICLE
12040104.2100	\$ 803.94	\$ 73.09	ACCOMODATION & MEALS - EMCS ANNUAL FINANCE CONFERENCE 2024
P551.2400.2340	\$ 31.10	\$ 2.83	DEPOT ISUZU UTE PLATE CHANGE FROM Q551 TO Q5532
2040211.2101	\$ 121.45	\$ 11.04	CITIZENSHIP CEREMONY COIN
P5480.2410.2704	\$ 20.35	\$ 1.85	CEO CAR WASH - INC CC SURCHARGE
P5480.2610.4101	\$ 120.03	\$ 10.91	FUEL FOR CEO VEHICLE
12040104.2100	\$ 759.00	\$ 69.00	EMERGENCY MANAGEMENT FOUNDATIONS FOR LG PD - FOR EMCD
121402410.2100	\$ 349.09	\$ 31.74	ANNUAL SURVEY MONKEY SUBSCRIPTION
2050765.2100	\$ 148.40	\$ 13.49	REFRESHMENT FOR INCIDENT
121404170.2600	\$ 566.67	\$ 51.52	HIRE VEHICLE - CEO VEHICLE IN FOR REPAIRS
9130001.00	-\$ 6,494.98		Bring credit card expenses into muni - March 2024 - evidence in Credit Card File

Totals	\$ 6,494.98	\$ 590.45
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Shire Confirmation 
Natalie Ness, Chief Executive Officer

Council Approval 
Trevor Stacey, Chair A&R Committee

ACCOUNTS PROCESSING
Journal Date (DD):
Journal Number:
Journal Batch:
Journal Posting Period:



BusinessChoice Everyday Mastercard® Statement

SHIRE OF QUAIRADING
 NATALIE NESS
 PO BOX 38
 QUAIRADING WA 6383

Billing Account Number	5163 2800 9109 9937
Payment Due Date	22 APRIL 2024
Closing Balance	\$6,494.98
Minimum Payment Due	\$195.00
Amount Paid (Details on the reverse)	\$

+51 63280091 099937+

(Cut along this dotted line)

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

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

Company Name	Number of Cards	Facility Number	Annual Cash % Rate	Annual Purchase % Rate		
Shire Of Quairading	4	02752751	19.96%	14.25%		
Contact Name	Billing Account Number	Opening Balance	Credit Limit			
Natalie Ness	5163280091099937	8,720.21	20,000			
Statement From	Statement To	Payment Due Date	Opening Balance	Minimum Payment Due	Closing Balance	Available Credit
28 FEB 2024	27 MAR 2024	22 APR 2024	8,720.21	195.00	6,494.98	13,505.02

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balance	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
8,720.21	8,720.21 -	0.00	0.00	0.00	6,494.98	6,494.98	0.00	195.00

S003412 / M003412 / 088 / CN1VPCP2

CSF VPC

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Page 1 of 3

WBCA4WFGI 0919 2953

Important:

1. If mailing **DO NOT** send notes or coins.
2. Please write your Payment Account Number on the back of each cheque.
3. Check your records of your transactions against this statement.
4. Report any discrepancies to Westpac.

Details of cheques (proceeds may not be available until cleared)				CASH AMOUNT
DRAWER (i.e. account name on cheque)	CHEQUE NO.	BSB NO. OR BANK	ACCOUNT NO. OR BRANCH	CHEQUE AMOUNT
TELLER/BANK STAMP	TOTAL \$			
SIGNATURE:				



Choose the payment method that suits you best



By Mail

Complete and mail the top portion of page one of your statement together with your cheque to: Cards GPO Box 4220 Sydney NSW 2001



Via Westpac Internet Banking

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



Using Card Autopay

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



Using BPAY

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

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



By Telephone Banking

Call 132 032 if you have another Westpac account.



In Person

At any of our Westpac branches in Australia.

S003412 / M003412 / 088 / CN1 VPCF2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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



Summary of Billing Account Transactions		
Date of Transaction	Description	Debits/Credits
13 MAR	Payments AUTOMATIC PAYMENT	
	Sub Total:	8,720.21 - 8,720.21 -
	Miscellaneous Transactions	
27 MAR	NATALIE NESS 5163 2800 0106 6463 Monthly Balance	1,936.59
27 MAR	TRICIA BROWN 5163 2800 0107 6777 Monthly Balance	1,074.31
27 MAR	SARAH CAPORN 5163 2800 0153 8917 Monthly Balance	2,865.40
27 MAR	BENJAMIN DAVIES 5163 2800 0197 3585 Monthly Balance	618.68
	Sub Total:	6,494.98
	Grand Total:	2,225.23 -

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

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

Important update to your Terms and Conditions

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

Complaints

If you have a complaint, contact our dedicated Customer Solutions team on 132 032 or write to us at Westpac Customer Solutions, Reply Paid 5265, Sydney NSW 2001. If an issue has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers.
 Online: www.afca.org.au
 Email: info@afca.org.au
 Phone 1800 931 678
 Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001

S003413 / M003413 / 088 / CN\VP\CP2

**Shire of Quairading
Credit Card Reconciliation - Page 2**

Statement From **28/02/2024**
Statement To **27/03/2024**

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

Credit Card Transactions - Natalie Ness, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
28/02/2024	PERTH MINT	\$ 100.00	\$ 9.09	Y	2040211.2101	CITIZENSHIP CEREMONY COIN
28/02/2024	PERTH MINT	\$ 21.45	\$ 1.95	Y	2040211.2101	CITIZENSHIP CEREMONY COIN
29/02/2024	SOUTHERN STAR CAR WASH	\$ 20.35	\$ 1.85	Y	P5480.2410.2704	CEO CAR WASH - INC CC SURCHARGE
1/03/2024	COLES EXPRESS	\$ 50.02	\$ 4.55	Y	P5480.2610.4101	CEO FUEL
11/03/2024	AUTOMOBILE RENTAL & LEASING	\$ 368.90	\$ 33.54	Y	121404170.2600	HIRE VEHICLE - CEO VEHICLE IN FOR REPAIRS
15/03/2024	AUTOMOBILE RENTAL & LEASING	\$ 197.77	\$ 17.98	Y	121404170.2600	HIRE VEHICLE - CEO VEHICLE IN FOR REPAIRS
18/03/2024	WALGA LOCAL GOVERNMENT TRAINING	\$ 759.00	\$ 69.00	Y	12040104.2100	EMERGENCY MANAGEMENT FOUNDATIONS FOR LG PD - FOR EMCD
24/03/2024	SURVEY MONKEY	\$ 349.09	\$ 31.74	Y	121402410.2100	ANNUAL SUBSCRIPTION
26/03/2024	COLES EXPRESS	\$ 70.01	\$ 6.36	Y	P5480.2610.4101	CEO FUEL
Total		\$ 1,936.59	\$ 176.05			



BusinessChoice Everyday Mastercard® Statement

NATALIE JANE NESS
 SHIRE OF QUAIRADING
 8 DALL ST
 QUAIRADING WA 6383

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

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

Card Account Transaction Details

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

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balance	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	1,936.59	0.00	0.00	1,936.59 -	0.00	0.00	0.00

S003414 / M003414 / 088 / CN1VPCP2

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

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

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

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
28 FEB	THE PERTH MINT EAST PERTH AUS	100.00	
28 FEB	TOURIST ATTRACTIONS & EXHIBI THE PERTH MINT EAST PERTH AUS	21.45	
29 FEB	TOURIST ATTRACTIONS & EXHIBI SOUTHERN STAR ENTERPRI MUNDARING AUS	20.35	
01 MAR	CAR WASHES COLES EXPRESS 6914 JOLIMONT AUS	50.02	
11 MAR	SERVICE STATIONS WWW.KINTO.COM.AU ST LEONARDS AUS	368.90	
15 MAR	AUTOMOBILE RENTAL & LEASING WWW.KINTO.COM.AU ST LEONARDS AUS	197.77	
18 MAR	AUTOMOBILE RENTAL & LEASING WESTERN AUSTRALIAN LOC WEST LEEDERVI AUS	759.00	
24 MAR	GOVERNMENT SERVICES NOT ELSE SURVEYMONK* T 45444965 SYDNEY AUS	349.09	
26 MAR	COMPUTER SOFTWARE COLES EXPRESS 6916 MYAREE AUS	70.01	
	SERVICE STATIONS		
	Sub Total:	1,936.59	
	Miscellaneous Transactions		
27 MAR	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,936.59 -	
	Sub Total:	1,936.59 -	
	Grand Total:	0.00	

5003414 / M003414 / 088 / CN1VPCP2



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

Cardholder Signature Walter Jess Date 9.04.24

Transactions examined and approved.

Manager/Supervisor Signature [Signature] Date 11/4/24

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 Online: www.afca.org.au
 Email: info@afca.org.au
 Phone 1800 931 678
 Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001

S003415 / M003415 / 086 / CN1VPCP2

Shire of Quairading						
Credit Card Reconciliation - Page 3						
	Statement From	28/02/2024				
	Statement To	27/03/2024				
Credit Card Transactions - Tricia Brown, EMCS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
8/03/2024	CORRIGIN ROADHOUSE	\$ 94.17	\$ 8.56	Y	POQ1.2610.4001	Petrol 0Q
12/03/2024	BP QUAIRADING	\$ 50.71	\$ 4.61	Y	POQ1.2610.4001	Petrol 0Q
19/03/2024	CROWN TOWERS	\$ 746.28	\$ 67.84	Y	12040104.2100	ACCOMODATION - EMCS ANNUAL FINANCE CONFERENCE 2024
21/03/2024	CROWN TOWERS	\$ 57.66	\$ 5.24	Y	12040104.2100	MEAL - EMCS ANNUAL FINANCE CONFERENCE 2024
22/03/2024	CORRIGIN ROADHOUSE	\$ 94.39	\$ 8.58	Y	POQ1.2610.4001	Petrol 0Q
27/03/2024	SHIRE OF QUAIRADING - DEPARTMENT OF TRANSPORT	\$ 31.10	\$ 2.83	Y	P551.2400.2340	DEPOT ISUZU UTE PLATE CHANGE FROM Q551 TO Q5532
		\$ -	\$ -	Y		
		\$ -	\$ -	Y		
Total		\$ 1,074.31	\$ 97.66			



BusinessChoice Everyday Mastercard® Statement

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

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

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Tricia Brown	5163 2800 0107 6777	2,000	2,000.00
Statement From	Statement To	Facility Number	
28 FEB 2024	27 MAR 2024	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	1,074.31	0.00	0.00	1,074.31 -	0.00	0.00	0.00

S003416 / M003416 / 088 / CN1VPCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

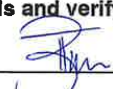
If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments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

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


BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
08 MAR	CORRIGIN ROADHOUSE Austral AUS	94.17	
	HOTELS, MOTELS, RESORTS - LO		
12 MAR	BP QUAIRADING 6561 QUAIRADING AUS	50.71	
	SERVICE STATIONS		
19 MAR	Crown Towers Perth Burswood AUS	746.28	
	HOTELS, MOTELS, RESORTS - LO		
21 MAR	Crown Towers Perth Burswood AUS	57.66	
	HOTELS, MOTELS, RESORTS - LO		
22 MAR	CORRIGIN ROADHOUSE Austral AUS	94.39	
	HOTELS, MOTELS, RESORTS - LO		
27 MAR	SHIRE QUAIRADING QUAIRADING AUS	31.10	
	GOVERNMENT SERVICES NOT ELSE		
	Sub Total:	1,074.31	
	Miscellaneous Transactions		
27 MAR	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,074.31 -	
	Sub Total:	1,074.31 -	
	Grand Total:	0.00	

S003416 / M003416 / 088 / CN1VPCP2

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

Cardholder Signature  Date 9/4/24

Transactions examined and approved.

Manager/Supervisor Signature  Date 9/04/24



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

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

Important update to your Terms and Conditions

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

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

S003417 / M003417 / 068 / CN1VPCP2

CSF VPC

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Page 3 of 3

WBCA4WFGI 0919 2958

**Shire of Quairading
Credit Card Reconciliation - Page 4**

Statement From 28/12/2023
Statement To 27/03/2024

Credit Card Transactions - Sarah Caporn, EMWS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
1/03/2024	MIDALIA STEEL P/L NORTHAM	\$ 255.85	\$ 23.26	Y	W10700.2790	POSTS FOR XL CASKET SUPPORT
6/03/2024	WA APPLIANCE PARTS	\$ 195.00	\$ 17.73	Y	BM13240.2400.2101	REPLACEMENT OVEN DOOR FOR CARAVAN PARK RESIDENCE
18/03/2024	WESTERNEX PL	\$ 137.98	\$ 12.54	Y	R2R007.2400.2101	OLD BEVERLY RD MAINTENANCE MATERIALS
20/03/2024	4 FARMERS AUSTRALIA	\$ 75.00	\$ 6.82	Y	W13101.2014	WEED CONTROL CHEMICALS
22/03/2024	QUAIRADING CO-OP	\$ 63.87	\$ 5.81	Y	BO12201	DEPOT STAFF BBQ & FAREWELL FOR TEAM MEMBER
22/03/2024	QUAIRADING CLUB	\$ 74.00	\$ 6.73	Y	BO12201	DEPOT STAFF BBQ & FAREWELL FOR TEAM MEMBER
25/03/2024	IKEA	\$ 2,063.70	\$ 187.61	Y	BC11601	DISPLAY SHELVING FOR MUSEUM
Total		\$ 2,865.40	\$ 260.49			



BusinessChoice Everyday Mastercard® Statement

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

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

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Mrs Sarah Elizabeth Caporn	5163 2800 0153 8917	5,000	5,000.00
Statement From	Statement To	Facility Number	
28 FEB 2024	27 MAR 2024	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balance	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	2,865.40	0.00	0.00	2,865.40 -	0.00	0.00	0.00

S003418 / M003418 / 088 / CN1VPCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
01 MAR	MIDALIA STEEL P/L NORTHAM AUS	255.85	
	LUMBER & BUILDING MATERIALS		
06 MAR	WA APPLIANCE PARTS MORLEY AUS	195.00	
	ELECTRICAL PARTS AND EQUIPME		
18 MAR	WESTERNEX PL MALAGA AUS	137.98	
	INDUSTRIAL SUPPLIES, NOT ELS		
20 MAR	4 FARMERS AUSTRALIA WELSHPOOL AUS	75.00	
	LANDSCAPING AND HORTICULTURA		
22 MAR	QUAIRADING CO-OP QUIRADING AUS	63.87	
	GLASSWARE & CRYSTAL STORES		
22 MAR	SQ *QUAIRADING CLUB IN Quairading	74.00	
	PACKAGE STORES - BEER, LIQUO		
25 MAR	IKEA PTY LTD TEMPE AUS	2,063.70	
	FURNITURE, HOME FURNISHINGS		
	Sub Total:	2,865.40	
	Miscellaneous Transactions		
27 MAR	TRANSFER CLOSING BALANCE TO BILLING ACCT	2,865.40 -	
	Sub Total:	2,865.40 -	
	Grand Total:	0.00	

S003418 / M003418 / 088 / CM1VPCF2



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

Cardholder Signature [Signature] Date 10/4/24

Transactions examined and approved.

Manager/Supervisor Signature [Signature] Date 11/04/24

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

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

Important update to your Terms and Conditions

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Complaints

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 Online: www.afca.org.au
 Email: info@afca.org.au
 Phone 1 800 931 678
 Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001

S003419 / N003419 / 088 / CN1VPCP2

**Shire of Quairading
Credit Card Reconciliation - Page 5**

Statement From 28/12/2023
Statement To 28/01/2024

Credit Card Transactions - Benjamin Davies, CESH						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
6/03/2024	BP CUNDERDIN	\$ 148.40	\$ 13.49	Y	2050765.2100	REFRESHMENTS FOR INCIDENTS
11/03/2024	UNITED KELLERBERRIN	\$ 52.20	\$ 4.75	Y	PROU002.2610.2101	FUEL FOR CESH VEHICLE
13/03/2024	BP CUNDERDIN	\$ 80.02	\$ 7.27	Y	PROU002.2610.2101	FUEL FOR CESH VEHICLE
17/03/2024	BP CUNDERDIN	\$ 66.39	\$ 6.04	Y	PROU002.2610.2101	FUEL FOR CESH VEHICLE
21/03/2024	COLES EXPRESS	\$ 86.06	\$ 7.82	Y	PROU002.2610.2101	FUEL FOR CESH VEHICLE
24/03/2024	UNITED KELLERBERRIN	\$ 59.76	\$ 5.43	Y	PROU002.2610.2101	FUEL FOR CESH VEHICLE
25/03/2024	DUNNINGS SERVICE STATION	\$ 125.85	\$ 11.44	Y	PROU002.2610.2101	FUEL FOR CESH VEHICLE
Total		\$ 618.68	\$ 42.75			



BusinessChoice Everyday Mastercard® Statement

BENJAMIN DAVIES
 SHIRE OF QUAIRADING
 14 ROBYN ST
 CUNDERDIN WA 6407

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

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Card Account Transaction Details

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

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment (including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	618.68	0.00	0.00	618.68 -	0.00	0.00	0.00

5003420 / M003420 / 088 / CN1VPCP2

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BusinessChoice Everyday Mastercard®						
Date of Transaction	Description			Debits/Credits	Cardholder Comments	
	Purchases					
06 MAR	BP CUNDERDIN RDH 7741	CUNDERDIN	AUS	148.40		
	SERVICE STATIONS					
11 MAR	UNITED PETROLEUM PTY	KELLERBERRIN	AUS	52.20		
	SERVICE STATIONS					
13 MAR	BP CUNDERDIN ROADHOU	CUNDERDIN	AUS	80.02		
	SERVICE STATIONS					
17 MAR	BP CUNDERDIN ROADHOU	CUNDERDIN	AUS	66.39		
	SERVICE STATIONS					
21 MAR	COLES EXPRESS 2128	NORTHAM	AUS	86.06		
	SERVICE STATIONS					
24 MAR	UNITED PETROLEUM PTY	KELLERBERRIN	AUS	59.76		
	SERVICE STATIONS					
25 MAR	DUNNINGS NORTHAM	NORTHAM	AUS	125.85		
	SERVICE STATIONS					
			Sub Total:	618.68		
	Miscellaneous Transactions					
27 MAR	TRANSFER CLOSING BALANCE TO BILLING ACCT			618.68 -		
			Sub Total:	618.68 -		
			Grand Total:	0.00		

8003420 / M003420 / 088 / CN1VPCP2



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

Cardholder Signature [Signature] **Date** 9/04/2024

Transactions examined and approved.

Manager/Supervisor Signature [Signature] **Date** 9/04/24

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Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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


S003421 / M003421 / 088 / CN1VPCP2

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 Councillor Meeting Sitting Fees

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments 1. Determination of the Salaries and Allowances Tribunal on Local government CEO's & Elected Members - 5 April 2024 [↓](#) 

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

1. Set the following Elected Members Meeting Fees and Allowances for the 2024/2025 Year in accordance with Band 4 of the Salaries and Allowances Tribunal Determination:

Shire President – Council Meeting	\$480.00 per Meeting
-----------------------------------	----------------------

Shire President – Committee & Prescribed Meetings	\$85.00 per Meeting
---	---------------------

Councillors – Council Meeting	\$235.00 per Meeting
-------------------------------	----------------------

Councillors – Committee & Prescribed Meetings	\$85.00 per Meeting
---	---------------------

2. Shire President's Allowance be set at \$1,145.00 per annum

IN BRIEF

Councillors are paid a sitting fee for attending Council, Committee or prescribed meetings as outlined in the *Local Government Act 1995* (the Act) and *Local Government (Administration) Regulations 1996*. According to the Act, all Council, Committee and prescribed meetings are entitled to being paid regardless of whether the meeting is a special meeting or a scheduled meeting.

Council sitting fees are calculated by the Tribunal not only on the meeting attendance, but also the time that it takes Elected Members to prepare for meetings and any other responsibilities Elected Members are required to carry out in Council, Committee or prescribed meetings.

This paper has been prepared in accordance with the preamble and Parts 6 and 7 of the *Western Australia Salaries and Allowances Act 1975* April 2023 Determination of the salaries and allowances tribunal on local government Chief Executive Officers and Elected Members Pursuant to section 7a and 7b. (Attachment [1]).

MATTER FOR CONSIDERATION

The Officer Recommendation is solely based on the 4% increase to the Elected Member attendance fees and annual allowance ranges as set by the Tribunal in its determination published on the 5th of April 2024 and coming into effect on the 1st of July 2024 (see Attachment 1). Officers assume that Council wish to keep their previous year's determination to compensate Elected Members per Council or Committee Meeting and not through an annual allowance.

BACKGROUND

Pursuant to section 5.98(1)(b) of the Act, a Council Member who attends a Council Meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for Council meeting attendance fees.

Pursuant to section 5.98(1)(b) and (2A)(b) of the Act, a Council Member who attends a Committee Meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending Committee Meetings or, as the case requires, meetings of that type.

Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations –

1. A meeting of a WALGA Zone, where the Council Member is representing a local government as a delegate elected or appointed by the local government.
2. A meeting of a Regional Road Group established by Main Roads Western Australia, where the Council Member is representing a local government as a delegate elected or appointed by the local government.
3. A Council meeting of a regional local government where the Council Member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government.
4. A meeting other than a Council or Committee Meeting where the Council Member is attending at the request of a Minister of the Crown who is attending the meeting.
5. A meeting other than a Council Meeting or Committee Meeting where the Council Member is representing a local government as a delegate elected or appointed by the local government.

Pursuant to section 5.99 of the Act, a local government or regional local government may decide by an absolute majority that instead of paying Council Members an attendance fee referred to in section 5.98(1) of the Act, it will pay all Council Members who attend Council or Committee Meetings a fee set within the range for annual fees.

Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a Council Member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –

1. The person who organises the meeting pays the Council Member a fee for attending the meeting; or
2. The Council Member is paid an annual fee in accordance with section 5.99 of the Act; or
3. The Council Member is deputising for a Council Member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the Act.

In determining the fees, the Tribunal has considered a range of factors including –

1. The time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with Council staff and community members.
2. The role of the Council Member, Mayor or President including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation.
3. Particular responsibilities associated with the types of meetings attended.

4. Responsibilities of a Mayor, President or Chair to preside over meetings.
5. The relative “size” of the local government as reflected in the Tribunal’s local government banding model.

The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 4%. The Tribunal considered various submissions calling for increases, with the determined increase reflecting a variety of issues raised in the submission.

The Tribunal maintains that Elected Members fees should be set to compensate costs for the prescribed role of an Elected Member. The role of an Elected Member was specifically described as not being a full-time occupation in parliamentary debates regarding the *Local Government Amendment Act 2011* presented to the Parliament in 2011, and there has been no change in this view from Government or the Parliament as far as the Tribunal is aware.

The Government, through the Department of Local Government, Sport and Cultural Industries (DLGSC), is looking to introduce reforms which will enable superannuation payments to be made to local government council members. The Tribunal’s Determination relates only to the fees and allowances provided to council members. For information related to these reforms, please refer to [Full Reform Proposals](#) on the DLGSC website.

All other allowances remain unchanged.

Annual Allowance for Elected Members

The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a Council Member a fee referred to in section 5.98(1)(b) of the Act for attendance at a council meeting.

Table 4: Council meeting fees per meeting – local governments

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$666	\$858	\$666	\$1,174
2	\$406	\$634	\$406	\$848
3	\$213	\$447	\$213	\$686
4	\$99	\$260	\$99	\$530

Table 5: Council meeting fees per meeting – regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$99	\$260	\$99	\$530

The ranges of fees in Table 6 and Table 7 apply where a local government or regional local government decides to pay a Council Member a fee referred to in – (a) section 5.98(1)(b) of the Act for attendance at a committee meeting; or (b) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

For a council member (including the mayor or president)				
Band	Minimum – Elected Member	Maximum – Elected Member	Minimum – Independent Member	Maximum – Independent Member
1	\$338	\$432	\$0	\$432
2	\$203	\$317	\$0	\$317
3	\$104	\$224	\$0	\$224
4	\$52	\$130	\$0	\$130

Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments

For a council member (including the chair)				
	Minimum – Elected Member	Maximum – Elected Member	Minimum – Independent Member	Maximum – Independent Member
All regional local governments	\$52	\$130	\$0	\$125

The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying Council Members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all Council Members who attend Council, Committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$26,624	\$34,278	\$26,624	\$51,412
2	\$16,089	\$25,137	\$16,089	\$33,706
3	\$8,320	\$17,711	\$8,320	\$27,425
4	\$3,884	\$10,286	\$3,884	\$21,138

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments

For a council member other than the chair			For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,945	\$11,430	\$2,137	\$17,139

Annual Allowance for a Mayor, President, Chair, Deputy Mayor, Deputy President and Deputy Chair

Pursuant to section 5.98(5) of the Act, the Mayor or President of a local government and the Chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.

Pursuant to section 5.98A(1) of the Act, a local government or regional local government may decide, by an absolute majority, to pay the Deputy Mayor or Deputy President of the local government, or the Deputy Chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the Mayor or President of the local government, or the Chair of the regional local government, is entitled under section 5.98(5) of the Act. This allowance is in addition to any fees or reimbursement of expenses payable to the Deputy Mayor, Deputy President or Deputy Chair under section 5.98 of the Act.

In determining the allowances set out in this Part, the Tribunal has considered a range of factors including the following –

1. The leadership role of the Mayor, President or Chair.
2. The statutory functions for which the Mayor, President or Chair is accountable.
3. The ceremonial and civic duties required of the Mayor, President or Chair, including local government business related entertainment.

4. The responsibilities of the Deputy Mayor, Deputy President or Deputy Chair when deputising.
5. The relative “size” of the local government as reflected in the Tribunal’s local government banding model.
6. The civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a Mayor or President is entitled under section 5.98(5) of the LG Act.

The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.

Table 10: Annual allowance for a mayor or president of a local government

For a mayor or president		
Band	Minimum	Maximum
1	\$55,463	\$97,115
2	\$16,640	\$68,552
3	\$1,113	\$39,988
4	\$556	\$21,710

Table 11: Annual allowance for a chair of a regional local government

For a chair		
	Minimum	Maximum
All regional local governments	\$556	\$21,710

Annual allowance for a Deputy Mayor, Deputy President or Deputy Chair

The percentage determined for the purposes of section 5.98A(1) of the Act is 25 per cent.

If the office of Mayor or President is vacant under section 5.34(a) of the Act, and the deputy performs the functions of Mayor or President for a continuous period of no less than four months, the Deputy will be entitled to receive the Mayor or President allowance according to the applicable local government band.

If the Deputy performs the functions of Mayor or President for a continuous period of no less than four months, the Deputy will be entitled to receive the Mayor or President allowance according to the applicable local government band. This can be applied retrospectively, in instances where an initial short-term period of acting becomes a continuous period of acting for four months or more.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The allowance set by Council will be allocated in the 2024/25 financial year budget.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>This report is in preparation for the new financial year.</i>
Health	N/A
Reputation	Low <i>It is a legislative requirement for Elected Members meeting fees and the Shire President’s allowance to be within the stated range of Band 4 Councils.</i>
Operations	Low <i>Payment of Councillors meeting fees and annual Shire President’s allowance are included in normal operations of Council. Annual statement of meeting fees paid to each Councillor are issued for income tax declaration purposes.</i>
Natural Environment	N/A

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

COMMENT

Nil.

WESTERN AUSTRALIA
SALARIES AND ALLOWANCES ACT 1975
DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL
ON LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS

Pursuant to Section 7A and 7B

5 April 2024

PREAMBLE

Statutory Context

1. Section 7A of the *Salaries and Allowances Act 1975* ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
 - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

Considerations

4. The Tribunal has considered sections 2.7 to 2.10 and section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers (CEOs).
5. The Tribunal invited individual local governments, the Department of Local Government, Sport and Cultural Industries, the Western Australian Local Government Association, Local Government Professionals WA and other interested individuals to provide information or submissions regarding developments across the sector.

6. Seventeen submissions were received. All submissions received were considered within the Tribunal's deliberations.

Band allocation model

7. The Tribunal continues to apply the four Band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
8. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated Band. The Tribunal will only adjust a Band classification when a local government or regional local government can demonstrate a substantial and sustained increase in functions, roles or scope of the organisation.

Christmas and Cocos Islands

9. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
10. This inquiry reviewed remuneration provided by the Shires of Christmas and Cocos (Keeling) Islands.

CONCLUSIONS

11. The Tribunal has reviewed the Total Reward Package (TRP) ranges and has determined to increase the Band 4 range to \$150,000 to \$230,000 prior to any other increases being applied. This change has been implemented to better reflect the responsibilities of Band 4 CEOs within the broader framework of other roles within the Tribunal's jurisdiction.
12. The Tribunal has determined that CEO remuneration Bands be increased by 4%. The Tribunal considered this appropriate given the economic conditions, the wider public service framework, changes to role expectations in line with the ongoing changes to legislation, and other elements raised in the submissions.
13. The Tribunal notes that each local government must set remuneration within the Band to which it is allocated. Any increase, within the Bands, must be determined by each local government through its own assessment of whether changes are justified.
14. The Federal Government changes to the Superannuation Guarantee mean that minimum superannuation contributions will increase by 0.5% to 11.5% on 01 July 2024. In recognition of this, the Tribunal has applied a 0.5% increase to the CEO remuneration Bands in addition to the changes noted above.

15. In reviewing the Band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change Band classification, including those provided in submissions. The Tribunal considers no change is warranted for any local government at this time.
16. The Tribunal received submissions requesting specific Local Governments be provided with the Regional/Isolation Allowance. The Tribunal reviewed these submissions and determined that no change to the Regional/Isolation Allowance would be applied, however other changes made by the Tribunal may work to provide these local governments additional flexibility in attracting and retaining staff.
17. The Tribunal will continue to monitor and review the local government Regional/Isolation Allowance over the coming year.
18. When establishing eligibility for a Regional/Isolation Allowance and the rates as part of the 2012 inquiry, the Tribunal considered the District Allowance (Government Officers) General Agreement 2010 amount and boundaries in addition to other factors. The Tribunal also considered specific issues associated with a Local Government brought to the Tribunal's attention through either submissions or the Tribunal's meetings.
19. The application of motor vehicles provided to Chief Executive Officers as a tool of the trade to a wider group of regional local governments has been reviewed by the Tribunal. The Tribunal has agreed that for many Band 3 and 4 Non-Metropolitan local government, a motor vehicle is required to undertake the role of Chief Executive Officer effectively. As a result, the Tribunal has determined that for Band 3 and 4 Local governments, outside of the Perth metropolitan area, any motor vehicle provided to the CEO is not to be considered part of the Total Reward Package in line with 5.1(1) in 'Part 5: Motor Vehicle' of the Determination.
20. The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 4%. The Tribunal considered various submissions calling for increases, with the determined increase reflecting a variety of issues raised in the submissions.
21. The Tribunal maintains that Elected Members fees should be set to compensate costs for the prescribed role of an Elected Member. The role of an Elected Member was specifically described as not being a full-time occupation in parliamentary debates regarding the *Local Government Amendment Act 2011* presented to the Parliament in 2011, and there has been no change in this view from Government or the Parliament as far as the Tribunal is aware.
22. The Tribunal considered a request to create a fifth Band to cater for the four highest population local governments along with a subsequent increase in remuneration. The Tribunal did not agree with this claim for two reasons. Firstly, the Tribunal takes into consideration a range of factors when classifying local governments, not just populations and budget. There are a number of factors that lead to a Band 1 classification, as the Tribunal's framework is broad based. The Tribunal recognises that some local governments may be best placed at the top of the Band while others may be better reflected at the mid-point or bottom of the Band. The framework allows for individual local governments to manage the unique factors they face within the framework.

23. Secondly, the recent changes to the Local Government Act and the introduction of classes is also based on a four class model. The classes model also shows that local governments within the Band 1 group have similar responsibilities despite the fact they each face their own unique challenges. The Tribunal is therefore satisfied that the current four Band model is appropriate for the local government sector and that the remuneration levels are appropriate within the wider framework of offices under the Tribunal's jurisdiction.
24. The Government, through the Department of Local Government, Sport and Cultural Industries (DLGSC), is looking to introduce reforms which will enable superannuation payments to be made to local government council members. The Tribunal's Determination relates only to the fees and allowances provided to council members. For information related to these reforms, please refer to [Full Reform Proposals](#) on the DLGSC website.
25. All other allowances remain unchanged.

The Determination will now issue.

**DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS
AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF THE
SALARIES AND ALLOWANCES ACT 1975**

PART 1: INTRODUCTORY MATTERS

This Part deals with some matters that are relevant to the determination generally.

1.1 Short title

This determination may be cited as the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2024*.

1.2 Commencement

This determination comes into operation on 1 July 2024.

1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to
 - a. Chief Executive Officers (CEOs);
 - b. Acting Chief Executive Officers; and
 - c. Elected Members
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995*

(‘the LG Act’) Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.

- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.
- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local governments and to remunerate them for the performance of the duties associated with their office.
- (9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to Elected Members.

1.4 Terms used

In this determination, unless the contrary intention appears -

chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

committee meeting means a meeting of a committee of a council where the committee comprises –

- (a) council members only; or
- (b) council members and employees of the local government or regional local government;

council, in relation to:

- (a) a local government, means the council of the local government;

- (b) a regional local government, means the council of the regional local government;

council member, in relation to:

- (a) a local government –
 - (i) means a person elected under the LG Act as a member of the council of the local government; and
 - (ii) includes the mayor or president of the local government;
- (b) a regional local government –
 - (i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
 - (ii) includes the chair of the regional local government;

Independent committee member means a person who is a committee member but who is neither a council member nor an employee.

LG Regulations means the *Local Government (Administration) Regulations 1996*;

mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

metropolitan region means a local government noted as being included in the Metropolitan Region Scheme as defined in the First Schedule of the Metropolitan Region Town Planning Scheme Act 1959.

president means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

PART 2: TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 GENERAL

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
 - (a) Base salary;
 - (b) Annual leave loading;
 - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO);
 - (d) Association membership fees;
 - (e) Attraction/retention allowance, not being provided under Part 3;
 - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
 - (g) Cash bonus and performance incentives;
 - (h) Cash in lieu of a motor vehicle;
 - (i) Fitness club fees;
 - (j) Grooming/clothing allowance;
 - (k) Health insurance;
 - (l) School fees and/or child's uniform;
 - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions);
 - (n) Travel or any other benefit taken in lieu of salary;
 - (o) Travel for spouse or any other member of family;
 - (p) Unrestricted entertainment allowance;
 - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
 - (r) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.
- (4) The only exclusions from the TRP are:
 - (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the

provision of a motor vehicle or accommodation are to be included as part of the TRP);

- (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
- (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 LOCAL GOVERNMENT CLASSIFICATION

- (1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

Table 1: Local government band classification – Total Reward Package range

Band	Total Reward Package
1	\$277,622 - \$422,771
2	\$228,973 - \$356,181
3	\$175,105 - \$288,817
4	\$156,780 - \$240,396

- (2) Local governments have been classified in Schedule 1.
- (3) Regional local government Councils have been classified in Table 2 below.

Table 2: Regional local government councils band classification

Regional Local Government Councils	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Resource Recovery Group	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

- (4) A person who holds a dual appointment of the CEO of the Shire of East Pilbara and the CEO of the Pilbara Regional Council, shall be entitled to receive a TRP range equivalent to the Band 2 range (\$228,973 - \$356,181).

PART 3: REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.

3.1 GENERAL

- (1) Local governments listed in Table 3 in this Part may provide a Regional/Isolation Allowance to a CEO, in addition to the CEO's Total Reward Package, in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 DETERMINING APPROPRIATENESS AND RATE OF ALLOWANCE

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the Local Government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the Local Government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
 - a) *Remoteness* - issues associated with the vast distances separating communities within a Local Government or the distance of the Local Government from Perth or a Regional Centre.
 - b) *Cost of living* - the increased cost of living highlighted specifically in the Regional Price Index.
 - c) *Social disadvantage* - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced

lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.

- d) *Dominant industry* - the impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.
- e) *Attraction/retention* - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.
- f) *Community expectations* - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

3.3 REGIONAL/ISOLATION ALLOWANCE

Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

Table 3: Regional/Isolation Allowance

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$55,000
Broome Shire	\$45,000
Carnamah Shire	\$38,600
Carnarvon Shire	\$38,600
Chapman Valley Shire	\$38,600
Christmas Island Shire	\$90,000
Cocos (Keeling) Islands Shire	\$90,000
Coolgardie Shire	\$38,600
Coorow Shire	\$38,600
Cue Shire	\$50,000
Derby-West Kimberley Shire	\$55,000
Dundas Shire	\$38,600
East Pilbara Shire	\$55,000
Esperance Shire	\$32,200
Exmouth Shire	\$45,000
Greater Geraldton City	\$32,200
Halls Creek Shire	\$75,000
Irwin Shire	\$38,600
Jerramungup Shire	\$32,200
Kalgoorlie-Boulder City	\$38,600
Karratha City	\$70,000

Local Government	Maximum Regional/Isolation Allowance Per Annum
Kent Shire	\$12,900
Kondinin Shire	\$12,900
Kulin Shire	\$12,900
Lake Grace Shire	\$12,900
Laverton Shire	\$50,000
Leonora Shire	\$50,000
Meekatharra Shire	\$50,000
Menzies Shire	\$38,600
Merredin Shire	\$12,900
Mingenew Shire	\$38,600
Morawa Shire	\$38,600
Mount Magnet Shire	\$38,600
Mount Marshall Shire	\$12,900
Mukinbudin Shire	\$32,200
Murchison Shire	\$38,600
Narembeen Shire	\$12,900
Ngaanyatjarraku Shire	\$50,000
Northampton Shire	\$38,600
Nungarin Shire	\$12,900
Perenjori Shire	\$38,600
Port Hedland Town	\$70,000
Ravensthorpe Shire	\$38,600
Sandstone Shire	\$38,600
Shark Bay Shire	\$45,000
Three Springs Shire	\$38,600
Upper Gascoyne Shire	\$50,000
Westonia Shire	\$32,200
Wiluna Shire	\$50,000
Wyndham-East Kimberley Shire	\$55,000
Yalgoo Shire	\$38,600
Yilgarn Shire	\$32,200

PART 4: HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 GENERAL

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 APPLICABLE HOUSING ALLOWANCE

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

PART 5: MOTOR VEHICLE

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 GENERAL

- (1) For local governments generally, except those outlined in (2) below, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination and/or local governments classified as Band 3 or Band 4 and outside of the metropolitan region, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. equipment needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 PRIVATE BENEFIT VALUE

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6: MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 GENERAL

- (1) Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Pursuant to section 5.100(2)(b) and (3)(b) of the LG Act, a committee member who is not an elected member or employee of the local government, who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (4) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations -
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;

- (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
 - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (5) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.
- (6) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –
- (a) the person who organises the meeting pays the council member a fee for attending the meeting; or
 - (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
 - (c) the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (7) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including –
- (a) the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
 - (b) the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
 - (c) particular responsibilities associated with the types of meetings attended;
 - (d) responsibilities of a mayor, president or chair to preside over meetings; and

- (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (8) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting fees per meeting – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$666	\$858	\$666	\$1,174
2	\$406	\$634	\$406	\$848
3	\$213	\$447	\$213	\$686
4	\$99	\$260	\$99	\$530

Table 5: Council meeting fees per meeting – regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$99	\$260	\$99	\$530

6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING

- The ranges of fees in Table 6 apply where a local government or regional local government decides to pay a council member or independent member a fee referred to in –
 - section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or

- section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.
 - Section 5.100(2)(a) of the LG Act for attendance at a committee meeting
- (a) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

For a council member (including the mayor or president)				
Band	Minimum – Elected Member	Maximum – Elected Member	Minimum – Independent Member	Maximum – Independent Member
1	\$338	\$432	\$0	\$432
2	\$203	\$317	\$0	\$317
3	\$104	\$224	\$0	\$224
4	\$52	\$130	\$0	\$130

Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments

For a council member (including the chair)				
	Minimum – Elected Member	Maximum – Elected Member	Minimum – Independent Member	Maximum – Independent Member
All regional local governments	\$52	\$130	\$0	\$125

6.4 ANNUAL ATTENDANCE FEES IN LIEU OF COUNCIL MEETING, COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES

- (1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$26,624	\$34,278	\$26,624	\$51,412
2	\$16,089	\$25,137	\$16,089	\$33,706
3	\$8,320	\$17,711	\$8,320	\$27,425
4	\$3,884	\$10,286	\$3,884	\$21,138

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments

For a council member other than the chair			For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,945	\$11,430	\$2,137	\$17,139

**PART 7: ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR,
DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR**

This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 GENERAL

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –
 - (a) the leadership role of the mayor, president or chair;
 - (b) the statutory functions for which the mayor, president or chair is accountable;
 - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
 - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
 - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIR

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$64,929 to \$144,900.

Table 10: Annual allowance for a mayor or president of a local government

For a mayor or president		
Band	Minimum	Maximum
1	\$55,463	\$97,115
2	\$16,640	\$68,552
3	\$1,113	\$39,988
4	\$556	\$21,710

Table 11: Annual allowance for a chair of a regional local government

For a chair		
	Minimum	Maximum
All regional local governments	\$556	\$21,710

7.3 ANNUAL ALLOWANCE FOR A DEPUTY MAYOR, DEPUTY PRESIDENT OR DEPUTY CHAIR

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.
- (2) If the office of mayor or president is vacant under section 5.34(a) of the Local Government Act 1995, and the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. Refer to the explanatory notes.

PART 8: EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 GENERAL

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
 - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –
 - (a) an expense incurred by a council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

8.2 EXTENT OF EXPENSES TO BE REIMBURSED

- (1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.
- (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.
- (3) The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
 - (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.
- (6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.

- (7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PART 9: ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government may decide to pay.

9.1 GENERAL

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
 - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
 - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
 - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
 - (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.
- (4) With respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.

9.2 ANNUAL ALLOWANCES DETERMINED INSTEAD OF REIMBURSEMENT FOR PARTICULAR TYPES OF EXPENSES

(1) In this section:

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or
- (c) any expenses, including the purchase costs, of ICT hardware provided to elected members.

travel and accommodation expenses means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
 - (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
- (3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$100.

SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4

Local Government	Band
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4

Local Government	Band
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2

Local Government	Band
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 5 April 2024.

M Seares AO
CHAIR

Hon J Day
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

LOCAL GOVERNMENT ELECTED MEMBERS EXPLANATORY NOTES

This section does not form part of the determination

1. Entitlements

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

2. Local governments to set amounts within the range determined

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.

3. Performing functions of mayor or president if vacant

If the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short term period of acting becomes a continuous period of acting for four months or more.

12.2 Member Policy - Council Forums

Responsible Officer Natalie Ness, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments 1. Member Policy - Concep Forum [DRAFT] [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse the review of the Member Policy – Concept Forum

IN BRIEF

Recent consultation of the Member Policy – Concept Forum resulted in the Policy being reviewed. Several paragraphs were found to contain information that contradicts how the Concept Forum is currently run. The Policy has been updated to reflect current practices and to clarify how an outcome is recognised and recorded.

MATTER FOR CONSIDERATION

The Policy does not currently align with how the Concept Forum is conducted by Quairading Shire Councillors and outcomes of discussions are not always clear. This review seeks to address those issues.

BACKGROUND

The previous Policy review was conducted by Officers in April 2023 in line with the establishment of the Concept Forum as it is held now, and the proposal to abolish the Strategic Planning Committee, which Council eventually resolved to do in July 2023. As a guideline Officers used Local Government Guideline Number 5 – Council Forums as well as the Shire of Gingin Council Forum Protocols.

The following points were considered to require clarification in the review:

1. A definition for the term “Consensus” has been added in the review to add clarification and procedure to how a consensus is recognised.
2. The Policy referred to “Council Forum program” and “notes” to distinguish from the more formal “agenda” and “minutes” of Council and Committee meetings. This terminology has never been used when naming the relevant documents for the Concept Forum and has been removed in the review.
3. The Council Forum Schedule as set out in the Policy stated that the Concept Forum should be held two weeks prior to the Ordinary Council Meeting. This is not current practice, and the schedule has been changed in the review to reflect the fact that Concept Forums are held directly after scheduled Ordinary Council Meeting.

4. The Policy stipulates that notes (minutes) should be produced within five days of the Forum being held, which gives these notes priority over the minutes of the Ordinary Council Meeting held on the same day. Officers assume that this was not the intention but rather a result of the above-mentioned Council Forum Schedule, and that the timeframe was set as it was to allow the notes to be included in the following OCM agenda if the Forum is held two weeks prior. This paragraph has been changed in the review to align the timeframe with that for the Ordinary Council Meeting minutes.
5. A clarification to record the Consensus Forum outcomes was added in paragraph (i) under Policy Statement in the review to allow Officers to determine without a doubt which topics Councillors would like investigated further.
6. Paragraph (l) under Policy Statement was updated to clearly state that a Consensus Forum is reached only to task Officers with investigating further the merit and direction of an idea, and then making a Recommendation to Council based on the outcome of their investigation.

Although Council Forums are not governed by the *Local Government Act 1995* the Department for Local Government, Sport and Cultural Industries strongly advises that Council follow the same procedure in Council Forums, as they do in Council Meetings, when it comes to the Declaration of Interest by Council Members and Officers. This was already reflected in the Policy prior to the review and Officers did not make any changes in this regard.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Code of Conduct for Elected Members Committee Members and Candidates

Employee Code of Conduct

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.3 **Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.2 **Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Nil</i>
Health	Low <i>Nil</i>
Reputation	Medium <i>Conducting a Council Forum that is not open to the public carries the potential for a reduced level of transparency in the decision-making process and hence a reduction in accountability to and involvement by the community. By following clear guidelines that prevent any debate or decision-making in the Council Forum, Council ensures accountability, openness, and transparency as well as probity and integrity.</i>
Operations	Low <i>Nil</i>
Natural Environment	Low <i>Nil</i>

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

COMMENT

Nil



MEMBER POLICY – CONCEPT FORUM

PURPOSE

Council Forums enable Council Members and the Administration to meet informally to exchange information, discuss strategic concepts, develop mutual understanding and consensus views as set out in the Local Government Guideline Number 5 – Council Forums.

OBJECTIVE

This policy establishes the Shire's Council Forums governance framework consistent with Department of Local Government Guideline Number 5 – Council Forums.

DEFINED TERMS

"**Presentations**" is included as a heading within the Council Forum agenda for the purpose of (consultants, staff and/or the CEO and the Executive Management Team) making "presentations" in relation to matters for discussion as described below.

Note: "Presentations" means the act of presenting information on a particular topic.

"**Submitted Public Questions**" is included as a heading within the Council Forum program to allow Council to informally discuss a question raised and submitted to Council, that requires discussion in the Concept Forum assist with the decision-making process. This allows the opportunity for further investigation to be made, prior to a decision of Council, if required.

"**Submissions**" is included as a heading within the Council Forum program to allow Council to informally discuss a submission raised in the Council meeting. This allows the opportunity for further investigation to be made, prior to a decision of Council, if required.

"**Consensus**" is reached when the Chairperson states the general opinion that is the outcome of a discussion and no objection is made.

"**Concept Forum**" is the name of the Council Concept Forum to provide opportunity to discuss Concept Forum items which:

- (a) Provide an opportunity for the Chief Executive Officer and the Executive Management Team to inform Councillors of significant and strategic matters, provide updates on major projects, and introduce and consult on matters that will be provided for consideration at a future Council meeting.
- (b) Provide opportunity for Councillors to update each other and the Executive Management Team on meetings and events attended.
- (c) Enable Councillors to identify matters for future consideration by Council.
- (d) Enable Councillors to ask questions and seek additional information in an informal setting in respect to matters for future consideration by Council.
- (e) Enable the administration to obtain guidance through Council Member consensus in respect to the early development of matters for future consideration by Council.

MEMBER POLICY – CONCEPT FORUM



- (f) Enable, where required, external consultants to provide presentations to Council on matters for future consideration by Council.
- (g) Provide an opportunity to discuss, propose, formulate philosophies, ideas, strategies and concepts for the good government of local government and the district that it serves.

POLICY STATEMENT

The following provisions establish the governance framework by which the Shire will conduct Council Forums:

- (a) The chairperson for the forum will be elected by Council. In the chair's absence, Councillors in attendance at the forum will elect a Councillor to preside at the forum.
- (b) The Council Member, Committee Member and Candidate Code of Conduct and the Employee Code of Conduct apply respectively to Council Member and staff participation in a Council Forum.
- (c) The chair of the Council Forum will facilitate the meeting's progress through the order of business listed in the Council Forum agenda.
- (d) The chair will maintain order of persons in attendance and all persons in attendance must comply with the directions of the chair.
- (e) Elected members, staff consultants and other participants are to disclose direct and indirect financial or proximity interests and interests affecting impartiality in relation to matters discussed at forums.
 - i. Persons disclosing a direct or indirect financial or proximity interest are required to leave the room while the matter in which they have declared an interest is discussed.
- (f) Forums are not formal Council meetings and therefore debate of items included in a Council agenda and decision making (resolutions) are prohibited at Council Forums.
- (g) All questions and discussions are to be directed through the chair.
- (h) Council Forums will not be open to the public. Items discussed at the Council Forum have potential to be concept only, and this may be mis-interpreted by a member of the public in attendance. Keeping the Concept Forum "Behind Closed Doors" allows Councillors and officers to speak freely and share ideas without being held to account by a member of the public.
- (i) Council Forum Meeting minutes are to be retained in respect to the business of the Council Forum. The minutes are to include a precise account of the information exchanged or provided in the forum as well as any Consensus Forum outcomes. The minutes are to be distributed within 14 days following the Council Forum. The minutes are to be tabled and be "received" by Council at its next Ordinary Meeting of Council.
- (j) Where a particular idea or concept is raised at a Council Forum and is consensually agreed by Council to be worthy of further Council discussion, the Chairperson will clearly state that Officers are asked to prepare a discussion paper which sets out salient points relevant to the idea or concept at the next possible Concept Forum.

MEMBER POLICY – CONCEPT FORUM



- (k) Where a discussion paper is produced for presentation at a Council Forum, a Consensus Forum outcome shall be recorded in a Council Forum outcomes schedule.
- (l) Any positive Consensus Forum outcome arising as a consequence of the presentation of a discussion paper to a Council Forum shall be tabled at the next possible Council meeting in the form of an agenda item. Officers shall investigate the matter thoroughly and make a recommendation to Council in line with the outcome of the investigation.
- (m) No formal decisions will be made at Council Forums. All outcomes arising from Council Forums will be by consensus agreement amongst those Councillors present.

Council Forum agenda

The Council Forum agenda is to consist of the following headings:

1. **OPENING & ANNOUNCEMENTS**
2. **ATTENDANCE AND APOLOGIES**
3. **DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS***
4. **DECLARATIONS OF INTEREST**
5. **CONFIRMATION OF MINUTES**
6. **CONCEPT FORUM MATTERS**
7. **LATE ITEMS**
8. **NEXT MEETING DATE**
9. **CLOSURE**

** Relating to contents of the concept forum*

Distribution of agenda

The Council Forum agenda is to be distributed to Elected Members at least five days prior to the meeting.

Council Forum Schedule

- (a) Council Forums are to be convened immediately following a scheduled Ordinary Meeting of Council; and
- (b) Council may set the date, time and duration of Council Forums when adopting its meeting schedule for Ordinary Meetings of Council.

GUIDELINES

Department of Local Government Guideline Number 5 – Council Forums

Local Government Act 1995

STATUTORY ENVIRONMENT

Nil

MEMBER POLICY – CONCEPT FORUM



Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Neville Hale (ACEO)	28/09/17	56-17/18	New Policy		
02	Graeme Fardon	27/09/18	41-18/19	<i>Policy Review Project – 1/09/2018</i>		
03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review	Dec 2020	
04	Nicole Gibbs	27/4/23	215-22/23	Biennial Policy Review/convening of Concept Forum	April 2025	
05	Marion Haeusler			Review		

12.3 Electric Vehicle Station - Free Charging Period

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

OFFICER RECOMMENDATION

That Council provide free public use of the electric vehicle charging station for a period of six months, commencing 1st May, 2024.

IN BRIEF

After the March Concept Forum, Shire Officers were directed to investigate the implementation of a free electric vehicle (EV) charging period (six months) to encourage EV drivers to visit Quairading in the busy wildflower and tourist season.

MATTER FOR CONSIDERATION

Providing six months of free EV charging at the Quairading CRC charging station for the public.

BACKGROUND

A dual fast charging EV station was installed by Council in January 2024 at the Quairading Community Resource Centre. The charger was funded (50%) by the State Government's Charge-Up Workplace grants.

Offering six months of free electric vehicle (EV) charging in Quairading would likely yield several benefits for Council, the community, and local businesses:

Promotion of Sustainable Transport: Providing free EV charging promotes the adoption of electric vehicles, contributing to reducing greenhouse gas emissions and fostering a more sustainable mode of transportation.

Attracting Visitors: Offering free EV charging could attract EV owners from neighbouring areas or travellers passing through Quairading from Perth. These visitors might stop to charge their vehicles, potentially leading to increased foot traffic in local businesses such as the Co-Op, Café, Book Post, Club etc, boosting the local economy.

Enhancing Tourism: Quairading could market itself as an EV-friendly destination, appealing to eco-conscious travellers who prioritize sustainability. This could lead to increased tourism revenue as more people choose Quairading as a destination or stopover.

Community Engagement: Offering free EV charging provides an opportunity for Council to engage with the community on sustainability initiatives. It can foster a sense of pride among residents for being part of a progressive community that embraces clean energy technologies.

Business Opportunities: Local businesses could benefit from the influx of EV owners stopping to charge their vehicles. This presents an opportunity for businesses to tailor their offerings to attract and serve this demographic.

Data Collection: By monitoring the usage of the EV charging stations during the free period, Council can gather valuable data on the demand for EV infrastructure in the area. This data can inform future planning and investment decisions related to sustainable transportation initiatives.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There would be minimal financial implications.

Since installation in January, there have been four public charging sessions totalling \$6.29 in income. While the promotion will encourage more users, the overall loss of income will be minimal compared to the potential economic boost created for local businesses via visitation.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.2 Economy:** Build upon our “Take a Closer Look” brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population
- 4.3 Natural Environment:** Demonstrate sustainable practices of water, energy and waste management

CONSULTATION

The promotional period will be extensively advertised via the Shire’s social media pages, Passion Sheet newsletter, Banksia Bulletin, email to electric vehicle clubs and tourism groups.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:
Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Current income from the charging station is less than \$10 a month. While the promotion will encourage more users, the overall loss of income will be minimal compared to economic boost to local businesses via visitation.</i>
Health	Low

Reputation	<p>Low</p> <p><i>Progression with the free charging period would be seen by the community as i) encouraging more travellers to pass through Quairading with an economic multiplier impact, and ii) the Shire’s commitment to reducing its carbon footprint and addressing climate change.</i></p>
Operations	<p>Low</p> <p><i>The electric vehicle charger does not require Shire staff to operate.</i></p>
Natural Environment	<p>Low</p> <p><i>Encouraging visitors with low carbon impact vehicles to visit Quairading.</i></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.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH & BUILDING

No matters for consideration

ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES

14.1 Update on Works & Services Programme

Responsible Officer	Natalie Ness, Chief Executive Officer
Reporting Officer	Sarah Caporn, Executive Manager, Works & Services
Attachments	Nil
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.

IN BRIEF

- The Dangin Mears culvert replacement is almost finished with only width markers and delineator posts to be installed to complete the project.
- Gravel resheeting on the Old Beverley Road West, Stockpool and Badjaling North Roads will be the next component of works Construction staff undertake.
- Grounds and Gardens staff are back to a regular schedule of watering, mowing and maintenance of garden beds and venues around town.
- The AFL and Hockey playing fields have been marked and ready for the first home game of the season on Sunday 14th April.

MATTER FOR CONSIDERATION

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

PROJECT UPDATES

Construction:



Dangin Mears Culvert: The culvert has now been completed. The contractors have done an excellent job, and the finished product is high quality with smooth tie-ins to the existing road. The Shire is waiting on some width markers and delineation posts to complete the project. A saving was generated from not needing to build the side track and instead detouring traffic around

Homebush Road. The Shire thanks surrounding residents and the wider travelling public for their patience while this important work was completed and thankfully prior to any major weather events occurring.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
WSF010	WSFN Dangin-Mears Road (Capital) 23/24	\$359,398.00	\$51,110.00	\$286,336.16	\$337,446.16	\$21,951.84

Quairading – Cunderdin Road, SLK 10.66-11.30:

An emergency repair was recently needed on the Cunderdin Road, near Wacket Road intersection as an area of significant shoving was reported. Preliminary investigations point to sub-standard gravel in the base course being responsible, but RAMM records do not show the necessary level of detail on what was completed during the recent reconstruction. As the majority of this work was completed by contractors, long-term staff are also not fully aware what occurred. Works staff have made the area safe but cutting off the shoved area and re-sealed the road flat with a more thorough investigation needed. Staff will cut sections across the road to access depth and quality of gravel, and samples of the gravel collected from the sections will be tested to inform a plan for permanent repair.



Roads to Recovery, Resheeting Works: Three sections of road are scheduled for resheeting this year. Gravel is pushed up and ready for carting (Purchase Orders are for the bulldozer costs) but we’ve had a few issues, with a hinge breaking on Q272 tipper body (due to be replaced by Friday 12/04) and the Q5122 gearbox transmission, which we are working on rectifying as quickly as possible so we can commence these projects. There may be a need to use an additional contract carter as well as the Shire trucks to ensure we meet our obligations within this financial year. There may also be a need for Council to consider some funding movements between the three R2R projects as final costs become clearer.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
R2R014	Badjaling North Rd (2.5km)	\$139,734.00	\$1,956.46	\$0.00	\$1956.46	\$137,777.54
R2R007	Old Beverley West Rd (750m + drainage)	\$108,163.00	\$0.00	\$29,551.69	\$29,551.69	\$78,611.31
R2R106	Stockpool Rd (2.8km, from Andrews Rd)	\$128,253.00	\$0.00	\$27,000.00	\$27,000	\$101,253.00

Old Beverley Road West, Dulbellin Nature Reserve: 30 x (1200 x 300) culvert boxes with bases and lids have been ordered to improve drainage in this area and will arrive in approximately 2 weeks. They will be delivered directly to site and can be installed by the Shire. The works have been pegged and gravel has been pushed up in Fraser’s pit ready for carting to this site to build up the road to the required height. EMWS will next contact DPCA with the final plans and work with the surrounding landowners on clearing vegetation from within the floodway along their and our boundaries.

Fire Tank – South Caroling: The tank has now been installed. The Water Corporation is currently assessing our application for a Fire Water Supply. Council may need to install another swipe card system there to ensure local farmers don’t access the water for other needs such as spraying as

Water Corp. are already hesitant about the supply being limited on a small water main. We will provide further updates next month.

Grounds & Gardens:

Town Hall Carpark (LRCI funded): Preliminary earthworks will begin from Monday 15th April. Works staff have cleared the former Vet/Dental Clinic for customers wishing to access the Shire Office during construction. Asphalt is expected.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
OC11101	Town Hall Carpark (LRCI)	\$359,693.00	\$22,907.77	\$155,649.00	\$178,556.77	\$181,136.23

Rural Road Spraying: The EMWS has sought advice on a tank mix suitable for rural road verges which will include a residual component. Many small trees have grown in recent years and staff will work to eliminate them from the maintenance zone. We anticipate spraying every road this year (we usually just focus on the sealed network) and aim to be several weeks in front of the graders so that wild oats and other weeds won't be graded across in the windrows.



Greater Sportsground Precinct: All four lamps have now been replaced at the netball courts. Field line marking has also been completed. We are awaiting delivery of the electronic scoreboard along with the temporary barrier/crowd control fencing which will be installed between the playground and netball courts but also around the cricket wicket.

There was an incident involving a vehicle and the cricket nets recently. The poles and nets have been damaged but the in-ground mounting sleeves remain intact. Staff will source new poles and nets but hope to present Council with a proposal to install a series of bollards around the oval at a future OCM. The bollards will be placed in such a way that spectators to the football can still park 'nose in' and on grass and several vehicle access gates will be installed so that things such as mowing equipment, food trucks, bouncy castles, marquee suppliers, camel ride or equivalent can still access the oval when needed.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
W11332	Oval & Grounds	\$108,123.06	\$114,748.53	\$6,953.27	\$121,701.80	-\$13,578.74

Cemetery: Work continues digitising the Cemetery records with our supplier Chronicle with all of our current paper records scanned and sent across to them. The Shire has also surveyed several new rows of plots in the Methodist section with all the current plots either having a grave or are reserved. We are also reviewing the Grant of Right of Burial (reservations) to ensure we have updated forms and contact details for all those people currently holding a reservation for either Quairading, South Caroling or Doodenanning Cemeteries. Reservations are for a period of 25 years. The EMWS received a suggestion recently of a solid wall for people to add a memorial plaque for a family member or friend even though their ashes may be scattered elsewhere such as on farmland. Further costings and possible design can be considered for the 2024/25 Budget.

Properties & Projects:

A land surveyor has attended the Shire and needed to replace many of the pegs within Cuneata Rise. They also surveyed the Skate Park and some new plots in the Methodist section of Quairading Cemetery. We are expecting a return visit to complete the Cemetery but also 26/28 Avon Street blocks.

Commercial Locksmiths have also attended the Shire with both the Administration Office and Works Depot now on the master key system. Works staff will be replacing many of our padlocks around town to also be on the Master Key system.

Northam Glass has recently attended the Shire as there was a window that needed replacing at the Golf Club and also a shower screen at 19 Powell Cres. We have also approached them for a quote to install a window at the pool kiosk after a recent break-in there via the roller-door.

Parker House & Arthur Kelly Village – No further updates on this project since the last OCM. EMWS has followed up production of the carport for Arthur Kelly Village as it should be almost ready by now. Parker House will be celebrating 30 years on Tuesday 21st May, and it would be great to have the existing vegetation cleared and the project underway prior to these celebrations so people can see what’s coming.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
BC8610	Parker House	\$33,400.00	\$1,622.73	\$6,348.18	\$7,970.91	\$25,429.09
BC8600	Arthur Kelly Village, Communal Areas	\$41,750.00	\$15,097.31	\$0.00	\$15,097.31	\$26,652.69

Doctors Residence – The new laminate flooring has now been installed and this project is complete.

Property Inspections – Our Depot Administration Officer is currently working through conducting a property inspection for all Council residences. Her main focus is collecting a list of requests from tenants for repairs and upgrades to each residence which will then be prioritised by the Executive staff and costed into the 2024/25 Budget.

Plant Updates:

As mentioned above, we are currently experiencing issues with the same hinge on the rear tailgate on both 6-wheel tippers. One can be repaired and the other will be replaced. There is also an issue with the transmission on Q5122 which will require specialist assessment at the WA Truck Centre in Perth.

Q551 ute was recently disposed of as per the Disposal of Property Policy and has been declared in the Delegations Register.

Now that some major capital projects are completed, the EMWS can focus on the procurement of a smooth drum roller ahead of the end of the financial year and next construction period.

Training Updates:

Our two Safety Officers will be completing a refresher training in early July 2024.

Fire Warden, Fire Extinguisher and Cultural Awareness training also be scheduled into the calendar.

Several Works staff are expected to complete truck licences (MR, HR and HC) training before the end of this financial year.

ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

With the passing of the Budget Review at the March OCM, all expenses are as per the revised 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

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

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

COMMENT

Nil.

14.2 Asset Management Strategy & Asset Management Plan

Responsible Officer	Natalie Ness, Chief Executive Officer
Reporting Officer	Sarah Caporn, Executive Manager, Works & Services
Attachments	1. Asset Management Strategy ↓  2. Asset Management Plan ↓ 
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse the review of the Asset Management Strategy and Asset Management Plan.

IN BRIEF

Council last considered the Asset Management Strategy (AMS) and Asset Management Plan (AMP) at the September 2022 OCM.

The AMS is due for review in September 2026 and the AMP covers the 10-year period of 2022 to 2032.

The EMWS has conducted a desktop review of both the AMS and AMP. No changes have been made to the documents.

Both documents remain relatively current and there hasn't been any further valuations done on our major asset classes (roads, buildings, drainage and signs).

The Shire's data is updated annually within the RAMMS database as roads are upgraded and capital improvements are completed for each financial year.

The EMWS and EMCS are looking to update the valuations of assets every 2-4 years rather than annually (under this plan) or every 5 years (under the legislation). It does take time and resources to implement a review and complete the valuations so pushing the timeframe into 2026 will allow for a better review and updating of the asset management documents in a meaningful way.

MATTER FOR CONSIDERATION

The Shire has a large and complex group of assets under its control. Asset groups under this plan include roads, drainage, traffic management (signs), footpaths, land, buildings and other structures.

The Shire's Asset Management Plan has renewal proposals by asset group with individual condition triggers. This is essentially like having individual plans but with a common asset management approach.

The AMS was last updated to reflect the recommendation of a single AMP.

BACKGROUND

Council has an overarching Asset Management Policy which then flows to the Asset Management Strategy and then to Asset Management Plans for the various classes of assets. Council endorsed the presented Asset Management Strategy (AMS) in August 2022 (Resolution 46-22/23) and a single Asset Management Plan (AMP) in October 2022 (Resolution 105-22/23) following advice that producing and updating individual management plans for each class of asset (bridge, building, footpath etc) is prohibitively expensive and highly inappropriate for an organisation of our size. The Asset Management Policy was adopted in September 2023.

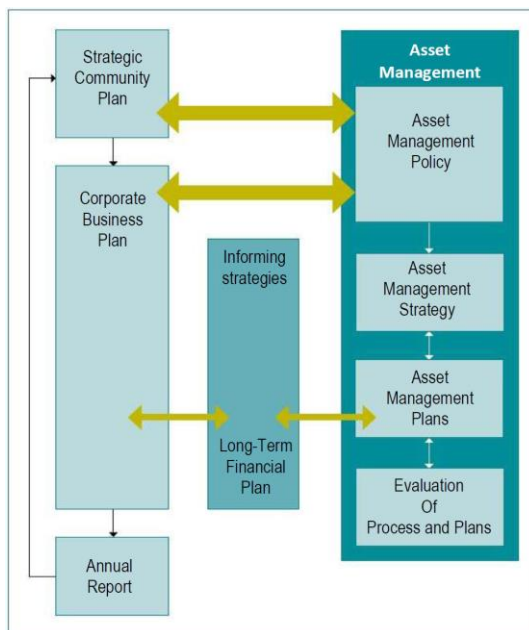


Figure: Relationship between the Asset Management Policy and other corporate documents
 Source: Department of Local Government, Asset Management Framework & Guidelines

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Asset Management Policy

FINANCIAL IMPLICATIONS

Upgrading of assets and major capital works projects are identified and developed in line with the Strategic Community Plan and Long-Term Financial Plan. There are no additional financial implications associated with this review beyond the identified works and maintenance needs that arise and included within each Annual Budget of Council.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

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

CONSULTATION

Not applicable.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Lack of routine maintenance of Shire roads creates public safety risk and associated liability issues.
 Asset Management Plan is non-compliant due to aging assets and increasing costs.

RISK ASSESSMENT

Financial	Major <i>Not considering the whole of life costs of assets and asset replacement is a significant cost to the Shire in the future and must be considered at the conception stage of major projects.</i>
Health	Low
Reputation	Major <i>The community expects the Shire to maintain its assets and infrastructure to a high standard for current and future use.</i>
Operations	Moderate <i>Asset management needs to wholistically consider both the delivery and operational stages of that asset life.</i>
Natural Environment	Low <i>This plan mainly considers the built environment.</i>

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

COMMENT

Nil.



ASSET MANAGEMENT STRATEGY



 @ShireofQuairading

 @shireofquairading

Last updated: October 2022

Endorsed: 105 – 22/23

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6 THE STRUCTURE 13

SECTION 1: INTRODUCTION

The purpose of the Asset Management Strategy 2022–2032 is to establish the methodology for managing the Shire of Quairading's assets for the next decade including a series of recommendations. The primary goal of asset management is to provide the required level of service in the most cost-effective way through the creation, acquisition, maintenance, operation, rehabilitation and disposal of assets to provide for present and future generations.

1 ASSET MANAGEMENT 2022-2032

1.1 The International Infrastructure Management Manual 2015 (IIMM)

The International Infrastructure Management Manual 2015 (IIMM) defines an asset as an item, thing or entity that has potential or actual value to an organisation, and effective asset management provides better accountability, sustainability, risk management, service management and financial efficiency.

1.2 Asset Management Strategy 2022-2032

The Asset Management Strategy is an informing document within the Shire of Quairading's (Shire) Integrated Planning and Reporting Framework. It provides the framework from which to guide a whole of organisation approach to asset management and assists in the achievement of the Shire's strategic objectives contained the Shire's Strategic Community Plan 2021-2031 (Strategic Plan).

In developing this Asset Management Strategy, the Shire has used the IIMM as a guiding document. The Institute of Public Works Engineering Australia developed the IIMM. It shows infrastructure managers how to achieve the ISO Standards.¹

To manage its infrastructure sustainably, the Shire must have a detailed understanding of its assets within the context of their projected financial, environmental and social impacts. This understanding will enable the Shire to make effective decisions to optimise the overall net benefit to the community.

The number and diversity of assets managed by the Shire is extensive (although not compared to larger Shires), with each asset experiencing a varying lifespan and components that deteriorate at different rates. The Shire of Quairading has made a significant investment in these assets over generations and will need to continue to invest to meet the changing needs of the community.

Balancing the expectations of the community poses a challenge to the Shire against a sustainable and affordable management model. This Asset Management Strategy aims to provide a framework from which to respond to this challenge, by building organisational capability in the following key areas:

- 1.2.1 Maintaining reliable asset data;
- 1.2.2 Developing appropriate asset systems;

¹International Standards ISO 55000 suite for Asset Management.

- 1.2.3 Implementing an effective asset management process; and
- 1.2.4 Developing people within asset management roles.

Improving these areas will support the Shire’s journey to becoming a strategically focused asset manager, with a sustainable asset base that reflects the needs and objectives of its community.

The Shire divides current infrastructure assets into specific asset groups and maintains them in individual registers on the Shire’s asset management system.

RECOMMENDATION 1

The Shire of Quairading’s assets are to be maintained in the following groupings:

- Buildings
- Shire Infrastructure
- Drainage
- Land
- Natural Areas
- Off Street Carparks
- Parks Assets
- Parks Irrigation
- Path Networks
- Roads
- Waste Bins

SECTION 2: QUAIRADING 2021 - 2031

The Strategic Community Plan provides for a series of statements and priorities from the community related to infrastructure assets:

2 ALIGNMENT WITH STRATEGIC COMMUNITY PLAN

2.1 Vision

The community’s vision is as follows:

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

2.2 Strategic Priorities

The community’s strategic priorities in no specific order are:

Community

- 2.2.1 Work collaboratively with local and regional service providers to engage the community as active citizens.
- 2.2.2 Provide social and cultural activities for all members of the community.
- 2.2.3 Advocate for the provision of quality health services, health facilities and programs in the Shire.
- 2.2.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience.
- 2.2.5 Support emergency services planning, risk mitigation, response and recovery.

Economy

- 2.2.6 Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan).
- 2.2.7 Build upon our "Take a Closer Look" brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population.
- 2.2.8 Shire engages stakeholders and partners to help capture local economic development initiatives.
- 2.2.9 Encourage local workforce participation.

Built Environment

- 2.2.10 Safe, efficient and well-maintained road and footpath infrastructure.
- 2.2.11 Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles.
- 2.2.12 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.

Natural Environment

- 2.2.13 Maintain a high standard of environmental health services.
- 2.2.14 Conservation of our natural environment.
- 2.2.15 Demonstrate sustainable practices of water, energy and waste management.

Governance & Leadership

- 2.2.16 Shire communication is consistent, engaging and responsive.
- 2.2.17 Forward planning and implementation of plans to determine Strategic Plan and service levels.
- 2.2.18 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community.
- 2.2.19 Implement systems and processes that meet legislative and audit obligations.

2.3 Challenges

The challenges identified by the community are:

Community

- 2.3.1 Employment opportunities and diversity.
- 2.3.2 Quality public and private accommodation.
- 2.3.3 Attraction and retention of resident population.
- 2.3.4 Volunteer fatigue.

Economy

- 2.3.5 Low cost, reliable power sources.
- 2.3.6 Telecommunication reliability and coverage.
- 2.3.7 Proximity to regional centres.
- 2.3.8 Ageing water infrastructure.
- 2.3.9 Education opportunities.

Leadership

- 2.3.10 Managing community expectations of Council
- 2.3.11 Councillor and staff succession and renewal
- 2.3.12 Staff attraction and retention
- 2.3.13 Compliance
- 2.3.14 Access to funding to achieve community aspirations
- 2.3.15 Aging workforce

RECOMMENDATION 2

The Asset Management Strategy 2022-2032 will respond to the community's vision and strategic priorities established in the Quairading Strategic Community Plan 2021-2031.

SECTION 3: SHIRE OF QUAIRADINGS INFRASTRUCTURE STATISTICS

3 INFRASTRUCTURE

The Shire’s asset register divided the infrastructure assets into the following asset groups:

3.1 Buildings

The Shires building assets include a mixture of administrative, recreational, cultural, housing and public amenities. Table 1 outlines the Building groups:

Table 1: Building assets

Building Group	Value
Buildings – Non-Specialised (Housing)	\$2,299,051.60
Buildings – Specialised	\$12,860,285.16
TOTAL VALUE	\$15,159,336.76

3.2 Shire Infrastructure

The Shires infrastructure consists of roads (sealed & unsealed), bridges & culverts, footpaths, carparks and street furniture. Table 2 outlines the Infrastructure groups:

Table 2: Infrastructure assets

Infrastructure Group	Value
Infrastructure Roads	\$72,107,173.34
Infrastructure Bridge Work	\$9,181,436.14
Infrastructure Footpaths	\$469,137.04
Infrastructure Other	\$4,904,371.01
TOTAL VALUE	\$86,662,117.53

3.3 Land

The shires land holding consists of parcels of freehold land and land held for resale. Table 3 outlines the subcategories:

Table 3: Land Tenure

Land Tenure	Value
Land - Freehold	\$1,295,370.00
Land Held for Resale	\$476,000.00
TOTAL VALUE ⁹	\$1,771,370.00

3.4 Plant & Equipment

The shire maintains a fleet of plant, equipment and light vehicles. Table 4 outlines the Plant and Equipment Group:

Table 4: Plant & Equipment

Plant Description	Value
Plant	\$3,975,162.50
Equipment	\$10,658.93
Light Vehicles	\$381,012.02
TOTAL VALUE ¹¹	\$4,366,833.45

RECOMMENDATION 3

The Shire of Quairading’s Executive Manager, Corporate Services, will provide an annual valuation of the Shire’s assets. This valuation will be utilised in determining the “Fair Value” of the Shire’s assets as per the Australian Accounting Standards.

SECTION 4: LEGISLATION**4 APPLICABLE LEGISLATION****4.1 Local Government Act 1995**

All local governments are currently required to produce a plan for the future under s5.56(1) of the Act. Regulations have been made under s5.56(2) of the Act to briefly outline the minimum requirements to achieve this.

4.2 Local Government (Administration) Regulations 1996 (Regulations)

Sections 19C and 19DA of the Regulations require local governments to develop a Strategic Community Plan and a Corporate Business Plan.

The Corporate Business Plan is to develop and integrate matters relating to resources, including asset management.

4.3 Western Australia Local Government Integrated Planning and Reporting Framework

To guide and assist local governments in the development of these plans the Department of Local Government, Sport and Cultural Industries (DLSCI) has developed the Western Australia Local Government Integrated Planning and Reporting Framework.

Diagram 1 represents the Integrated Planning and Reporting Framework.

The purpose of the framework is to ensure that the Council's decisions consider the community's aspirations and deliver the best results possible with the available resources.

RECOMMENDATION 4

The Asset Management Strategy 2022 – 2032 will comply with the respective legislation.

Diagram 1. Shire of Quairading Integrated Planning & Reporting Framework



NOTE 1

- S5.56 the Act requires local government to plan for the future
- Reg19C Local Government (Administration) Regulations 1996 requires a Strategic Community Plan to be for at least 10 years. Set out the Vision, Aspirations and Objectives of the community
- Reg19C must be reviewed at least every 4 years
- Reg19C must consider the current and future resources, KPIs and demographic trends and have absolute majority of Council to approve the plan
- S19BA identifies planning for the future: Strategic Community Plan and the Corporate Business Plan

NOTE 2 – Corporate Business Plan

- S19DA Local Government Administration Regulations
- Must be at least four years
 - Be reflective of the strategic community plan
 - Govern the internal business planning
 - Sets out internal priorities
 - Be reflective of current and future resources, asset management, workforce planning, long-term financial planning
 - Be reviewed every year
 - Absolute majority of Council to approve the plan
 - Identifies the annual priorities over four years

SECTION 5: ASSET MANAGEMENT FRAMEWORK**5 ASSET MANAGEMENT FRAMEWORK****5.1 The Framework**

The DLSCI has developed a framework for asset management that all local governments are required to follow. The Shire of Quairading is required to:

- 5.1.1 Develop an Asset Management Policy;
- 5.1.2 Develop an Asset Management Strategy, which includes:
 - 5.1.2.1 Asset Management Plans linked to the Long-Term Financial Plan
 - 5.1.2.2 Defined levels of service and affordability
 - 5.1.2.3 Governance and management arrangements
 - 5.1.2.4 Data and systems to support asset management
 - 5.1.2.5 Improvement of skills and processes
- 5.1.3 Develop a Process for evaluating Asset Management Plans, processes and asset sustainability; and
- 5.1.4 Link asset management to the Annual Report.

5.2 Asset Management Policy

The objective of the Asset Management Policy is to set the broad framework for decision-making by Council in undertaking asset management in a structured, coordinated and organised approach. The context of the policy is as follows:

As Council is the custodian of the Shire's assets, it will ensure:

- All legal obligations of the Council are met;
- Representation of the community as asset owners; and
- Management of assets in a sustainable and equitable manner.

Administration will provide accurate, well-founded technical and professional asset management advice to enable elected members to make informed decisions on behalf of the community they represent.

Asset management in the Shire of Quairading is the utilisation of best practise within available resources, maintaining all assets in a safe and functional condition and replacing them according to adopted strategies and plans.

Asset management involves Council, Administration and the community; from those that plan services, provide services and manage assets to those who use the assets. Council will use integrated

decision-making to consider the built, social, economic and natural impacts of asset provision and maintenance through the asset management lifecycle.

The primary goal of asset management is to provide the required level of service in the most cost-effective way through the creation, acquisition, maintenance, operation, rehabilitation and disposal of assets to provide for present and future generations.

Asset management is a key objective in the Shire's ten year Strategic Community Plan and Corporate Business Plan. The Shire will incorporate the Asset Management Plan into the long-term financial planning and management plans. The Shire's strategic financial planning will ensure that:

- Sufficient funds are allocated as a priority each year for operations, maintenance and refurbishment or replacement of existing assets; and
- The Shire identifies and allocates additional funds for new or upgraded assets.

Long-term financial models will be prepared which identify the whole of life costs for all Shire infrastructure assets. Where appropriate this should include performance modelling of assets based on different funding scenarios.

Investments in new infrastructure creation shall consider whole-of-life costs of the asset assessing benefit/cost ratios, net present values and the environmental and social benefits of investment.

Read the Asset Management Policy in conjunction with the ten year Strategic Community Plan, four year Corporate Business Plan and various strategic documents, including but not limited to:

- Asset Management Strategy;
- Asset Management Plans;
- Forward Financial Plans; and
- Disability Access and Inclusion Plan.

RECOMMENDATION 5

The Asset Management Strategy 2022 – 2032 and individual Asset Management Plans will comply with the Council's Asset Management Policy.

SECTION 6: ASSET MANAGEMENT STRUCTURE

6 THE STRUCTURE

6.1 Guiding Documentation

In developing the asset management systems, the Shire has complied with the following documentation:

- 6.1.1 International Infrastructure Management Manual 2015 edition (IIMM). The IIMM provides the “How to do it” in terms of applying the standards for infrastructure asset management.
- 6.1.2 Australian Infrastructure Financial Management Manual 2015 edition (AIFMM). The AIFMM is all about getting asset and financial professionals, all speaking a common language and taking a common approach. Financial management for long life infrastructure assets is about achieving the right balance between cost, risk and performance of assets in the provision of services required by the community.

6.2 Asset Management Information System

The Shire hosts the Infrastructure Asset Register and Asbestos Register on the Shire’s own servers.

6.3 Data Confidence Levels

In order to prepare detailed infrastructure asset management plans for its major asset classes, the Shire will continually improve the quality of data.

The grades of confidence are included in Table 13 and applied to the current state of asset data in Table 14.

Table 13: Confidence Grade

Confidence Grade	General Meaning
A	Highly reliable. Data based on sound records, investigations, analysis, audits and register maintenance.
B	Reliable. Data based on sound records, investigations, analysis, documented properly but has minor shortcomings (e.g. The data is old, some is missing, some reliant on more auditing).
C	Uncertain. Data based on sound records, investigations, analysis and records which are incomplete or extrapolated from a limited source with known missing data.
D	Very uncertain. Data based on unconfirmed verbal reports or estimates/guesses.

Table 14: Asset Register

Asset Register	Confidence Grade	Justification
Buildings	B	The register captures all the buildings. The structure of the

Asset Register	Confidence Grade	Justification
		components needs refining for future revaluations. Buildings Asset Management Plan to be developed.
Shire Infrastructure	B	When new assets are added or removed data is updated and accurate w (as per the acquisition/disposal process).
Drainage	C	Most data capture is sound however, some areas of drainage infrastructure are incomplete with further inspections required to verify data. Large sections of underground pipe network not video inspected or confirmed leading to “assumed” asset locations. Asset acquisition and disposal process has been implemented. Drainage Asset Management Plan to be developed.
Land	C	Data in relation to the Shire’s land tenure has a stable foundation but we are still investigating legacy issues. Land Asset Management Plan to be developed.
Natural Areas	B	Data is sound. Natural Areas Asset Management Plan to be developed.
Off Street Car Parks	B	Data is sound, acquisition/disposal process in place ensuring data accuracy. Off Street Car Parks Asset Management Plan to be developed.
Park Assets	B	Data is sound.
Park Irrigation	C	Data is sound.
Path Network	A	Data is sound.
Roads	C	Roads Data is currently out of date and being updated. Historical data is lacking. Roads Asset Management Plan to be developed.
Street Lights		Data is sound. Street Light Asset Management Plan to be developed.
Waste Bins	C	Data on municipal bins is sound. No data recorded for residential and commercial bins.

The building of the asset register in the Asset Management Excel database is now complete. The database is now in a maintenance regime of data plus audit and investigation program. The audits and investigations will be determined in each of the individual Asset Management Plans.

6.4 Asset Management Plans

An Asset Management Plan is a written representation of intended asset management programs for the management of infrastructure assets based on service level requirements and the capacity of the Shire to meet those requirements.

The Shire will develop and publish an individual plan for each of the infrastructure asset groups in accordance with Table 15.

Table 15: Asset Group

Asset Group	Asset Management Plan Timetable
Buildings	September 2022
Shire Infrastructure	September 2022
Drainage	December 2022
Land	December 2022
Natural Areas	December 2022
Off Street Car Parks	December 2022
Park Assets	December 2022
Park Irrigation	December 2022
Path Network	September 2022
Roads	September 2022
Street Lights	September 2022
Waste Bins	September 2022

RECOMMENDATION 6

The management of assets in the Shire of Quairading will be in accordance with the direction provided in the Asset Management Strategy 2022 – 2032 and supporting asset management plans.

6.5 Capital Works Program

The Shire has developed and rolling five-year capital works program (5YCWP) for all infrastructure assets. The prioritisation is in Table 16.

Table 16: Asset Register

Asset Group	Prioritisations
Buildings	Organisational needs, safety, level of service and age/condition profile from predictive modelling.
Shire Infrastructure	Safety, level of service and age/condition profile from predictive modelling.
Drainage	System to handle 1 in 100 storm and age/condition profile from predictive modelling.
Land	Organisational needs.
Natural Areas	Environmental management planning, age/condition profile from predictive modelling.
Off Street Car Parks	Safety, level of service and age/condition profile from predictive modelling.
Park Assets	Environmental management planning, age/condition profile from predictive modelling and safety and level of service.

Park Irrigation	Environmental management planning, age/condition profile from predictive modelling.
Path Network	Accessibility, age/condition profile from predictive modelling, closing network gaps, safety and the replacement of all slab paths and level of service.
Roads	Roads to have a condition index of average or higher. Traffic counts and level of service.
Street Lights	Community needs, safety, level of service and age/condition profile from predictive modelling.
Waste Bins	Level of service and age/condition profile from predictive modelling.

RECOMMENDATION 7

The Executive Manager, Works & Services will roll out predictive modelling capabilities during the development of each of the individual Asset Management Plan’s. This will commence with the adoption of the Paths Network. This predictive modelling will provide future costings that will be a tool used to perform in the Long-Term Financial Plan.

6.6 Asset Management Definitions

The definitions listed in Table 17 are in accordance with the IIMM.

Table 17: Asset Management Definitions

Glossary	Definition
Asset	An item, thing or entity that has potential or actual value to an organisation and the community (such as plant, machinery, buildings, etc.).
Asset Management	The systematic and coordinated activities and practices of an organisation to deliver sustainable and quality assets through the cost-effective lifecycle management of these assets.
Asset Management Framework	The overarching asset management hierarchy including the Asset Management Policy, Objectives, Strategy and the Asset Management Plan.
Asset Management Information System (AMIS)	A combination of processes, data, software, and hardware applied to provide the essential outputs for effective asset management.
Asset Management Plan	Documented information that specifies the activities, resources and timescales required for an individual asset or a grouping of assets, to achieve the organisation's asset management objectives.
Asset Management Policy	The asset management processes and techniques that an organisation undertakes, as outlined in the Asset Management Policy, such as demand forecasting, developing and monitoring levels of service, risk management.
Asset Management Strategy	ISO 55000 definition: Documented information that specifies how the organisational objectives are to be converted into asset management objectives, the approach for developing Asset Management Plans,, and

Glossary	Definition
	the role of the asset management system in supporting achievement of the asset management objectives.
Asset Management System	A set of interrelated or interacting elements of an organisation (including the Asset Management Policy, asset management objectives, Asset Management Strategy, Asset Management Plans) and the processes to achieve these objectives.
Asset Register	A record of asset information, typically held in a spreadsheet, database or software system, including asset attribute data such as quantity, type and construction cost.
Condition	The physical state of the asset.
Condition Assessment	The inspection, assessment, measurement and interpretation of the resultant data, to indicate the condition of a specific component to determine the need for some preventive or remedial action. Referred to in this document as audit and auditing.
Disposal	Actions necessary to decommission and dispose of assets that are no longer required.
ISO 55000	ISO 55000 is suite of international standards covering management of assets of any kind.
Level of Service	The parameters or combination of parameters that reflect social, political, economic and environmental outcomes that the organisation delivers. Levels of service statements describe the outputs or objectives an organisation or activity intends to deliver to customers.
New Asset	Is an asset that is constructed or obtained to provide a level of service where no other asset previously existed.
Predictive Models	Typically use condition and performance deterioration curves to project the lifecycle costs of each asset for different maintenance or renewal strategies and identify the optimal treatment strategy
Renewal	Works to replace existing assets or facilities with assets or facilities of equivalent capacity or performance capability.
Repair	Action to restore an item to its previous condition after failure or damage.
Replacement	The complete replacement of an asset that has reached the end of its life, so as to provide a similar, or agreed alternative, level of service.
Strategic Plan	A plan containing the long-term goals and strategies of an organisation. Strategic plans have a strong external focus, cover major portions of the organisation and identify major targets, actions and resource allocations relating to the long-term survival, value and growth of the organisation.
Upgrade	Is to replace an existing asset with enhanced capability or function where an option existed for replacement without the enhanced capability or functionality.

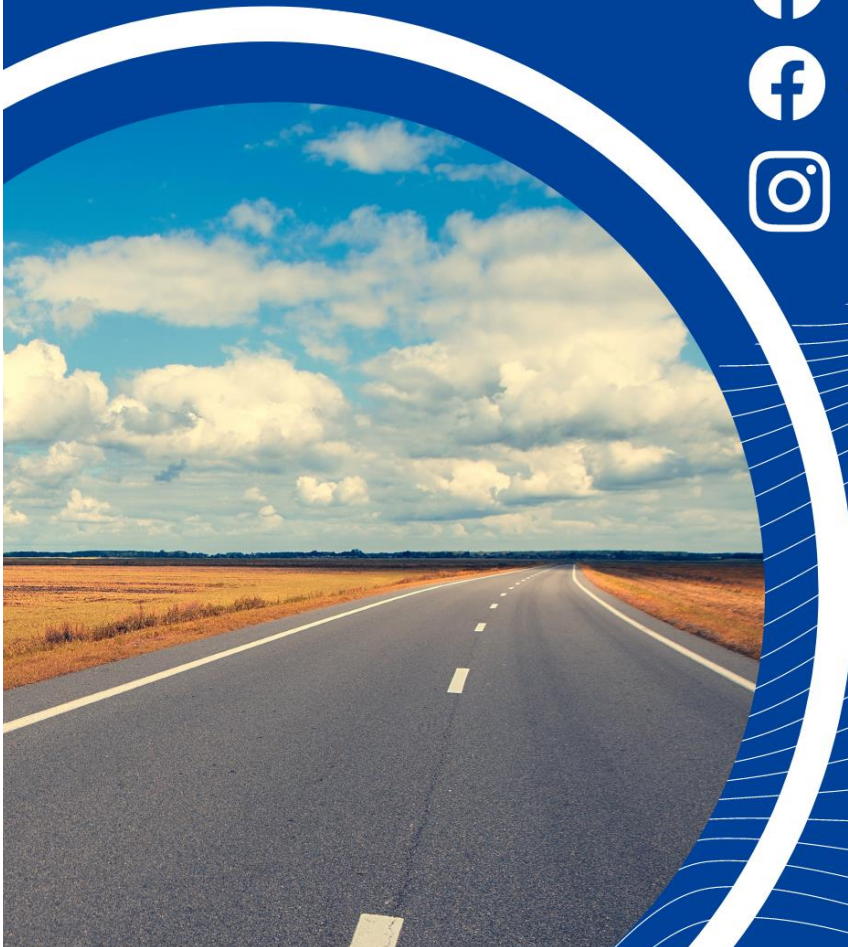


ASSET MANAGEMENT PLAN SEPTEMBER 2022

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Endorsed October 2022

Resolution 105 – 22/23

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EXECUTIVE SUMMARY

The Shire of Quairading is responsible for a large and diverse range of assets.

The effective ongoing management of these assets is critical if the Shire is to achieve a sustainable (financially achievable) outcome in managing its assets.

Before summarising some of the findings associated with analysis work carried out in the preparation of this Asset Management Plan it is considered important to briefly outline some of the main functions of the plan and how it ties in with other processes and plans used in local government.

For asset management to be effective it needs to:

- Take into consideration asset conditions
- Be holistic in its application
- Take into consideration the Shire's financial capabilities
- Consider level of service
- Consider community needs and aspirations
- Be live and subject to ongoing change and improvement
- Be part of an integrated planning and management process

The integrated planning and reporting system, of which this Asset Management Plan forms part, sees community and strategic information being fed into the asset management process from above with this guidance typically documented in a Strategic Community Plan and a Corporate Business Plan. The Asset Management Plan then looks at the requirements for assets then considers how to best manage the assets in a sustainable way. The analysis generally requires some form of modelling of the impact of potential future works. Once works are settled the information is used to generate mid and long term programs. These programs then feed into the Shire's Long Term Financial Plan and other related planning such as workforce and plant replacement plan for further refinement.

This integrated management system, once in place, improves the continuity and efficiency of the annual budget development and flow program delivery and provides information for Council and the administration to monitor and meaningfully report on over a longer time frame.

The Asset Management Plan also provides information and measures for reporting to the State Government.

This September 2022 plan addresses most of the elements outlined above required for it to be effective in initiating program development and providing Councillors with information on which informed decisions can be made regarding Shire assets.

Those involved in the preparation of this plan have endeavoured to put to best use not only available information but also the underutilised capabilities of the Shires existing Asset and Maintenance Management System (RAMM).

The methods and information used in the development of this plan including its limitations are outlined in greater detail in the body of this document.

The plan also outlines how best to continue to develop the process into the future and provides references to transparently documented and technically sound approach used in its preparation that can be further built on.

Overall findings from this first analysis of data used to populate this Asset Management Plan indicate:

- The overall replacement value of the assets captured in the assessment to be \$137 million.
- The average current condition rating of the captured assets is 2.3. This has most assets in better than average condition.
- Assets currently considered poor or very poor have a replacement value of approximately \$10 million. \$6.7 million of this is associated with Road Pavements that are in poor condition.
- There are two areas identified where a backlog of work exists that needs addressing for level of service requirements to be retained. This assumes funding of \$2.6 million per annum is available for asset renewals.
- Total Projected Renewals \$2.6 million per annum compares favourably with the current Annual Depreciation of \$2.59 million - an asset sustainability ratio of 102%.
- Areas identified where a backlog of work exists that needs addressing for level of service requirements to be retained include:

Footpaths

Asphalt footpaths account for approximately 50% of the total footpaths and the majority are in average to poor condition. These will need to be renewed in the early years of the 10-year program at a total cost of \$305,000.

Drainage (Culverts)

Approximately 10% of the pipe culverts are in poor or very poor condition. Most of these culverts are small (300 to 500mm diameter). These will need to be renewed in the early years of the 10-year program at a total cost of \$467,000.

In the footpath areas an option for consideration would be to look at rationalising some of these assets. Without some degree of rationalisation maintaining service levels at anticipated funding will be difficult to achieve.

In the roads area, which is our largest area, grant funding received through the Regional Road Group has traditionally been applied to widening and reconstruction works on our MRWA listed 2030 eligible roads. The modelling and program development carried out on the current data confirmed this to be good approach for the sealed roads on that component of the network. The more discretionary road funding, such as the Roads to Recovery funding and the Shire's own funding, generally appeared adequate to meet most of the renewal needs of the roads.

One area that has not been considered in this plan is the increased size and regularity of extra infrastructure funding being fed through local government for economic stimulus reasons.

One of the larger examples of this is Wheatbelt Secondary Freight Network (WSFN) funding. The first three years of the 10-year renewal program includes a sum of \$4.15 million for reconstruction of the Danging Mears Road which is primarily WSFN funded. WSFN funding beyond the first 3 years is unknown.

The Shire will actively pursue grants both competitive and non-competitive together with prudent borrowings to spread the cost of major new assets over their life. (Strategic Community Plan).

WHY DOES THE SHIRE PROVIDE ASSETS?

Physical infrastructure assets typically exist for the purpose of facilitating service delivery. This includes core services such as governance and administration, transport, waste management, parks and recreation and so on. These services help us to be a liveable Shire that is responsive to community needs and values.

What is Asset Management?

Asset Management, as the name suggests, is the approach or system that we apply to manage our assets. Infrastructure assets can be challenging to manage to ensure that they are provided, operated, maintained and renewed, in a sustainable way within limited available financial resources. Good asset management practices seek to take a long-term planning view that balances service provision against the community's capacity to pay.

Our Asset Management Approach

The approach taken in the presentation of this Asset Management Plan follows that taken in the example documents agreed to be adopted by the NEWROC Councils. Our plan has been expanded to include other

asset classes other than just transport which was the emphasis of the example document. We have also used the provided and agreed data summary format in the development of this plan.

Most of us understand that assets deteriorate over time and that they need replacing or renewing once worn out.

The problem in dealing with such a large number and diverse range of assets, as managed by the Shire, is that that so many variable factors affect deterioration rates, maintenance and replacement costs, treatment types and level of service expectations.

It is for reason that asset modelling is needed to generate an asset renewal stream. Modelling helps to prioritise work selection and produces information that aids understanding costs and condition impacts of proposed future works. It also allows overall asset conditions to be better understood.

There are a number of modelling approaches available that could be applied.

Some of these are quite advanced and use complex algorithms capable of considering many factors simultaneously. However, for our purposes these types of approaches are not considered necessary.

Our Asset Modelling Approach

Because not all the assets are in a single system a spreadsheet model was developed to forecast asset deterioration and trigger renewal streams for each of the asset groups. The data used in the model was extracted from the 2020/21 APV Valuation Reports with some updating to reflect any new or renewed assets in the 2021/22 Financial Year.

The spreadsheet model is in the companion document "Shire of Quairading TAMP Input Data – V1 – as of 23 September 2022"

The model is relatively simple in concept, operating as follows: -

- Each asset is assigned a current condition rating
- The condition rating is based on the simple NAMS 1 to 5 scoring system outlined in Table 4
- For modelling purposes, the condition rating score is modified to go to one decimal place. For example, brand new assets are assigned a score of 0.5 and assets at end of life a score of 5.5. This means an asset deteriorates through a total of 5 condition basis points in its Total Useful Life (TUL)
- The current condition rating is derived from the APV valuation percent life expired (Remaining Useful Life (RUL)/TUL) for all assets except for roads. The condition rating for roads is based on the condition rating in RAMM from the full road visual assessment survey carried out by RMECS (Rod Munns Engineering Consulting Services) in February 2020.

- A straight-line deterioration model is used for all assets equal to 5/TUL per annum. Hence for an asset with TUL = 20 years the annual condition deterioration would be 0.25 condition points per annum.
- A renewal condition trigger is applied for each asset group with the default value being a condition score of 4. This equates to a Poor Condition Rating – Significant Renewal/Upgrade required (refer Table 4)
- Renewals are triggered when the condition score reaches the trigger value and are assigned a value equal to the Asset Replacement Cost
- For pavement renewals (Reconstruction Works) the model also triggers the surface replacement (Resealing) in the same year.
- For the higher value assets – Buildings and Roads – the modelling is at the component level (pavement, surface, roof, floor covering etc). All the other assets are modelled at the Asset Level.
- 10 Year Renewal Programs for each asset group together with an overall summary are contained in the companion document “Shire of Quairading TAMP Input Data – V1 – as of 23 September 2022”
- The model allows for adjustment of the renewal condition trigger. For Shire of Quairading a more conservative trigger of 3.5 was adopted for Bridges and a more aggressive trigger of 4.5 for Surface Water Channels, Resurfacing (Resealing) and Resheeting.
- This process was applied to produce a 10 Year prioritised renewal program (plus current Year 0 - 2022/23).

In the roads area the Road Hierarchy (Class 1 to Class 6) was also taken into consideration in the prioritisation process.

Hierarchy	Description
Class 1	Primary Distributor
Class 2	Regional Distributor
Class 3	Local Distributor
Class 4	Access Road A
Class 5	Access Road B
Class 6	Access Road C

Table 1: Road Hierarchy

The lower priority roads, Class 5, and Class 6 were excluded in developing the Road Reconstruction, Resealing and Resheeting Programs.

The renewal impact of works known to be budgeted for in the current and short-term future were also included in the model (ie. WSNF Funded Dargin Mears Road Reconstruction 2023/24 to 2025/26). This

prevents work that we know will be completed shortly showing up in future programming based on its current, but soon to be remedied, condition.

The scope covered in this asset management assessment

This September 2022 Asset Management Plan considers renewal type investments only and does not include business as usual operations and maintenance activities.

In the building area assets were assessed at component level (floor covering, roof etc) to develop the 10-year renewal program.

In the roads area assessment was also at the component level (pavement, surface, subgrade) and again only renewals were considered. Periodic maintenance activities like verge clearing or shoulder reconditioning were not included.

Providing the 10-Year renewal program is funded and duly executed, the existing maintenance regime and funding should be adequate. If there is a funding shortfall in the renewals program, then additional maintenance will be required to keep the assets in a condition to meet required levels of service.

Historically, the Shire has had an underlying gap in asset renewals, particularly for roads. Like many rural Shires, asset renewals have been subject to historic underfunding. While this suppresses rates, it leads to a decline in the serviceability of the assets. It is therefore vital to close this gap, particularly to preserve the serviceability of our local road network for our economy and community (Strategic Community Plan).

WHAT DO WE HAVE AND WHAT ARE THEY WORTH?

The Shire of Quairading Asset Inventory and Valuation are as shown below.

Asset	Value Type	Value Subtype	Count	Length (m)	Area (sq.m.)	Information Source	Date Extracted	
Roads	Hierarchy	Class 1 - Primary Distributor	0	0	0	RAMM	Sep'22	
		Class 2 - Regional Distributor	7	100,595	723,408	RAMM	Sep'22	
		Class 3 - Local Distributor	14	203,571	1,201,659	RAMM	Sep'22	
		Class 4 - Access Road A	80	361,118	1,938,012	RAMM	Sep'22	
		Class 5 - Access Road B	39	172,930	924,059	RAMM	Sep'22	
		Class 6 - Access Road 6	29	71,670	368,527	RAMM	Sep'22	
	Cross Section	Unbuilt			32,670	32,670	RAMM	Sep'22
		Unformed			30,610	138,385	RAMM	Sep'22
		Formed			149,360	964,424	RAMM	Sep'22
		Paved			421,666	2,307,718	RAMM	Sep'22
		Sealed with no kerbing			261,963	1,592,001	RAMM	Sep'22
		Sealed with kerbing one side			1,230	11,013	RAMM	Sep'22
		Sealed with kerbing both sides			12,385	109,453	RAMM	Sep'22
	Surface Material	Asphalt			11,980	103,551	RAMM	Sep'22
		Cement Concrete			340	2,475	RAMM	Sep'22
		Double Chip Seal			49,228	357,486	RAMM	Sep'22
		Single Chip Seal			214,030	1,254,043	RAMM	Sep'22
	Pavement	Gravel			421,666	2,307,718	RAMM	Sep'22
		Kerb Barrier		237	24,490		RAMM	Sep'22
Drainage	Culverts (large span)	Box Culvert	93	1,726		RAMM	Sep'22	
		Pipe Culvert	852	10,041		RAMM	Sep'22	
	Stormwater	Table Drain	956	1,655,968		RAMM	Sep'22	
Traffic Management	Signs	Sign - 2 Post	97			RAMM	Sep'22	
		Sign - One Post	1,378			RAMM	Sep'22	
Footpaths	Footpaths	Asphalt	24	2,598	5,186	RAMM	Sep'22	
		Brick Paving	15	755	2,091	RAMM	Sep'22	
		Concrete Slabs	1	53	64	RAMM	Sep'22	
		Insitu Concrete	32	4,352	6,550	RAMM	Sep'22	
Land	Land	Industrial	2			APV Valuation	Jun'21	
		Residential	43			APV Valuation	Jun'21	
		Rural	4			APV Valuation	Jun'21	
Buildings	Buildings	Administration - 1 Storey	4			APV Valuation	Jun'21	
		Civic - Amenities	5			APV Valuation	Jun'21	
		Civic - Clubs/Community Groups	3			APV Valuation	Jun'21	
		Civic - Town/Community Hall	3			APV Valuation	Jun'21	
		Demountable - Amenities	2			APV Valuation	Jun'21	
		Demountable - Other Transportable	2			APV Valuation	Jun'21	
		Education - Child Care/Kindergarten	1			APV Valuation	Jun'21	
		Health - Support	1			APV Valuation	Jun'21	
		Industrial - Awnings/Canopy	1			APV Valuation	Jun'21	
		Industrial - Pump/Switch	1			APV Valuation	Jun'21	
		Industrial - Workshop	1			APV Valuation	Jun'21	
		Recreation - Aquatic Centre	1			APV Valuation	Jun'21	
		Recreation - Changeroom	1			APV Valuation	Jun'21	
		Recreation - Clubhouse	2			APV Valuation	Jun'21	
		Recreation - Kiosk	1			APV Valuation	Jun'21	
		Recreation - Picnic Shelter/Rotunda	3			APV Valuation	Jun'21	
		Residential - Detached House	11			APV Valuation	Jun'21	
		Residential - Semi Detached/Duplex	4			APV Valuation	Jun'21	
		Shed - Earth Floor	1			APV Valuation	Jun'21	
		Shed - Fully Enclosed	9			APV Valuation	Jun'21	
		Shed - Partly Walled	1			APV Valuation	Jun'21	
		Special - Covered Walkways/Car Port	1			APV Valuation	Jun'21	
		Structures	Bridges	Reinforced Concrete	6			APV Valuation
Steel/Concrete	1					APV Valuation	Jun'21	
Steel/Timber	1					APV Valuation	Jun'21	
Timber	7					APV Valuation	Jun'21	
Other Structures	Airport Assets		2			APV Valuation	Jun'21	
	Excluded		5			APV Valuation	Jun'21	
	Fences		11			APV Valuation	Jun'21	
	Hardstand and Internal Roads		11			APV Valuation	Jun'21	
	Lighting		13			APV Valuation	Jun'21	
	Miscellaneous		13			APV Valuation	Jun'21	
	Park Assets		27			APV Valuation	Jun'21	
	Pool Assets		2			APV Valuation	Jun'21	
	Retain Walls		8			APV Valuation	Jun'21	
	Sporting Equipment		14			APV Valuation	Jun'21	
	Structures		13			APV Valuation	Jun'21	
	Vehicle		1			APV Valuation	Jun'21	
	Water Supply		8			APV Valuation	Jun'21	

Table 2: Infrastructure Inventory

The inventory was extracted from RAMM for Roads, Drainage, Traffic Management (Signs) and Footpaths. Bridges, Land, Buildings and Other Structures were extracted from the APV 2020/21 Valuation (these assets are currently not held in the RAMM database).

Asset Category	Asset Component	Replacement Cost (\$)	Fair Value (\$)	Annual Depreciation (\$)	Asset Consumption Ratio	Valuer / Date	
Roads	Pavement	\$41,615,624	\$31,865,104	\$838,302	77%	APV Valuation 2020/21	
	Surface	\$10,879,478	\$7,502,462	\$534,731	69%	APV Valuation 2020/21	
	Subgrade	\$32,141,845	\$32,141,845	\$0		APV Valuation 2020/21	
	Kerb Barrier	\$613,746	\$549,998	\$6,409	90%	APV Valuation 2020/21	
Paths	Footpath	\$1,042,400	\$568,449	\$31,570	55%	APV Valuation 2020/21	
Drainage	Box Culvert	\$3,115,230	\$1,934,300	\$36,872	62%	APV Valuation 2020/21	
	Pipe Culvert	\$4,462,730	\$2,722,052	\$53,357	61%	APV Valuation 2020/21	
Traffic Management	Table Drain	\$4,156,402	\$2,555,013	\$450,957	61%	APV Valuation 2020/21	
	Sign - 2 Post	\$39,384	\$26,462	\$1,118	67%	APV Valuation 2020/21	
	Sign - One Post	\$378,970	\$263,416	\$10,666	70%	APV Valuation 2020/21	
Structures	Bridges	\$8,683,000	\$4,681,142	\$65,431	54%	APV Valuation 2020/21	
Land	Land	\$1,824,370	\$1,824,370	\$0		APV Valuation 2020/21	
Buildings	01 Sub-Structure	\$1,928,210	\$1,497,731	\$14,412	78%	APV Valuation 2020/21	
	02 Structure	\$4,838,969	\$3,391,916	\$46,786	70%	APV Valuation 2020/21	
	03 Floor Coverings	\$1,062,934	\$773,847	\$45,500	73%	APV Valuation 2020/21	
	04 Fit-Out	\$3,112,801	\$2,232,735	\$57,161	72%	APV Valuation 2020/21	
	05 Roof	\$4,040,999	\$2,774,354	\$48,182	69%	APV Valuation 2020/21	
	61 Serv - Mechanical	\$1,309,408	\$1,026,411	\$46,558	78%	APV Valuation 2020/21	
	62 Serv - Fire	\$137,425	\$101,542	\$8,001	74%	APV Valuation 2020/21	
	63 Serv - Elect	\$1,711,363	\$1,248,690	\$19,676	73%	APV Valuation 2020/21	
	64 Serv - Hydr	\$2,473,482	\$1,873,835	\$27,163	76%	APV Valuation 2020/21	
	65 Serv - Security	\$92,518	\$83,153	\$4,677	90%	APV Valuation 2020/21	
	66 Serv - Transport	\$0	\$0	\$0		APV Valuation 2020/21	
	67 Serv - Site Infra	\$0	\$0	\$0		APV Valuation 2020/21	
	Other Structures	Airport Assets	\$562,000	\$362,900	\$20,870	65%	APV Valuation 2020/21
		Fences	\$348,340	\$206,922	\$9,001	59%	APV Valuation 2020/21
Hardstand and Internal Roads		\$1,075,500	\$837,423	\$40,112	78%	APV Valuation 2020/21	
Lighting		\$430,000	\$333,089	\$11,624	77%	APV Valuation 2020/21	
Miscellaneous		\$266,864	\$197,303	\$16,320	74%	APV Valuation 2020/21	
Park Assets		\$449,280	\$268,671	\$18,814	60%	APV Valuation 2020/21	
Pool Assets		\$1,822,000	\$1,224,580	\$24,151	67%	APV Valuation 2020/21	
Retain Walls		\$203,080	\$129,561	\$2,725	64%	APV Valuation 2020/21	
Sporting Equipment		\$1,290,900	\$840,766	\$73,468	65%	APV Valuation 2020/21	
Structures		\$261,600	\$139,035	\$10,528	53%	APV Valuation 2020/21	
Vehicle		\$340,000	\$233,198	\$2,051	69%	APV Valuation 2020/21	
Water Supply		\$726,900	\$488,975	\$11,268	67%	APV Valuation 2020/21	
Total Valuation		\$137,437,751	\$106,901,250	\$2,588,462	71%		

Table 3: Infrastructure Valuation

The valuations are based on the 2020/21 APV Valuation Reports with updates for new road layer and footpath renewals in 2021/22.

WHAT IS THEIR CONDITION?

Condition data is typically used to determine the need and timing of preventative or remedial action to prevent loss of service or economic loss.

To assess the condition of the assets the following condition grading methodology was adopted from the International Infrastructure Management Manual 2015 (IIMM). This condition assessment model is a typical approach for major groups of passive assets (e.g., roads, drainage, buildings, footpaths).

Rank	Description of Condition
1	Excellent Only normal maintenance required
2	Good (Minor Defects Only) Minor maintenance required (5%)
3	Average (Maintenance Required to Return to Accepted Level of Service) Significant maintenance required (10-20%)
4	Poor (Required Renewal) Significant renewal/upgrade required (20-40%)
5	Very Poor (Asset Unserviceable) Over 50% of asset requires replacement

Table 4: Condition Assessment Model

For Roads and associated assets (Pavement, Surface, Drainage, Footpaths, Surface Water Channels and Signage) there is relatively up to date condition ratings in the RAMM database as a full condition assessment was carried out by RMECS in February 2020. Since then, new road assets - as provided by the Executive Manager of Works and Services - have been updated in RAMM.

For the remaining assets (Buildings, Bridges and Other Structures) the condition rating was derived from the recent (2020/21) APV Valuation Reports based on the asset consumption ratio and % of Total Useful Life expired.

For most assets, the condition rating is assigned at the asset level. For the larger more complex assets – Roads and Buildings – assets are assessed at component level and then aggregated up to achieve an overall condition rating.

The current condition profile of the Shire’s infrastructure assets is as shown in the figure and tables below:

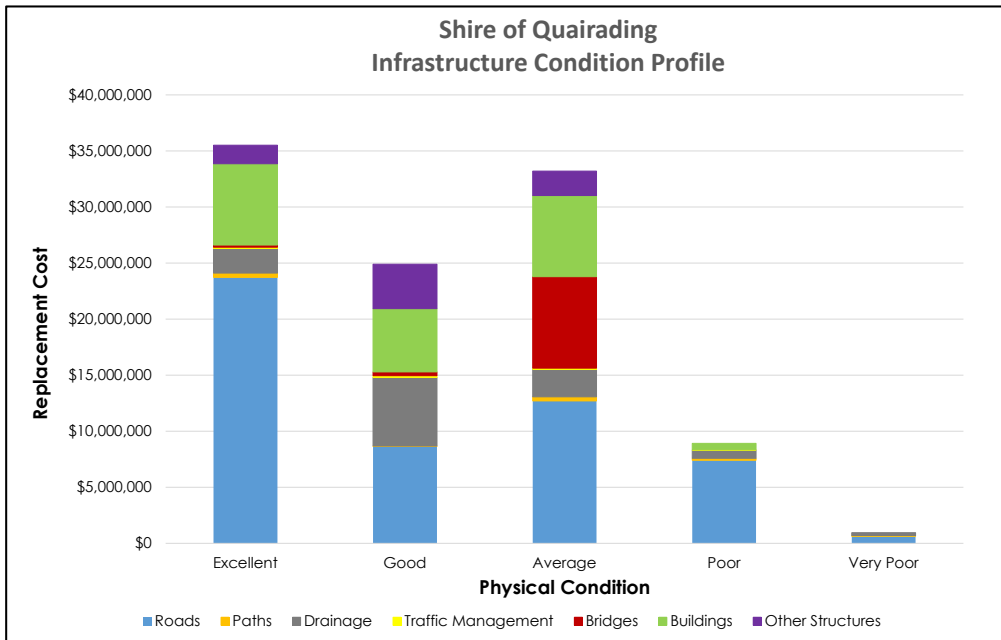


Figure 1: Infrastructure Condition Profile

Asset	Excellent	Good	Average	Poor	Very Poor
Roads	45%	16%	24%	14%	1%
Paths	37%	5%	34%	17%	7%
Drainage	19%	52%	21%	6%	2%
Traffic Management	26%	36%	30%	8%	0%
Bridges	2%	4%	94%	0%	0%
Buildings	35%	27%	35%	3%	0%
Other Structures	21%	51%	28%	0%	0%
TOTAL	34%	24%	32%	9%	1%

Table 5: Infrastructure Condition Profile (%)

Asset	Excellent	Good	Average	Poor	Very Poor
Roads	\$23,724,073	\$8,637,103	\$12,710,424	\$7,407,858	\$629,390
Paths	\$382,880	\$52,320	\$358,550	\$173,650	\$75,000
Drainage	\$2,198,338	\$6,111,268	\$2,438,404	\$738,116	\$248,236
Traffic Management	\$109,574	\$149,546	\$127,255	\$31,979	\$0
Bridges	\$194,000	\$340,000	\$8,149,000	\$0	\$0
Buildings	\$7,259,193	\$5,644,542	\$7,243,864	\$560,510	\$0
Other Structures	\$1,644,844	\$3,961,100	\$2,170,520	\$0	\$0
TOTAL	\$33,868,058	\$20,934,779	\$31,027,496	\$8,912,113	\$952,626

Table 6: Infrastructure Condition Profile (\$)

HOW CONFIDENT ARE WE?

The asset assessment and programming conducted in this review is only as good as the base data and rules and assumption applied to that data.

Accordingly it is important when using this information to understand how confident we are in the accuracy of what we are using as this has a direct influence on the accuracy of the results. Understanding where data gaps exist is also important to determine where the Shire best targets data improvements moving forward.

The Shire has assessed its confidence in the asset data using the following grading scale.

Confidence Grade	Accuracy	Confidence Grade General Meaning
Highly Reliable	± 2%	Data based on sound records, procedures, investigations and analysis which is properly documented and recognised as the best method of assessment.
Reliable	± 10%	Data based on sound records, procedures, investigations and analysis which is properly documented but has minor shortcomings; for example the data is old, some documentation is missing and reliance is placed on unconfirmed reports or some extrapolation.
Uncertain	± 25%	Data based on sound records, procedures, investigations and analysis which are incomplete or unsupported, or extrapolation from a limited sample for which grade A or B data is available.
Very Uncertain	± 40%	Data based on unconfirmed verbal reports and/or cursory inspection and analysis.
Unknown	Nil	None or very little data held.

Table 7: Data Confidence Grading

The current confidence in the Shire’s asset data is:

Asset Class	Confidence Grade	Justification
Roads	Reliable	Roads Data was fully updated in RAMM February 2020 and new layers added up to the end of the 21/22 FY. Historical data is lacking.
Bridges	Unknown	Some basic data in RAMM but not sure of the Integrity
Land	Uncertain	Data in relation to the Shire’s land tenure has a stable foundation but we are still investigating legacy issues
Buildings	Reliable	The register captures all the buildings. The structure of the components needs refining for future revaluations.
Drainage	Uncertain	Drainage Data was fully updated in RAMM February 2020 (Table Drains, Culverts, Kerbing) but other drainage assets (Underground Pipes) not in RAMM are incomplete.
Footpaths	Highly Reliable	Data is sound
Traffic Management (Signs)	Reliable	Signage Data was fully updated in RAMM February 2020 but no updating since then.
Other Structures	Reliable	Data is sound. When new assets are added or removed data is updated and accurate.

Table 8: Asset Data Confidence

Effective Asset Management relies heavily on high quality asset data and information. Regular (annual/tri annual) inspections are essential to keep the data up to date so that informed Asset Management decisions can be made.

The data used to develop this Asset Management Plan varies between reliable and uncertain so there is a moderate level of confidence in the outcomes.

The Shire currently maintains two Asset Management Systems, a spreadsheet-based Asset Register and the RAMM Asset Management Database. This is not ideal as there is potential for overlap and increased workload to maintain the two systems.

It is recommended that the Shire adopt the RAMM Asset Management System as it’s sole source of truth. This will require a one-off migration of data and training and upskilling of staff in the use and maintenance of the RAMM System.

HOW IS THE SERVICE performing?

The Shire should check that the service performance delivered by its assets meets the needs of the community. If necessary, adjustment can be made to the quality of service that our assets provide and this in turn can effect overall cost. In general, as the service quality gets higher, so too does cost. The Shire needs to deliver the service at a level that the community is willing and able to pay for.

In the roads area a hierarchy system has recently been developed by the Shire to aid the selection of appropriate levels of service for our roads (refer Table 1). This recognises that infrequently used roads do not need to be maintained to the level of high use roads.

Service Satisfaction

Periodically, the Shire engages with its community to understand their satisfaction with the various services that it provides. The results enable service performance and importance to be assessed. In addition, when other WA local governments perform the same survey, the Shire is able to benchmark its performance.

Community satisfaction information is currently being sought for the Shire so as to commence the process better understanding community expectations and levels of satisfaction. This will then be used to populate a performance table similar to that provided below.

Service Area	Performance Score	Industry Standard	Performance Trend
Roads			
Footpaths			
Land			
Buildings			
Bridges			
Drainage			
Other Structures			
Traffic Management			

Table 9: Service Community Satisfaction

Service Levels

Service levels describe the quality and performance that the Shire aims to provide in its service areas. The Shire is looking to develop service delivery performance measures that can populate a table similar to the example below for footpaths and subsequently be reviewed to establish service level trends.

KPI	Driver	Level of Service	Performance Measure	Target	Current	Data Confidence
Accessibility	SCP & Stakeholders	Transport network is accessible to all users.	Percentage of path segments that meet disability access standards.	100%		
			Percentage of survey respondents that are at least satisfied with their ability to access the Shire’s transport network.	80%+		

Table 10: AMP Service Levels

HOW IS THE SERVICE CHANGING?

Generally, the demand for services changes over time. As a result, the assets that support these services, and the way in which they are managed, may also need to change.

Future Considerations

Looking forward, over the life of this Plan, the Shire should consider the following points when looking at demand for services.

- The pride that local people and in particular long-term residents have in their shire and their desire to support and care for each other.
- The importance of agriculture and rural services and the need to think big to attract rural business opportunities.
- A desire for the Shire to employ local residents wherever this is practical.
- The shrinking population and the potential impact this could have on community facilities and services.
- The importance of volunteering and the potential for volunteer burnout with the pool of volunteers shrinking.
- The importance of and potential for local tourism with COVID-19 resulting in a significant increase in visitors to the town.
- The lack of suitable rental accommodation to attract workers to the town.
- The importance of attracting community minded people, targeted skills and boutique business to the town and the region.

Change Mitigations

To meet the challenges that will arise from service change, the Shire should consider:

- Reviewing its path network concentrating on connectivity to accommodate an increasing numbers of older users.
- Provision for electric vehicle recharge stations.
- Upgrade its road network to meet the requirements of larger vehicles.
- Look to secure gravel resources for the future.
- Continue to develop its own water security with dams and potentially bores.
- Applying more resources in the maintenance of its gravel road network.
- Implement initiatives that make our town environments more liveable, eg street trees.
- Collection of further asset data and establish ready to implement processes to aid effective claiming of disaster relief funding.

Future major projects

Upcoming and proposed projects that will influence the asset portfolio moving forward:

- Wheatbelt Secondary Freight Network Projects (Dangin Mears Upgrade Project)
- Community Building/Rec Facilities Upgrade

HOW ARE THE ASSETS MANAGED?

Capital investment into renewal and replacement works, which is the main focus of this Asset Management Plan, is only one aspect of how our assets should be managed.

Reactive works

These works are normally conducted in response to an event or as a result of an asset becoming unserviceable or not meeting service expectations. Repair or replacement works are generally initiated to remedy these situations.

Operation and Maintenance Works

These look to implement works at a preventative level wherever possible. This should be done through regular inspection, and planned maintenance schedules. These schedules are under development and considered an area of focus for continued development of this Asset Management Plan.

Renewal Works

These, as is the case with the works programmed from this latest assessment of our assets, are determined by conditions and projected condition as time moves forward. The treatment, as the name suggest, make the asset treated as new again. In so doing the work contributes to maintaining or improving the overall asset condition.

Upgrade & New Works

The need for new and/or upgraded assets typically takes place to meet service deficiency. Upgrade works typically utilise in some shape or form an existing asset whilst new works are conducted on a standalone basis. Upgrade works can often, particularly in the road environment, include a renewal component (ie. Dangin Mears Upgrade Works to WSFN Standard)

The aim of staggered work cycles is to prolong the life of assets by seeing that they are maintained well. Good asset management practice sees a reduction in reactive works by intercepting this work with good maintenance and renewal works.

WHAT WILL BE THE SERVICE COST?

The Shire's assets are a significant ongoing cost commitment to our community.

Our program costs are provided below. The program and costs flowed directly out of the modelling exercise with only minimal manipulation of the outputs.

The model has generated renewal streams for each of the asset categories for the period 2022/23 (Year 0) to 2032/33 (Year 10). These can be found in the companion document "Shire of Quairading TAMP Input Data – V1 – as of 23 September 2022"

There has been no smoothing of the costs so projected works may need timing adjusted to meet the available annual budgets.

The program provided is at a good level of detail to feed the long term financial plan. The long term financial plan can further adjust and refine timings to balance costs even further over the years. The long-term financial plan also looks at our savings reserves, borrowings and external funding may be prudent for planned high expenditure years.

If the overall level of expenditure is too high to be sustained in the Long-Term Financial Plan the Asset Management Plan will need to be adjusted (increased condition triggers) to produce a reduction in program expenditure and potentially a reduction in service levels for a more sustainable outcome.

Figure 2 below is the financial summary of the 10-year renewal program based on renewal treatments being applied when condition of the asset reaches a designated renewal condition trigger, nominally a condition score of 4 (Poor).

The condition triggers were adjusted to achieve a consistent condition rating of between Good and Average (2.4) and to achieve an asset sustainability ratio of approximately 100% (Annual Renewals equal to Annual Depreciation).

Shire of Quairading Asset Renewal Summary (Y0 = 2022/23)

Renewal Condition Trigger	Renewal Program	Weighted Average Condition Year 0	Y0	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Total	Weighted Average Condition Year 10	Renewals Per Annum	Annual Depreciation
3.5	Bridge Renewal	2.8	\$0	\$0	\$744,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$744,000	3.0	\$67,636	\$65,431
4.0	Buildings Renewal	2.1	\$142,620	\$107,262	\$0	\$202,068	\$97,276	\$124,623	\$0	\$113,356	\$328,722	\$515,563	\$226,238	\$1,857,728	2.5	\$168,884	\$318,117
4.0	Culvert Renewal	2.5	\$467,630	\$0	\$0	\$0	\$0	\$0	\$0	\$72,390	\$0	\$0	\$0	\$540,020	2.8	\$49,093	\$90,229
4.0	Footpath Renewal	2.9	\$248,650	\$144,700	\$0	\$0	\$0	\$213,850	\$0	\$27,020	\$0	\$0	\$0	\$634,220	2.0	\$57,656	\$31,570
4.0	Other Structures Renewal	2.3	\$0	\$16,000	\$592,000	\$61,900	\$0	\$534,864	\$187,400	\$33,700	\$192,000	\$1,405,620	\$88,200	\$3,111,684	2.3	\$282,880	\$240,931
4.0	Road Reconstruction*	2.0	\$200,378	\$984,900	\$920,300	\$2,247,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,353,078	1.9	\$395,734	\$245,934
4.5	Road Resealing*	2.5	\$560,860	\$915,397	\$192,590	\$477,330	\$1,512,690	\$1,070,692	\$0	\$12,100	\$881,320	\$1,452,180	\$255,000	\$7,330,159	2.3	\$666,378	\$534,731
4.5	Road Resheeting*	2.7	\$0	\$0	\$1,358,851	\$0	\$0	\$0	\$3,102,155	\$0	\$0	\$0	\$0	\$4,461,006	2.9	\$405,546	\$592,368
4.0	Sign Renewal	2.2	\$0	\$0	\$31,979	\$0	\$38,553	\$0	\$0	\$0	\$88,702	\$0	\$0	\$159,234	2.2	\$14,476	\$11,784
4.5	SWC Renewal	2.7	\$521,482	\$1,089,794	\$0	\$0	\$1,105,408	\$0	\$1,442,478	\$0	\$518,722	\$0	\$1,089,794	\$5,767,678	2.8	\$524,334	\$457,366
	Totals	2.3	\$2,141,619	\$3,258,053	\$3,839,720	\$2,988,798	\$2,753,927	\$1,944,029	\$4,732,033	\$258,566	\$2,009,466	\$3,373,363	\$1,659,232	\$28,958,806	2.4	\$2,632,619	\$2,588,462

*Note: Roads Hierarchy Class 5 and Class 6 have been excluded from the Road Renewal Programs

Rank	Description of Condition
1	Excellent Only normal maintenance required
2	Good (Minor Defects Only) Minor maintenance required (5%)
3	Average (Maintenance Required to Return to Accepted Level of Service) Significant maintenance required (10-20%)
4	Poor (Requires Renewal) Significant renewal/upgrade required (20-40%)
5	Very Poor (Asset Unserviceable) Over 50% of asset requires replacement

Figure 2: 10 Year Infrastructure Renewal Program

IS THE SERVICE SUSTAINABLE?

The Shire monitors the effectiveness of the AMP through three financial ratios. They measure the past, present and future ability to renew assets when required.

Past - Sustainability Ratio (ASR) - Shire Benchmark > 90%

This ratio indicates whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset base is wearing out. The ratio compares the average actual expenditure on asset renewal to the annual depreciation expense.

Present - Consumption Ratio - Shire Benchmark > 50%

This ratio seeks to highlight the aged condition of a local government's physical assets by comparing their fair value (worth in current state) to their replacement cost (worth in as new state).

Future - Renewal Funding Ratio - Shire Benchmark > 75%

This ratio indicates whether the local government has the financial capacity to fund asset renewal as required, and can continue to provide existing levels of services in future. The ratio compares the available asset renewal expenditure in the Long-Term Financial Plan (under development) to the required asset renewal expenditure in the Asset Management Plans.

Past Sustainability Ratio	Present Consumption Ratio	Future Renewal Funding Ratio
80%	70%	Awaiting LTFP

Table 11: Service Sustainability Ratios

Note: The current figures are heavily influenced by a value dominant road asset dataset (62% of Asset Portfolio)

HOW WILL THE SHIRE IMPROVE ITS SERVICE MANAGEMENT?

Where possible, and appropriate, the Shire is committed to improving its asset management practices. The following actions have been identified by this AMP for future implementation.

Task	Year
Undertake a verification inspection of assets due for renewal in Year 0 (2022/23) and Year 1 (2023/24)	Immediate
Undertake a full visual assessment of Roads and associated infrastructure (last done February 2020)	Mid 2023
Schedule annual updating of RAMM (new assets) and Interim Valuations to keep asset data current.	Ongoing
Expand the use and understanding of the RAMM database within the organisation	2022/23
Consider adopting RAMM as the Shires "single source of truth" Asset Management System for managing the Shires physical assets.	2023
Undertake community consultation to gain greater understanding of service level requirements.	2022/23
Continue to look for further external funding opportunities to cover any gaps in funding for the projected 10 Year renewal program.	Ongoing
Cost the above initiatives and apply available remaining consultant's funds to commence priority activities and submit other remaining costs for suggested approval in future budgets.	2022/23

Table 12: AMP Opportunities for Improvement

FURTHER READING AND REFERENCES

Shire of Quairading – Asset Management Strategy Endorsed 46 - 22_23

Shire of Quairading – Strategic Community Plan

Shire of Quairading – Long Term Financial Plan (Under redevelopment)

Shire of Quairading – Road Hierarchy

Source documentation for information nominated in this September 2022 Asset Management PlanShire of Quairading TAMP Input Data - V1 – as of 23 September 2022

This is the NEWROC provided standard format information capturing and summary sheet where most of the tabulated information and provided figures in this report have come from. It also includes the full 2020/21 APV Valuation Dataset and the predictive condition model and renewal programs. The sheet is in excel format and is stamped V1 - 23 September 2022 so that it is identified as the version that ties to this Asset Management Plan.

2020/21 APV Valuation Reports

2021 Road and Open Spaces Infrastructure – Effective Valuation Date 30/6/2021

2021 Land and Building Assets – Effective Valuation Date 30/6/2021

RAMM Database

Roads and associated assets physical attributes and condition ratings.

ITEM 15 MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY

No matters for consideration

ITEM 16 URGENT COUNCILLOR'S BUSINESS

ITEM 17 CONFIDENTIAL ITEMS

The Meeting will be closed by Council Resolution to the public under Part 5 Division 2 Section 5.23(2)(a), (c) and (h) of the Local Government Act 1995 as the Items relates to : -

- (a) a matter affecting an employee or employees
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting
- (h) such other matters as may be prescribed (consider regulations)

OFFICER RECOMMENDATION

That Council close the meeting to the public at _____ pm to consider the confidential reports listed below in accordance with Section 5.23(2) of the Local Government Act 1995:

17.1 CEO - End of Probation Period

17.1 CEO - End of Probation Period**OFFICER RECOMMENDATION**

1. That Council approve the successful completion by the Chief Executive Officer of the probationary period as per clause 2.1.3 of the CEO contract.
2. That Council inform the Chief Executive Officer in writing of the successful completion of the probationary period as per 1.

The above mentioned report/s were provided to Elected Members under separate cover. The report/s are not for publication.

OFFICER RECOMMENDATION

That the meeting be open to members of the public at _____ pm.

Public Reading of Resolution

Should there be any members of the public in attendance at the re-opened Meeting, the Shire President is to read aloud the decisions made by Council while the Meeting was closed to the public.

ITEM 18 NEXT MEETING DATE

THE NEXT ORDINARY COUNCIL MEETING IS SCHEDULED TO TAKE PLACE ON THURSDAY 30 MAY 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.